

DEPARTMENT OF BENEFIT PAYMENTS



May 3, 1974

ALL-COUNTY LETTER NO. 74-77

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: RESPONSIBLE RELATIVE PROGRAM CONVERSION

REFERENCE:

Our Computer Services Branch has indicated certain errors and/or discrepancies as being contained in the initial batches of SSP-8 and SSP-9 forms which have been received by us this last week. In order to facilitate the smooth conversion of county data to the state's files, I am sending to counties the attached list of common errors so far encountered.

Please acquaint your conversion staff with this information, as it is vital that the information be transmitted to us correctly.

Sincerely,

Dennis O. Flatt FOR
DENNIS O. FLATT
Deputy Director
Welfare Program Operations

cc: CWDA

Attachment

OBSOLETESuperseded by ACL # 77-15Issued 3-17-77

Common Errors So Far Encountered From County
Responsible Relative Conversion Input

1. Annual gross income instead of monthly gross income. Enter the responsible relative's gross monthly income as per amended instructions.
2. Recipient's adult children living out of state are being reported as responsible relatives. Only adult children living in California are to be reported.
3. Recipient's adult children who have never had a liability are being reported as responsible relatives. Only report those adult children who have a current liability, and/or an indebtedness prior to January 1, 1974, or those adult children who have never completed AG 224 or AG 225 since October 1971.
4. Many responsible relative conversion documents have been received with an amount entered in the indebt prior to 1-74 field, but with no gross income and sometimes with no dependent data. These documents must be returned to the counties of origin. It is imperative that gross income and dependent data be entered on all responsible relatives reported, with exception of those who did not respond to the AG 225.
5. Forms should not be stapled on left-hand side. It is very inconvenient for those working with the forms to read and compare SSN's on the second and subsequent pages when the forms are stapled close to the SSN blocks. Staple the documents on the upper right-hand side.
6. Approximately 70% of the batch transmittal dates are incorrect. The date must read with a 2 digit month followed by a 2 digit day, no slashes, no spaces, and no year. For example

0	4	2	4
---	---	---	---

 for April 24th.
7. Recipient and responsible relative titles, such as JR , SR , III, etc., must appear only in the last name field starting in the second available space after the last letter of the last name. Do not enter it in the first name field.
8. Names beginning with MC, as in McCovey, should be entered with a space between the MC and the remainder of the last name.
9. Lower case letters. There should be no lower case letters entered on the conversion documents, and there must not be combinations of letters such as RD (for 3RD), TH (for 10TH), etc., entered into one position. on these forms. Each letter must be entered in a separate position.

10. C/O and 1/2 must not be entered in one position on the conversion document. Both of these must be entered in three separate positions.
11. The # sign should not be used. Instead, enter the abbreviation for number, "NO".