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**DEPARTMENT OF SOCIAL SERVICES**



ARNOLD SCHWARZENEGGER  
GOVERNOR

April 7, 2009

ALL COUNTY INFORMATION NOTICE NO. I-18-09

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SPECIAL INVESTIGATIVE UNIT CASELOADS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All County Information Notice (ACIN) is to provide County Welfare Departments (CWDs) clarification on determining the appropriate number of Special Investigative Unit (SIU) investigators counties need in order to investigate suspected cases of fraud in the California Work Opportunity and Responsibility to Kids (CalWORKs), Food Stamp, and CalWORKs Stage One Child Care programs.

California Department of Social Services Manual of Policies and Procedures (MPP), Division 20-007, requires the establishment of SIUs for the purpose of investigating welfare fraud and to serve as a liaison between CWDs and law enforcement agencies. MPP 20-007.113 specifies that a ratio of at least one investigator for every 1,000 CalWORKs cases or major fraction thereof is recommended. When determining SIU staffing levels, we would like to remind counties that MPP 20-007.113 applies to both CalWORKs and CalWORKs Stage One Child Care caseloads. MPP 47-101.6 states that Stage One Child Care begins upon the entry of a person into the CalWORKs assistance program. The CalWORKs Stage One Child Care program is a supportive service provided to CalWORKs recipients and is funded by both the Temporary Assistance to Needy Families Block Grant and State General Fund. Furthermore, under 7CFR 272.4(g), each State agency participating in the Food Stamp Program is required to operate a fraud detection unit in areas where 5000 or more households participate in the program. While MPP 20-007.113 does not address this regulation, counties should also consider this workload when determining appropriate staffing levels for their SIUs.

Questions regarding this ACIN should be directed to Nicole Lopes-Gravelly, Analyst, Policy Unit, at (916) 263-5706 or Suzie Steinwert, Manager, Policy Unit, at (916) 263-5700.

Sincerely,

**Original Document Signed By:**

DEBORAH ROSE, Chief  
Program Integrity Branch