

FIELD OPERATIONS BUREAU (FOB)

TRANSMITTAL NUMBER: 00-02 (FS)

February 28, 2000

TO: All Performance Measurement County, Field Operations Bureau and Corrective Action Staff

SUBJECT/PURPOSE: To Provide a CFAP Food Stamp Budget Computation Worksheet

RELATED REFERENCE: None

SUPERSEDES: None

EFFECTIVE DATE: February 2000 Sample Month

BACKGROUND:

With the implementation of the California Food Assistance Program (CFAP), Food Stamp (FS) cases containing CFAP component should clearly display the computation of both the federal and state benefit amounts in the case record. When conducting the quality control (QC) review, staff has used various computation forms to show the federal and CFAP budget computations associated with the case. The absence of a uniform budget worksheet has made it difficult to determine the validity of the county or state reviewer's findings when such findings are rereviewed.

The purpose of this transmittal is to provide a common worksheet that will establish uniformity in the CFAP budget computation and documentation process. This form must be used beginning February 2000 sample month.

INSTRUCTIONS:

FOB and PMC Quality Control Staff

Use the attached CFAP worksheet to show all food stamp budget computations related to the case under review. Effective with the February 2000 sample month, all cases with a CFAP component must contain a copy of this worksheet. CFAP cases that do not have this form or contain a CFAP substitute computation form will be considered incomplete and shall be returned to the reviewer for correction.

Each FOB office and PMC is responsible for duplicating and distributing copies of this form.

INQUIRIES: Michael Bowman-Jones (909) 862-8116

Original signed by Tom Benson

Field Operations Bureau