

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814
(916) 322-8728



June 7, 1978

ALL-COUNTY LETTER NO. 78-20 (Business Services)

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SHIPMENT OF ADULT AID CASE RECORDS

REFERENCE: ALL COUNTY LETTER 77-55

You were directed by All-County Letter 77-55 to retain all records from the old Adult Aid Programs (OAS, ATD and AR) until further notice. DBP has been granted approval to store for the counties, those Adult Aid Case Records for which there are pending issues. This letter will provide you with information and instructions relevant to your county's preparation and shipment of cases needed by the state and with instructions for the handling of remaining cases. Fiscal claiming instructions for this activity are also included.

County Coordinator

Each county should now have a designated coordinator for this project. Please report any changes in this appointment to Kathie Martinelli, Records Analysis, at (916) 322-8729 or ATSS 492-8729 as soon as possible.

Records to be Shipped

Counties will ship only Adjusted Payment Level (APL) and Minimum Income Level (MIL) cases. Each county will be sent APL and MIL computer listings which identify cases by county case number and recipient name. Only those cases identified on the listings will be shipped. The APL listing will include all cases previously requested for the APL Review. The MIL listing will include all cases that were previously requested for the MIL Review, but will also include a substantial number of cases that were not previously requested. Counties should be advised that an undetermined number of cases will appear on both the APL and the MIL printouts. The state therefore recommends that each county adopt a system for comparison of listings as cases are pulled. This will eliminate unnecessary searches for cases which have already been pulled and boxed.

Cases shipped to the state which are not identified on the computer listings will be returned to the county with all costs incurred charged to the appropriate county.

Preparation for Shipment

Cases which are arranged in sequence, i.e., numerically, alphabetically, should be left in that sequence.

Each county will complete a "Box Manifest" and place it in front of the first case. This will be a listing of the cases contained in each box.

Cases will be placed in good but not necessarily new boxes which do not exceed 1 1/2 cubic foot capacity. It is preferred that the box size be 15 inches in length; 12 inches in width, and 10 inches in depth.

All cases will be packed open side up. Boxes may be packed in either dimension to accommodate letter or legal size case folders.

Boxes will not be packed so tightly that cases are difficult to remove or replace. For letter size folders approximately 15 cases per box is optimum.

Each box will be bound with glass filament tape as shown in Exhibit 1. The lid will be labeled with the county name.

Boxes will be shipped on pallets if at all possible.

Shipment

Each county will assume responsibility for making arrangements to ship its cases by the most economical method. Counties should consider the use of Common Carrier for shipments over 100 lbs. and U.P.S. or U.S. mail for shipments under 100 lbs. Three cubic feet of records equal approximately 100 lbs. No C.O.D. shipments will be accepted.

Common Carriers will be instructed to bill shipping charges directly to the Department of Benefit Payments, 744 P Street, Sacramento, California 95814. The notation "Project/Activity Code 401/190" will be placed on all such billings. See the Fiscal Accountability section contained herein for instructions in claiming U.S. mail and U.P.S. shipping costs.

Delivery will be made by June 21, 1978, to:

State Department of General Services Warehouse
4675 Watt Avenue
North Highlands, California 95660

Counties which are unable to meet this deadline will notify Kathie Martinelli, Records Analysis, at #(916) 322-8729 or ATSS 492-8729 immediately. To facilitate scheduling, all counties will notify Records Analysis of the expected delivery date of their records as soon as it is known.

Accountability

Upon receipt of the records, the state will verify that all cases indicated on the computer printouts have been received. Counties will be asked to continue

their efforts to locate any missing cases until such cases are found. County coordinators will be contacted for resolution of discrepancies as necessary.

Disposal of Remaining Cases

Cases not identified on the computer listings will be held in the counties until the state has verified receipt of all requested cases. Counties may not destroy remaining cases without written authorization from the State Department of Benefit Payments. This authorization will be sent as soon as the state determines that no further cases will be needed to resolve pending issues.

Fiscal Accountability

The following costs incurred by the county in complying with this request will be 100% state funded:

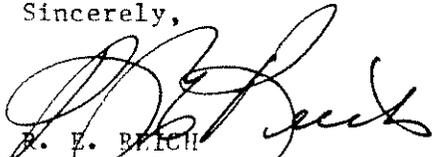
- 1) Salaries and benefits applicable to that portion of time spent by clerical staff in retrieving and packaging the cases.
- 2) Expenditures for boxes, tape, pallets and other packing materials.
- 3) Shipping costs for transporting, by U.P.S. or U.S. mail, cases totalling 100 lbs. or less.

These costs will be claimed on Form GEN 215, Claim for Reimbursement, and identified as "State SSI/SSP Case Retention Project" costs. Complete instructions for claiming are contained in Fiscal Manual 25.841.

In order to provide an audit trail, the total of the GEN 215 claim will be entered in the Extraneous Category on the applicable county welfare administrative expense claim and identified by project name.

Questions regarding fiscal claiming procedures should be directed to Department of Benefit Payments, County Fiscal Administration Bureau, 744 P Street, M.S. 13-77, Sacramento, California 95814, or to Jim Collins, Financial Planning, (916) 445-7046. All other questions should be directed to Kathie Martinelli, Records Analysis, at (916) 322-8729 or 492-8729.

Sincerely,


R. E. Blich
Deputy Director

cc: CWDA

EXHIBIT 1: WRAPPING THE BOX

INSTRUCTIONS:

When the box has been packed (including the Box Manifest) and labeled, it should be secured with tape in the following manner:

