

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street
Sacramento, CA 95814



September 20, 1974

ALL-COUNTY LETTER NO. 74-181

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: REPORT ON PROCESSING OF AFDC APPLICATIONS, FORM CA 345

REFERENCE:

In All-County Letter No. 74-86, dated May 14, 1974, we requested continuing submission of Form CA 345 on a monthly basis until we had accumulated sufficient data to permit conversion to a quarterly basis. The data collected by this form are needed to monitor compliance with state and federal regulations on application processing time and to assist in isolating specific processing problems.

Regional HEW officials and AFDC program management now agree that we have received enough data on a monthly basis, and, effective immediately, Form CA 345 is to be completed for each calendar quarter, at the close of the quarter. The first quarterly report, covering the July - September 1974 quarter, will be due in Sacramento by October 15, 1974, the tenth working day following the end of the quarter.

The form and instructions have been revised to add two new items of information, "Applications received during the quarter" (so that a complete picture of application movement may be obtained) and another reason for pendency over 45 days, "Applications held pending eligibility," under EAS 40-171.11. Copies of the revised form and instructions are enclosed.

Questions regarding these changes should be addressed to the Information Desk, Program Information Bureau, at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

A handwritten signature in cursive script that reads "William J. Kurtz".

WILLIAM J. KURTZ
Deputy Director

Attachments

cc: CWDA

GEN 654 (2/74)