



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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ARNOLD SCHWARZENEGGER  
GOVERNOR

July 22, 2009

ALL COUNTY LETTER NO. 09-34

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP PROGRAM COORDINATORS  
ALL CONSORTIUM PROJECT MANAGERS  
ALL QUALITY CONTROL PROGRAM COORDINATORS

SUBJECT: INTERIM STATEWIDE AUTOMATED WELFARE SYSTEM (ISAWS)  
COUNTIES MIGRATING TO STATEWIDE AUTOMATED WELFARE  
SYSTEM CONSORTIUM-IV (C-IV)

<u>REASON FOR THIS TRANSMITTAL</u>
<input type="checkbox"/> State Law Change
<input type="checkbox"/> Federal Law or Regulation Change
<input type="checkbox"/> Court Order
<input type="checkbox"/> Clarification Requested by One or More Counties
<input checked="" type="checkbox"/> Initiated by CDSS

The purpose of this letter is to provide instructions to the ISAWS Counties that will migrate to C-IV beginning in October 2009. This letter addresses the provisions of federal regulation (7 CFR 275.11), mandated on October 1, 1999, which requires that the monthly Food Stamp Quality Control sample be selected from a complete universe.

After the conversion to C-IV, a reconciliation of the universe is necessary to ensure this Food and Nutrition Service requirement is met. In order to fulfill the requirement, the Food Stamp County Performance Sample (CPS) universe files must be validated. The universe will be reconciled against the Electronic Benefit Transfer/Statewide Automated Reconciliation System following full conversion to the C-IV system.

The migration will roll out in **three waves**: **Wave One** is scheduled for the **November 2009 sample month** and includes seven counties (Imperial, Inyo, Kern, Kings, Mono, Monterey, and San Benito); **Wave Two** is scheduled for the **March 2010 sample month** and includes 13 counties (Alpine, Amador, Calaveras, El Dorado, Glenn, Lake, Madera, Marin, Mariposa, Mendocino, Napa, San Joaquin, and Tuolumne); and **Wave Three** is scheduled for the **June 2010 sample month** and includes the remaining 15 counties (Butte, Colusa, Del Norte, Humboldt, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba).

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The reconciliation procedures and instructions are included in the *Federal Data Reporting and Analysis Bureau Statewide Automated Welfare System Consortium-IV (C-IV) Food Stamp Quality Control Universe File Reconciliation Procedures* (Attachment A).

To reduce the workload associated with this effort, the California Department of Social Services will match the files, and the counties will explain any discrepancies. To complete the reconciliation process, please provide a contact person to Pam Ward in the Federal Data Reporting and Analysis Bureau at [Pam.Ward@dss.ca.gov](mailto:Pam.Ward@dss.ca.gov) by September 30, 2009.

If you have any questions regarding this letter or need additional information, please e-mail Pam Ward or contact her at (916) 928-3354.

Sincerely,

***Original Document Signed By:***

ERIC FUJII  
Deputy Director  
Administration Division

Attachment

c: County Welfare Directors Association

**ATTACHMENT A**  
**Federal Data Reporting and Analysis Bureau**  
**Statewide Automated Welfare System Consortium-IV (C-IV)**  
**Food Stamp Quality Control Universe File Reconciliation Procedures**

**Food and Nutrition Services (FNS) Requirement**

Federal regulations (7 CFR 275.11) require that the monthly Food Stamp Quality Control sample be selected from a complete universe. This is required of all counties migrating to the C-IV system.

**Purpose**

Reconciliation is necessary to comply with this FNS requirement. In order to fulfill that requirement, the Food Stamp County Performance Sample (CPS) universe files will be validated against the Electronic Benefit Transfer /Statewide Automated Reconciliation System (EBT/SARS) following implementation to C-IV. This is a one-time validation, consisting of three months worth of data comparison.

