

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 322-3216



March 14, 1986

ALL-COUNTY LETTER NO. 86-20

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY WELFARE DEPARTMENT PERFORMANCE SURVEY

REFERENCE:

The Supplement Report of the 1985 Budget Act (Fiscal Year 1985/86), Section 9.00, Item 5180-001-001, mandated the State Department of Social Services (SDSS) to collect data to measure county welfare department (CWD) performance. The Department submitted a progress report to the Legislature in December, 1985, reporting our efforts to implement a system to meet this requirement. In the progress report, SDSS proposed to conduct a characteristic survey of applicants approved for assistance in the Aid to Families with Dependent Children (AFDC) and Food Stamps Programs. The purpose of this letter is to notify you of the need to conduct that survey and to define the scope and activities of the survey.

The Budget Act specifically required SDSS to collect data on the following performance measures:

1. Number of days from the request for assistance to the intake interview;
2. Number of days from the signed application to approval of aid;
3. Number of days from the signed application to the disbursement of aid;
4. Number of AFDC applicants who received immediate assistance, including the total number of AFDC applicants who requested immediate assistance and the amount of time from the request for immediate assistance to immediate assistance authorization; and
5. Number of Food Stamps recipients given expedited service, including the total number of Food Stamps applicants who requested expedited service and the amount of time from the request for expedited service to expedited service authorization.

GEN 654 (2/82)

The characteristic survey will be conducted by the Data Processing and Statistical Services Bureau with April, 1986, as the study month. The AFDC data for this survey will be gathered from a random sample of cases added to the AFDC Family Group and Unemployed program during April, 1986, via either a new application or a restoration. A second sample of Non-assistance Food Stamp (NAFS) cases will also be drawn and will consist of only new cases approved during April, 1986. It is anticipated that the combined samples for AFDC and NAFS will be approximately 1,100 cases statewide.

The SDSS will utilize the Medi-Cal Eligibility History File (EHF) of the Department of Health Services to provide, by specific case number, the AFDC cases to be sampled by the counties. However, since not all NAFS cases are on the EHF, counties will be required to develop a universe list of NAFS cases when an application for food stamps is approved during April, 1986. The format that counties should use to report this data to SDSS is attached (Attachment A). Once all appropriate NAFS cases are identified, the counties will be required to return the list to SDSS by May 15, 1986. The SDSS will randomly select the NAFS cases to be sampled by the counties.

In addition to developing a universe list of NAFS applications which were approved during April, 1986, we are requesting each county to submit the name of a person to act as liaison for this survey. We will need the following information: county, liaison name, title, mailing address, and telephone number.

Attached to this letter is a form which may be used to transmit the name of the liaison person (Attachment B). Please mail or telephone the liaison information by March 21, 1986. Direct this information, as well as any questions or comments relative to this survey, to:

Department of Social Services  
Data Processing and Statistical Services Bureau  
744 P Street, M.S. 12-84  
Sacramento, CA 95814

Attention: Mary Ann Y. Kashiwagi

(916) 323-6156 or ATSS 473-6156

Thank you for your cooperation.

*for Robert Sertich*  
JOANNE ICHIMURA-HOFFMANN  
Deputy Director  
Management Systems and  
Evaluation Division

Attachments

cc: CWDA

COUNTY WELFARE DEPARTMENT PERFORMANCE SURVEY  
 APPLICATIONS APPROVED FOR  
 FOOD STAMPS  
 IN APRIL 1986

INSTRUCTIONS

Identify all Non-assistance Food Stamp (NAFS) households where the application was approved by the County Welfare Department during April 1986. Pursuant to Division 26, Section 311.05, the definition of a NAFS household is one in which at least one member is not included in a federally aided Aid to Families with Dependent Children (AFDC) grant. Food Stamp households where one or more members participate in the non-federal AFDC or General Relief program are considered NAFS households. For the purpose of this survey, a Refugee Demonstration Project case which is approved to receive Food Stamps in April 1986 should also be considered as a NAFS household. After identifying all appropriate NAFS households for the study month, send the list to:

Department of Social Services  
 Statistical Services Section  
 744 P Street, M.S. 12-84  
 Sacramento, CA 95814

Attention: Mary Ann Y. Kashiwagi

<u>County</u>	<u>Aid</u>	<u>Serial</u>	<u>Case Name</u>	<u>District Office</u>	<u>Eligibility Worker</u>

(Use Additional Pages, if Necessary)  
 Due Date: May 15, 1986

COUNTY LIAISON INFORMATION

COUNTY: \_\_\_\_\_

LIAISON NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: (     ) \_\_\_\_\_

DUE DATE: MARCH 21, 1986

Return Attachment to: Department of Social Services  
Statistical Services Section  
744 P Street, M.S. 12-84  
Sacramento, CA 95814

Attn: Mary Ann Y. Kashiwagi