DEPARTMENT OF BENEFIT PAYMENTS
744 P Street
Sacramento, California 95814

June 11, 1975

ALL-COUNTY LETTER NO. 75-117

TO: ALL COUNTY GRAND JURY FOREMEN
COUNTY WELFARE DIRECTORS
DISTRICT ATTORNEYS
COUNTY AUDITORS

SUBJECT: GRAND JURY CHILD SUPPORT AUDIT

REFERENCE:

Section 10602.5 of the California Welfare and Institutions Code directs the grand jury of each county to appoint an auditor to annually review the child support collection program within the county. This grand jury audit is to address itself to the activities of all county agencies concerned with the enforcement of child support obligations.

At the close of the 1973-74 fiscal year, the Department of Benefit Payments issued its "Grand Jury Child Support Audit Guidelines," which contained specific instructions for the preparation of audit reports. Those guidelines are still effective and should be followed in conducting this year's audit. Previous audits have evaluated county child support systems in detail and, therefore, it will not be necessary to repeat this information in the current audit. The 1974-75 report should supply updated information, describe significant changes in the program and recommend to the grand jury any improvements considered necessary to achieve greater efficiency of operation.

I am requesting the cooperation of all concerned in submitting these reports as soon after the close of the fiscal year as possible, since this will provide current information which will be of maximum value to all concerned. Deadline for submission of the audits is October 1, 1975.

OBSOLETE

Superseded by ACL #77-15

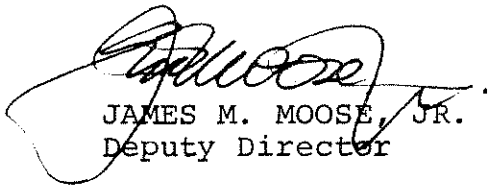
Issued 3-17-77

GEN 654 (2/74)

Completed audit reports, as well as questions or problems, should be directed to:

Department of Benefit Payments
Attn: Counsel for Child Support
744 P Street
Sacramento, CA 95814

Sincerely,



JAMES M. MOOSE, JR.
Deputy Director

cc: CWDA

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814

June 11, 1975

ALL-COUNTY LETTER NO. 75-116

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - RECORD RETENTION

REFERENCE:

This letter repeats the information forwarded to you in the All-County Letter of August 17, 1973.

Manual Sections 63-2030 and 63-9240, formerly Section 63-903, require that all program records be retained for three years from the month of origin, after which time they may be destroyed unless the county is notified that the records are to be retained for a longer period of time.

It is hereby again requested that you retain all Food Stamp Program records for fiscal years July 1, 1969 - June 30, 1970 and July 1, 1970 - June 30, 1971 that pertain to coupon cash collections and deposits. These records include all FNS-250 reports, all deposit documents such as Standard Form 209 and FNS-262, as well as records pertaining to bank drafts and any other records that are pertinent to the cash sums collected and deposited. These records are to be retained until such time as you have been notified by Finance and Program Accounting Division, FNS, that the cash reconciliations for the two above fiscal years have been completed and your account settled, or until notified by this Department.

This request is necessary because of a backlog of incomplete cash reconciliations. This is a temporary measure and one which we hope will be of short duration.

If any of these records have been destroyed, please notify us immediately, unless you have already done so, describing exactly which records are available and which records have been destroyed. If you have any questions, please direct contact to Jean Sweezey of my staff at (916) 322-5475.

Sincerely,

DENNIS O. FLATT
Deputy Director

cc: FNS, USDA
CWDA

GEN 654 (2/75)