

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 14, 1986

ALL COUNTY LETTER NO. 86-78

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: EVENTS TO TRIGGER IMPLEMENTATION OF A TWO-COLUMN FORMAT FOR AUTOMATED AFDC NOAs (AUTOMATED TRIGGERS) AND SYSTEMS STANDARDS FOR AUTOMATED EQUIPMENT USED TO PRODUCE AFDC NOAs (SYSTEMS STANDARDS)

REFERENCE: ALL COUNTY WELFARE DIRECTOR'S LETTER, JUNE 11, 1986 AND ACL 86-57
JUNE 30, 1986

This letter transmits to counties the Automated Triggers (Attachment A) and the Systems Standards (Attachment B) for Automated AFDC Notices of Action (NOAs). These two items have been approved by the Turner Court as a part of the Turner Implementation Plan. The entire plan was approved by the Court on June 3, 1986 and transmitted to counties by an All County Welfare Directors letter dated June 11, 1986 and ACL 86-57 dated June 30, 1986. (See Sections III E, at page 112 of the plan and III F, at page 114 for the standards and triggers.)

Together these documents require the counties to:

- 1) consider, prior to hardware acquisition or software/program modifications, certain hardware and EDP systems requirements that will be used in the production of AFDC NOAs, and
- 2) coordinate major EDP systems activities with the conversion of currently automated NOAs to the two column format and the "long term" standards.

If you have any questions regarding requests for automation, please call your county contact person in the County Approvals Unit at (916) 924-2911. If there are questions concerning the AFDC program requirements for Notices of Action call Doris Keller of the AFDC and Food Stamps Policy Implementation Bureau at (916) 322-5330.

A handwritten signature in black ink, appearing to read "Robert A. Horel", is written over the typed name and title.

ROBERT A. HOREL
Deputy Director

Attachments

cc: CWDA

Events to Trigger Implementation of a
Two Column Format for Automated AFDC NOAs

(Automated Triggers)

Implementing a format change along with other major electronic data processing (EDP) changes will minimize the conversion costs by combining similar steps. When counties reprogram for a changed format while programming for another major change, the costs of reprogramming are reduced to those additional steps, if any, not required by the first task. In addition, the costs of the steps required by both changes are shared by both.

Therefore, major EDP events that occur in a county will serve as triggers for implementing the two column NOA format. Major EDP events are described as those involving a major portion of the EDP system and can be events associated with hardware, software and/or county programming. Specific triggers are given below.

Counties using EDP systems to produce NOAs as of May 1, 1987 shall convert to the two column NOA format no later than January 1, 1992. This 4.5 year period is allowed for counties to thoroughly plan for the change and to coordinate it with any anticipated trigger events. If a county does not expect a trigger event to occur prior to the mandated implementation date (January 1, 1992) that county shall submit a plan of implementation to the AFDC and Food Stamp Policy Implementation Bureau, Compliance Unit prior to January 1, 1991. The plan must show the anticipated date of implementation of the two column format as well as the time frames allowed for the interim steps. This plan would be in addition to the EDP requests filed with the County Approvals Section (CAS) but it must mention any EDP requests already filed or expected to be filed with CAS.

Counties may make the conversion at any time within the time frames outlined above, but are mandated to change no later than January 1, 1992, affecting the February 1, 1992 grants.

The following are the specific automated triggers for the mandatory conversion of currently automated NOAs to the two column format:

1. Conversion to NOAs prepared by automated equipment. This includes:
 - a) The reprogramming of an existing county automated system to include NOA production for the first time, or

- b) The significant expansion of an existing automated system that increases the types of NOAs produced. (A trigger would occur when a computation is automated but not when additional messages are added to the table), or
 - c) The implementation of a new system, a significant part or all of which is dedicated to NOAs. (A trigger will not necessarily occur when a county joins an existing EDP consortium.)
2. The implementation of a Statewide Automated Welfare System (SAWS) module that involves NOAs. (A trigger does not occur when a county implements the SAWS Central Data Base module.)
 3. A change in the type of printer(s) used for NOA production. For instance, a trigger would occur when a county changes from line printers to laser printers as this would require significant programming involving NOA production capabilities. A trigger would not occur when a county replaces a line printer with a compatible model as this change would require only minor adjustments.
 4. A change in the type of computer or computer system, used for NOA production when that change establishes new systems capabilities.

Systems Standards For Automated Equipment
Used to Produce AFDC NOAs
(Systems Standards)

The Systems Standards as shown below will become part of the review and approval criteria used for county electronic data processing (EDP) requests on September 1, 1986. Only those requests for printers or for new or expanded systems to be used in the production of AFDC NOAs will be affected.

The Systems Standards as approved are:

- 1) EDP equipment approved for purchase after September 1, 1986 must be capable of printing AFDC NOAs in the format currently approved by the Turner process for the manual AFDC NOA forms;
- 2) EDP equipment must be capable of producing AFDC NOAs according to the "County Standards for AFDC Notices of Action (NOA), Stuffer Messages, Informing Notices, etc.", (see ACL 86-75 August 11, 1986);
- 3) Counties planning to purchase automated printers to produce AFDC NOAs must purchase equipment capable of printing both upper and lower case letters if it is system compatible and cost effective.

The "Statement of Problem" and "Feasibility Study/Advance Planning Document" portions of county EDP requests must both address all the standards as appropriate.

In addition, county requests for new printers must specifically address the third standard above by:

- 1) Proposing to purchase a printer capable of printing both upper and lower case letters; or
- 2) Provide documentation that supports another compatible selection that is more cost effective.

NOAs produced by automated equipment must convert to the two column format and adhere to the long term standards by January 1, 1992. Therefore, the automated equipment used for NOA production must meet the first two systems standards (above) no later than January 1, 1992. The third standard must be met whenever it is cost effective and system compatible in light of overall system needs including upper and lower case letters.