

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



February 28, 1975

ALL-COUNTY LETTER NO. 75-50

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: EDD REGISTRATION

REFERENCE: EAS 41 - 407

The EDD registration requirements are an important part of the AFDC process. They are a condition of eligibility and a means by which recipients can be provided employment, job training or other needed service. Since exemption/registration is a condition of eligibility in AFDC, failure of the case file to reflect current exemption/registration status can result in overpayment or eligibility errors.

As an ongoing part of the AFDC Quality Control-Corrective Action program, areas with high error rates are reviewed to identify and correct causal factors. Quality Control findings have consistently shown that EDD registration is a major statewide error category.

EDD Registration Errors
(State Findings)

	Case Error Rate (Pct.)			Dollar Error Rate	Projected
	O/P	Inel.	Total	Percent of Total Error Dollar	Annual Cost
April - September '73	1.82	.60	2.48	10.00	\$14,279,744
January - June '74	2.33	.55	2.88	11.58	11,138,582
July - December '74 (Preliminary)	2.36	.70	3.06	-	-

Findings from the January - June 1974 Federal and expanded state samples show that six of the 14 largest counties had over 11 percent of their total overpayment and ineligible errors attributable to EDD registration errors. In one county these errors accounted for over 28 percent of the total overpayment and ineligible errors.

OBSOLETE

GEN 654 (2/75)

Superseded by ACL # 77-15Issued 3-17-77

EDD REGISTRATION CONTROL GUIDE

The following guidelines reflect elements consistently found in successful county EDD registration systems. They are offered as information to assist you in improving your system.

At intake, an effective system will insure that:

1. The exemption status is determined for all persons in the FBU;
2. All nonexempt persons, including those working full time, are properly registered (mail registration of fully employed persons is permitted per EDD WIN Manual Section 5503.12(a));
3. An IM1 documenting exemption and/or an MA 5-95 verifying registration are on file covering all persons in the FBU;
4. Aid is not authorized until the above documentation exists; and
5. That required county action is taken expeditiously so that payment of aid is not unreasonably delayed.

For continuing cases an effective system should:

1. Insure that the WR 7 is screened monthly to identify any changes in the exemption/registration status of family members;
2. Provide EW's with monthly lists, either EDP generated or manually prepared, of cases with persons who have impending status changes in age (6, 16, 18, 21), school attendance, incapacity or other exemption areas.
3. Provide the above lists sufficiently far in advance of the impending change to allow timely registration or other action;
4. Insure that registration occurs for those persons no longer exempt;
5. Insure that, as appropriate, aid is withheld pending verification of registration via return of Form MA 5-95 from EDD; and
6. Require that a written record be maintained centrally or at the supervisor level of the action taken on each case on the monthly control list in order to assure that no cases are missed.

Even the best engineered system can fail to produce the desired results if accountability is not built in at every level. Accountability has been shown to be an important element in successful registration systems.