

January 25, 1999

TO: GARY SWANSON  
Data Operations Branch

FROM: LOIS VANBEERS, Project Lead  
CalWORKs and Food Stamps Data Systems Design Taskforce

SUBJECT: DISTRIBUTION OF THE MONTHLY ROLLING ERROR RATE  
REPORT

As a part of the transitional process we felt it would be useful to clarify the roles of our two organizations in the distribution of the monthly Rolling Error Rate Report (RERR).

We propose that Bruce Lerner in the CalWORKs Data Systems Design Taskforce, Trend Analysis Unit, provide the original RERR package to the Data Operations Branch (DOB) each month after transmission. This RERR package will be a "snap shot" based on data as of the final transmission date for the most current month covered by the reports and will include statewide and County Performance Sample county reports for federal and state/federal sample cases. DOB will determine the person designated to receive the RERR package. Until this is done, we will send the report package to Gary Swanson.

DOB will be in charge of the distribution of the RERR.

The following are the previous distribution practices/requirements.

- One set to Pat Cruise at FNS.
- One set to individuals in DOB as determined by DOB management.
- One set to the Food Stamp and TANF/CalWORKs program (you may want to inquire of program administration who they want to receive the RERR package).
- Specific reports to LeeAnn DeSalles: State/Fed: Statewide; Kern, Monterey, and San Joaquin.

If you have any questions or concerns, please contact me at 654-1792 or Bruce Lerner at 653-1665.