

The Data Transmission and Validation Unit (DTVU) will copy the original case and "SAFE" them to the analysts. This will allow the analysts to work on these cases. DTVU will create new skeletons and send them including the 'S' review cases to the respective District Offices by February 5, 1999.

You need to deselect the food stamp portion of the 'S' review and complete the FS only case with the new effective month. Send both 'S' review and FS only cases to DTVU.

Cases should be SAFED to DTVU no later than March 19, 1999.

Review Procedures

On the attached lists of cases are the authorization number, effective month, and amount of the allotment which must be reviewed. Compare the effective month of the allotment on the list with the sample month and use the following procedures to determine whether the QC review of the allotment should be completed or the case should be coded Not Subject To Review (NSTR).

If the effective month is the same as the sample month or is the month following the sample month, complete a QC review of the allotment on the list.

If the effective month is a month prior to the sample month, but not the first prior month, code the FS disposition of the case NSTR. For example, if the effective month of the allotment was July 1998 and the sample month was September 1998, the FS disposition of the case would be coded NSTR.

To determine the reviewability of allotments whose effective month is the first month prior to the sample month, you will need the authorization date of the allotment. You must get this date from the case file. Find the authorization date in the case file of the allotment whose authorization number is on the list. If the authorization date of the allotment is not the same month as the effective month, code the FS disposition of the case NSTR. If the authorization date of the allotment is the same month as the effective month, complete a QC review of the allotment on the list. For example, if the effective month of the allotment was August 1998, the sample month was September 1998, and the authorization date of the allotment was August 1998, a QC review of the allotment should be completed. However, if the authorization date was September 1998 in the above example, the FS disposition would be coded NSTR because the authorization date was not the same month as the effective month.

Additionally, there may be a few sample cases whose effective month falls outside the Federal Fiscal Year from which the case was originally selected. If these cases are reviewable, a FS QC review should be completed for their effective month's allotment, but the QC findings should be included in the Federal Fiscal Year from which the case was originally selected.

For example, assume the sample month is October 1997, and the effective month is September 1997; the case is reviewed for September 1997. According to FNS, the September 1997 QC review findings for this case will be included with findings for the October 1997 sample month. For these cases it is not necessary to change the review month, however, note in the case comments section an explanation of the review process, that the findings are reflected in the appropriate month and fiscal year.

Transmission Deadline

The corrected review findings of each of the cases on the attached lists must be SAFED to DTVU no later than March 19, 1999.

If you have any questions about the skeletons, please contact Kevin Fong at (916) 654-2875. If you have any questions about the Food Stamp review procedures, please contact Jim Anderson at (916) 653-0843.

c: Joeana Carpenter
Judy Barnhart