**County Requirements: *Prior to Full Caseload Conversion to C-IV***

The counties will need to provide CDSS with the **entire** universe of files from the Interim Statewide Automated Welfare System (ISAWS), the C-IV system, and include any Food Stamp benefits issued from the EBT/SARS administrative terminal that are not posted to the eligibility system. This will ensure a full Food Stamp universe is provided for the federal sampling. This information will be needed for both primary and secondary files produced by the ISAWS and C-IV systems.

**Reconciliation Procedures**

Four months after the entire caseload has migrated to C-IV, counties and state staff will begin the validation process utilizing the following procedures:

1. Federal Data Reporting and Analysis Bureau (FDRAB) will match the CPS file to the SARS file and produce a series of reports with its findings (see chart).
2. You will receive a report from FDRAB showing the total number of non-matching issuance records and a detailed list of these non-matches (see examples).  
The report will consist of two sections:

**ATTACHMENT A**  
**Federal Data Reporting and Analysis Bureau**  
**Statewide Automated Welfare System Consortium-IV (C-IV)**  
**Food Stamp Quality Control Universe File Reconciliation Procedures**

**Reconciliation Procedures** (Continued)

- a. The **first** section is a list of non-matching Food Stamp issuances that are not on CPS. Each record in the list includes the data elements: Case Serial Number, Family Basic Unit (FBU), Authorization Number, Allotment Amount, Effective Month, and Explanation.

This section is titled:

**List of Non-Matching Records that are NOT ON CPS**  
**CPS Against EBT/SARS *Primary* (or *Secondary*) Universe Files**  
Sample Month *MM/YY*  
County of *ABC*

- b. The **second** section is a summary of the FDRAB validation process for “CPS Against EBT/SARS.” The summary shows the number of records that were read, matched, and non-matched. The important number is the **total non-matching records that were on SARS but not on CPS following conversion.**

This section is titled:

**Summary of Records Read, Matched and Non-Matched**  
**CPS Against EBT/SARS *Primary* (or *Secondary*) Universe Files**  
Sample Month *MM/YY*  
County of *ABC*

3. Please provide an explanation (column provided) for each record on the non-matching list. These records did not have a matching authorization number in the CPS file.
4. **Thirty days** following the receipt of the report, the county is required to submit a list of non-matching records with explanations to the FDRAB statistician, Pam Ward, at (916) 928-3354 or [pam.ward@dss.ca.gov](mailto:pam.ward@dss.ca.gov).

This information may be used by FDRAB to select a supplemental federal or non-federal sample case.

**ATTACHMENT A**  
**Federal Data Reporting and Analysis Bureau**  
**Statewide Automated Welfare System Consortium-IV (C-IV)**  
**Food Stamp Quality Control Universe File Reconciliation Procedures**

**EXAMPLES:**

**List of Non-Matching Records that are NOT ON CPS**  
*But were on the EBT/SARS **Primary** (or **Secondary**) Universe Files*  
**Sample Month *MM/YY***  
**County of *ABC***

Case Serial Number	FBU	Authorization Number	Allotment Amount	Effective Month	Explanation
ZZFF0044	0	0432838	149	mmyy	
ZZFF017	0	0432840	249	mmyy	
Z532333	0	0432870	274	mmyy	
C3448579	0	0450953	360	mmyy	
B539111	0	0452097	92	mmyy	
1B00X50	0	0451736	48	mmyy	

**Summary of Records Read, Matched, and Non-Matched**  
**CPS Against EBT/SARS **Primary** (or **Secondary**) Universe Files**  
**Sample Month *MM/YY***  
**County of *ABC***

RECORDS	CPS	SARS
Total Read	6010	6000
In Both EBT/SARS and CPS	5994	5994
In EBT/SARS, and not in CPS	0	6

**ATTACHMENT A**  
**Federal Data Reporting and Analysis Bureau**  
**Statewide Automated Welfare System Consortium-IV (C-IV)**  
**Food Stamp Quality Control Universe File Reconciliation Procedures**

**Chart**

