

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



August 20, 1975

ALL-COUNTY LETTER NO. 75-184

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: SUBMISSION OF PUBLIC ASSISTANCE PAYROLLS ON MICROFICHE

REFERENCE:

This is to provide you with information regarding the use of microfiche in lieu of computer printout for the integrated payrolls of the public assistance claim. Attached is a specification sheet with detailed requirements.

State and Federal approval for this procedure has been obtained, therefore, a feasibility study is not necessary. However, in order to assure that conditions of Federal Financial Participation are being met, advance notification is required.

Please direct notifications or comments to Vicki Smith, Financial Planning Bureau, telephone 916/445-7046.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. Adams".

GARY G. ADAMS
Deputy Director

Attachment

cc: CWDA

GEN 654 (2/75)

MICROFICHE OF THE PUBLIC ASSISTANCE CLAIMS INTEGRATED PAYROLLS

Microfiche Specifications:

1. Reduction: 48 x is preferred; 42 x is acceptable.
2. Lines per frame: Standard 56 lines; triple spacing should be used between case entries, per Fiscal Manual Section 25-750.
3. Fiche Sequence:
 - a. Each program is to begin a new fiche.
 - b. Each fiche should be paginated, as specified in the index information.
4. Format:
 - a. All information currently displayed on the printout must be on the microfiche. This includes page totals, end of payroll totals, code key and statistical reports.
 - b. Summary Report pages should appear at the end of the payroll.
5. Index System:
 - a. Eye - readable title line across the top of each fiche containing:
 1. County number
 2. first case number appearing on fiche
 3. program identifier
 4. month/year of report
 5. fiche number in sequential order for the entire claim
 - b. The final frame of each fiche should contain an index showing the first case number on each frame. Each number should be cross-referenced to the appropriate frame by use of an alpha-numeric grid index, i.e., A-1, B-1, etc. Each frame would be likewise identified.
6. Accessibility to Audit: Microfiche viewers must be made available to state and federal auditors. In addition, the county should have access to a reader-printer in the event that a hard copy document is required for audit purposes.
7. Quality Control: A monitoring process should be developed to assure that the tape which generates the microfiche contains all program input; also that the microfiche produced is of legible quality and that it contains all information from the tape.
8. Submittal: Two diazzo copies should be submitted to DBP per the instructions in Fiscal Manual Section 25-770.

9. Retention of microfiche records: Follow instructions contained in Fiscal Manual Section 25-602.
10. Destruction of microfiche records: Follow instructions contained in Fiscal Manual Section 25-210.8.