

DEPARTMENT OF SOCIAL SERVICES

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• January 22, 1987

ALL-COUNTY LETTER NO. 87-13

TO: ALL COUNTY WELFARE DIRECTORS  
REFUGEE DEMONSTRATION PROJECT COUNTIES

SUBJECT: REFUGEE DEMONSTRATION PROJECT, MONTHLY GRANT  
REDUCTIONS, TERMINATIONS AND SANCTIONS REPORT  
(FORM RS 16): QUESTIONS AND ANSWERS

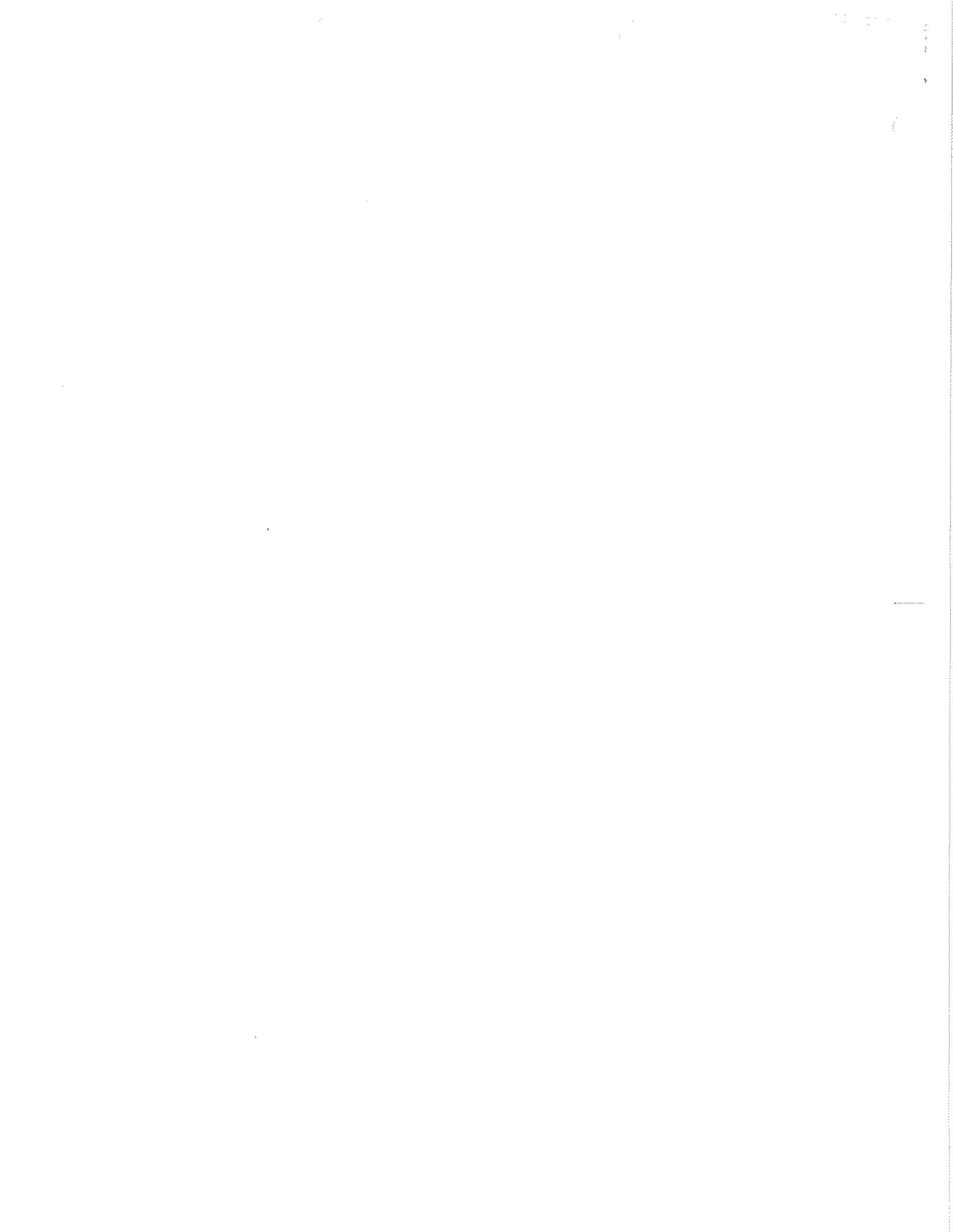
REFERENCE:

