

# **FIELD OPERATIONS BUREAU**

## **CalFresh Review Unit (CFRU)**

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TRANSMITTAL NUMBER: 11-02

September 21, 2011

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

**SUBJECT/PURPOSE:** RADEP CODING OF QC INTERVIEW TYPE

**RELATED REFERENCE:** Transmittal Number 10-05

**SUPERSEDES:** None

**EFFECTIVE DATE:** Immediately

**BACKGROUND:**

A waiver was released in December of 2008 to allow a telephone interview to be completed in households with an allotment of \$100 or less. The waiver has been extended through the September 2011 sample. The purpose of this transmittal is to correct the RADEP coding for QC Interview Type Item 010-F016. Transmittal 10-05 only required this item to be coded for cases with an allotment of \$100 or less. FOB received notification from FNS that all cases, **except for 'Not Subject to Review' (disposition code 2)**, must be coded.

**INSTRUCTIONS:**

RADEP Item 010-F016 must be completed on **all cases** to capture whether the interview was completed by face-to face (**code 1**) or by telephone (**code 2**). All federal active cases require a face-to-face interview unless the allotment is \$100 or less. If the case was dropped after an interview had been completed, code the case appropriately. If the case was dropped without interviewing the household, leave this item blank. For cases completed using "likely conclusion," an entry is required if an interview was conducted. If an interview was not conducted and the case was completed using "likely conclusion," this item should remain blank. Appropriate and thorough narration/documentation must be provided to support the coding entry.

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Original Signed By Marlene Fleming  
**Marlene Fleming, Chief**  
**Field Operations Bureau**