

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



August 6, 1975

ALL-COUNTY LETTER NO. 75-164

**TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL OFFICERS
COUNTY AUDITORS**

SUBJECT: FIELD REVIEW FUNCTION

REFERENCE:

The State Department of Finance recently reviewed the desk procedures of Claims Audit and Control Bureau and performed field audits in several counties on the detail supporting the Administrative Expenditure Claims. As a result of their findings, they recommended that the counties submit, to Claims Audit and Control, copies of all supporting detail along with the Quarterly Administrative Expenditure Claim.

Rather than having counties submitting large volumes of detail, we were successful in convincing the Department of Finance it would be more beneficial to review the supporting data in the county offices in cases where large claiming deviations have been identified. Accordingly, the Administrative Expenditure Claims with substantial deviation from prior quarters will be reviewed by field representatives of our Field Review Section.

Counties will be notified prior to the field review of the specific areas of the claim that will need to be substantiated. To minimize the time spent at county offices, we will appreciate the detail and source materials being readily available to the representatives.

Should you have any questions about this new function, please contact A. Robert Cartago (916) 445-0480.

Sincerely,


GARY G. ADAMS
Deputy Director

cc: CWDA