

FIELD OPERATIONS BUREAU

CalFresh Review Unit (CFRU)

TRANSMITTAL NUMBER: 11-01

May 2, 2011

TO: All Food Assistance Action Committee (FAAC) Members and Field Operations Bureau (FOB) staff

SUBJECT/PURPOSE: Imaging and Transmitting the Quality Control (QC) File

RELATED REFERENCE: None

SUPERSEDES: Transmittal 10-06 Imaging and Transmitting the Quality Control File

EFFECTIVE DATE: OCTOBER 2010 FNS Sub-Sample Reviews

BACKGROUND:

On March 11, 2009 FOB issued Transmittal 09-05 that provided instructions for a new process on imaging and transmitting QC case reviews to FOB and to FNS. This process was implemented to address FNS' re-engineering the Federal review and validation efforts of the SNAP QC system. The purpose of this transmittal is to provide the new naming instructions for all federal cases selected for sub-sampling.

INSTRUCTIONS:

FNS will no longer send the sub-sample request letter. Therefore the naming of case files must be changed to reflect the date that FOB requested the cases via e-mail. Continue to use the current passwords in transmitting the cases until further notice.

Effective with the October 2010 Sub sample follow the new instructions under the section heading Transmitting Imaged Sub-Sample Cases (bullet two) for the naming of the sub sampled cases.

Transmitting Imaged Cases to FOB for Review

- Instead of mailing paper QC files to the FOB CalFresh Review Unit (CFRU) for re-review, counties will email imaged QC files.
- Arrange and image the QC file per the guidelines specified in Transmittal 09-04 Quality Control (QC) File Structure Desk Guidelines dated March 11, 2009.
- *Name the QC file using the case review number_ Underscore (Shift Dash key) County number FFY.* For example, case 203005 from Los Angeles County will be named 203005_1912.pdf.
- Indicate in the "Subject:" line CASCAN
- Email the encrypted QC file as an attachment to cfureviews@dss.ca.gov.

- The password is wtwfob11.
- CalFresh Review Unit (CFRU) will re-review the case and provide feedback in RADEP.
- If a county is currently unable to image and email the QC file, contact the CFRU as soon as possible for instructions on submitting the cases.

Transmitting Imaged Sub-Sample Cases

FOB will receive the electronic subsample list from the Federal Data Reporting and Analysis Bureau (FDRAB). FOB will request the sub-sampled cases from the counties via email. The date of the email will be used in the naming of the file. The instructions are as follows:

- Arrange and image the QC file per the guidelines specified in Transmittal 09- 04 Quality Control (QC) File Structure Desk Guidelines dated March 11, 2009.
- Name the QC file using the case review number, Underscore (Shift Dash key), ***followed by the request email date from FOB.*** For example, FOB requested the case on March 14, 2011 via email, case review number 203005 is listed as a sub-sampled case, so the file will be named 203005_031411.pdf.
- Indicate in the “Subject:” line CASCAN.
- Email the encrypted QC file as an attachment to FNSsubsample@dss.ca.gov.
- The password is fnsbro11.

DO NOT SEND THE SUB- SAMPLE FILES TO THE CalFresh Review Unit (CFRU).

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