

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 10, 1985

ALL-COUNTY INFORMATION NOTICE I- 03-85

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: AFDC QUALITY CONTROL ERROR CORRECTION FOLLOW-UP (CA 80)

REFERENCE:

This transmits a copy of the final form CA 80, AFDC Quality Control Error Correction Follow-Up, and instructions for its use. The CA 80, a form letter printed on NCR paper, is new and is designed for joint use by Department of Social Services (DSS) and County Welfare Department (CWD) AFDC staff. The attached copy of the form is being provided so that counties can become familiar with its content. Follow-up by DSS on individual quality control errors is necessary to meet our supervisory responsibilities and to comply with Federal regulations.

Input for the design of the form was obtained from counties via AFDC Corrective Action Coordinators. We wish to thank those that responded. Many suggestions have been incorporated into the final form and process. A separate form CA 80 (two copies) for each case in error will be sent to the counties, along with the QC error citation (error letter). Pertinent QC case identification and a brief description of the error cite will already be entered on the CA 80 when received by the CWD. As indicated on the form, counties are requested to return the completed original copy within 30 days from the date indicated on the CA 80 or for cases pending resolution of a dispute, within 10 days after the dispute has been resolved. If the dispute results in a finding of no error, no CA 80 is necessary on the case. All completed original copies of the CA 80 are to be returned to the preprinted DSS address shown on the form.

This QC error follow-up process will be used for error cases found in the Federal QC sample only. We plan to implement the process immediately. The first CA 80 forms will begin arriving shortly.

The form CA 80 and the process for reporting on the correction of individual AFDC QC errors is separate and apart from the AFDC corrective action planning process which is described in the March 1984 AFDC County Corrective Action Handbook.

If you need additional information about the use of the CA 80, or wish to discuss other AFDC corrective action concerns, please contact your AFDC Corrective Action Consultant at (916) 445-4458. You should continue to contact the Quality Control Bureau on matters relating to QC error cites or difference issues.



ROBERT A. HOREL
Deputy Director

Attachment

AFDC QUALITY CONTROL ERROR CORRECTION FOLLOW-UP

REVIEW MONTH / YEAR
CASE NAME
CASE NUMBER
REVIEW NUMBER
DISTRICT NUMBER
DATE SENT

Enter Name and Address of County Welfare Department

Return Original Copy To:

Department of Social Services
AFDC Corrective Action Bureau
744 "P" Street, M.S. 16-30
Sacramento, CA 95814

(1) ERROR ELEMENT CODE ()
DESCRIPTION OF ERROR _____

(2) ERROR ELEMENT CODE ()
DESCRIPTION OF ERROR _____

The case identified above was cited in error as part of the federal Quality Control sample. Please enter in the space provided below the specific action(s) taken to correct the case. Space is provided to indicate the action taken on each error element cited in the case. Return the completed original copy of this form to the AFDC Corrective Action Bureau within 30 days from the above date or for cases pending resolution of a dispute, within 10 days after the dispute has been resolved. Contact your AFDC Corrective Action Consultant at (916)445-4458 if you have questions regarding this form.

TO BE COMPLETED BY COUNTY

CASE CORRECTED ON: _____ (DATE)

SPECIFIC ACTION TAKEN TO CORRECT CASE: *(IF MORE SPACE IS NEEDED, USE BACKSIDE.)*

(1) _____

(2) _____

SIGNATURE OF PERSON COMPLETING FORM (E.W. SUPERVISOR OR ABOVE)	TITLE	TELEPHONE NUMBER ()	DATE
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