

DEPARTMENT OF BENEFIT PAYMENTS

October 17, 1974



ALL-COUNTY LETTER NO. 74-205

TO: ALL COUNTY WELFARE DEPARTMENTS

OBSOLETE

Superseded by ACL # 77-15Issued 3-17-77SUBJECT: CLARIFICATION OF INSTRUCTIONS FOR REPORT ON EMERGENCY LOANS,
FORM ABD 215

REFERENCE:

Counties have requested clarification or expansion of instructions for the subject report, transmitted by All-County Letter No. 74-155, dated August 12, 1974.

1. Money amounts should be reported to the nearest whole dollar.
2. Instructions (on the back of the form) for Item 4, Loans fully repaid to date (cumulative), state in part, "Item 4 entries for the report month will ordinarily be the sum of the Item 5a entries and corresponding Item 4 entries from the preceding month's report. If there is a difference, report correct data and explain in a footnote."

These instructions will not operate properly when loan repayments are made on an installment basis. Such repayments should be reported as in the following example, which assumes a \$75 loan repaid in three installments of \$25 each.

	<u>Item 4</u>	<u>Item 5a</u>	<u>Item 5b</u>
1st month			\$25
2nd month			\$25
3rd month	\$75	\$25	

In preparing the ABD 215 reports, please disregard the above quoted instructions for Item 4. They will be eliminated when the form is reprinted.

3. Entries in Items 6 and 7 (Loans submitted to the State for reimbursement) or in Item 9 (Loans referred to district attorney) do not directly affect entries in Item 8 (Loan balances outstanding). In other words, submission to the State or referral to the district attorney does not, of itself,

reduce the loan balance. When money is received by the county from State reimbursement or as a result of the district attorney's efforts, the loan balances are reduced accordingly, and the receipt is reflected as a loan repayment in Item 5a or 5b, depending on whether or not it fully repays the loan.

4. Loans referred to district attorney (Item 9) include loans referred to a County Collection Unit.

5. Edits

For Column 1 Number:

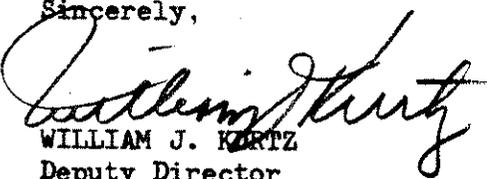
Item 1 - Item 4 = Item 8

For Column 2 Amount:

Item 8 (last month) + Item 2 - Item 5 = Item 8

Any questions concerning this revision should be directed to the Information Desk, Program Information Bureau, (916) 322-2230.

Sincerely,



WILLIAM J. KIRTZ
Deputy Director

cc: CWDA