

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA. 95814
(916) 445-2077



September 29, 1975

ALL-COUNTY LETTER NO. 75-203

TO: All County Welfare Directors
All District Attorneys

SUBJECT: Implementation of Fraud Control Operating Plan

REFERENCE:

Federal statistics released in conjunction with the Quality Assurance Program reflect that almost fifty percent of the errors discovered are caused by the applicant or recipient's failure to properly report the facts required for accurate computation of the grant. It is thus highly desirable that attention be given to and methods devised which will prevent such errors and insure that California is not subjected to Federal sanctions.

One indicator of proper reporting by recipients is found in the Fraud Investigations Activities Reports (DPA 266 series). Department of Benefit Payments, through its Fraud Prevention Bureau (FPB), will be continually analyzing the statistics submitted by the counties on these forms. If it should become apparent that a county is varying significantly from the norm in any category, an inspection evaluating the fraud prevention and detection policies of the county will be conducted by the FPB in accordance with the attached format. The report of the inspection as prepared by FPB will be reviewed by the Director of Benefit Payments. If the county is not following the requirements of Division 20, he may, at his discretion, require the county to submit a Fraud Control Operating Plan (FCOP) under the provisions of Section 20-007.22 DBP Manual-0.

Individual County Welfare Directors and District Attorneys are encouraged to request, at any time, an inspection of all or part of their fraud control program. Such inspections and FCOPs can be highly useful both for objective analysis of the county's practices and can serve as justification for needed changes or additions.

OBSOLETE

Superseded by ACL #77-15

Issued 3-17-77

All County Welfare Directors

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A FCOP will be submitted by a county welfare department only at the request of the Director of Benefit Payments and when so requested it should follow the format of the inspection report omitting Sections VII, IX and X. The county's plan for solving each problem should be included in the appropriate sections.

The Fraud Control Operating Plan is designed to give the individual counties maximum flexibility in controlling recipient error and disbursing aid to eligible recipients in the legally entitled amounts.

Sincerely,


MARION J. WOODS
Director

cc: CWDA

FRAUD CONTROL PROCEDURES INSPECTION REPORT

Date _____

I. County:

II. AFDC Caseload (as of end of last month):

III. Investigative Resources:

A. Counties over 1,000 AFDC caseload

SIU in CWD

SIU in DA

Other: (describe)

B. Counties under 1,000 AFDC caseload

SIU in CWD

SIU in DA

No SIU

If there is no SIU, what is the name, job title and duties of the person responsible for referrals to the DA pursuant to Section 20-007.12, DBP Manual-0, and what is his/her reporting procedure vis-a-vis the county welfare director?

IV. Size of SIU:

A. Number of Investigative Supervisors:

B. Number of Line Investigators:

Qualifications - law enforcement experience (#) _____

welfare experience only (#) _____

C. What would the number of Line Investigators be if the recommendations of Section 20-007.13 were followed?

D. Number and job title of persons within or responsible to the SIU computing fraud overpayments pursuant to 20-007.14?

E. Number and duties of Eligibility Workers assigned to SIU:

F. Number and duties of clerical personnel assigned to SIU:

G. Number and duties of other personnel assigned to SIU:

V. Placement of SIU in Organizational Structure (20-007.21)

A. Is the SIU a separate organization within the purview of this section:

B. To whom does the SIU report? (name, job title and duties)

C. How many levels of administration are there between the person named in "B" above and the county welfare director or the DA?

VI. Duties of The SIU: (Be specific. Include all facts for which the SIU has responsibility or is used; mechanics of relationship with the DA. Include also any restrictions placed on the SIU by local policy, i.e., lack of peace officer status, local limitation on hours during which SIU home calls may be made, etc.).

VII. Investigative Posture:

A. SIU

1. Number of AFDC cases pending investigation _____
2. Average number of cases per line investigator (VII A1 + IV B) _____
3. Percentage of AFDC caseload under investigation (VII A1 + II) _____
4. Number of AFDC investigations disposed of in past six months (DPA 266.1, Item B7 + C9 through 15.) _____
5. Average monthly dispositions per investigator (VII A⁴ + IV B) _____
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6. Number of actionable AFDC investigations in past six months: (DPA 266.1 Item C10 + C11) _____
7. Percentage of investigations producing actionable cases (VII A6 + VII A4) _____
8. Restitution ordered in SIU, past six months \$ _____
9. Recoveries (collections) of SIU ordered restitution, past six months \$ _____
10. Percentage of restitution ordered actually recovered (9 + 8) _____

B. Prosecutions:

1. Number of complaints requested in past six months: _____
2. Percentage of investigations completed on which complaints have been requested in past six months (VII B1 + VII A4) _____%
3. Declinations of requests for complaints in past six months _____
4. Percentage of requests for complaints which resulted in declinations (3 + 1) _____
5. Number of criminal complaints issued in past six months _____
6. Number of convictions in past six months _____
7. Number of dismissals and acquittals in past six months _____
8. Percentage of convictions (7 + 6) _____
9. Number of cases pending arrest or trial of defendant: _____
10. Number of cases pending action on decision to issue criminal complaint _____

VIII. Analysis of County's Fraud Control Program:

IX. Recommendations:

X. Results of Exit Interview:

- A. With whom conducted:
- B. Corrective action planned:
- C. Continuing deficiencies:

Inspector

Title