Attached are answers to questions raised during the training conducted in August, 1986 on the revised Refugee Demonstration Project, Monthly Grant Reductions, Terminations and Sanctions Report (Form RS 16). Policy questions were referred to the Office of Refugee Services (ORS) and will be responded to by ORS program analysts.

If further clarification of the information provided is needed or if there are additional questions, please have your staff contact Carole Sharkey in the Statistical Services Section at (916) 920-6245 or ATSS 430-6245.

  
JOANNE ICHIMURA-HOFFMANN  
Deputy Director  
Management Systems and  
Evaluation Division

cc: CWDA



Refugee Demonstration Project Monthly Grant Reductions,  
Terminations and Sanctions Report (Form RS 16)

Questions & Answers Letter

1. Q. Can you clarify how the dollar amount is calculated under sanctions?  
  
A. Under Sanctions, report the amount of the sanction times the number of months the sanction will be in effect. For example, if a case in which the grant was \$500.00 was sanctioned for a 6 month period, the calculation would be  $500 \times 6 = \$3,000$ .
  
2. Q. If a participant becomes time-expired and is a mandatory referral, where is he/she reported?  
  
A. The RS 16 RDP collects information on Refugee Demonstration Project (RDP) grant actions only. RDP participants are time-eligible.
  
3. Q. If a participant's grant is both reduced and terminated in the same month, do we report both of these grant actions on the RS 16?  
  
A. For purposes of reporting on the RDP RS 16, a grant cannot be both reduced and terminated in the same report month. To determine how a case is to be reported, ask the question, "Did the participant receive a grant?" If the answer is "no", the action is to be reported under "terminations", if the answer is "yes", ask the question, "Was the participant's grant amount less than that of last month?" If the answer is "yes", report the action under reductions.
  
4. Q. Are cases that are terminated and/or sanctioned more than once in a state fiscal year reported only once?  
  
A. Cases that are terminated, sanctioned or in which the grant was reduced more than once in the same state fiscal year are to be reported only once under each applicable action. However, as stated in the instructions for completing the form, all grant savings are to be reported regardless of the number of times the grant amount is effected.
  
5. Q. When would a case be reported under terminations?  
  
A. For the purpose of RDP RS 16 reporting, a termination is a case which went off aid due to a participant's becoming employed. If an RDP case is terminated for any other reason, the case is not reported on the RS 16.

6. Q. If only sanctioned persons are to be reported in the persons column, would not there always be a one to one correlation between the persons and cases columns?

A. There will not always be a one to one correlation because the sanctioning policy differs in RDP-U and RDP-FG cases. In RDP-U cases, all persons in the case are sanctioned, whereas in RDP-FG cases, only the specific person being sanctioned is removed from aid. When only one person is sanctioned in a RDP-FG case which contains, for example, five persons, there is a count of one in both the persons and case columns on the RS 16. However, when one person is sanctioned in an RDP-U case which contains five persons, there is a count of 5 in the persons column and a count of one in the case column.

7. Q. If a participant was sanctioned in one month for a three month period, but in the second month of the sanctioning period, the sanction was reversed, how is the change to be reported?

A. The change would be considered in the calculations used to develop the numbers to be reported in the dollars column under sanctions. During the report month in which the grant was reinstated, the amount which the grant was increased would be a minus entry in your savings calculations for sanctions. For example, RDP-U case of four persons was sanctioned in April for a three month period, the entry on the April report would be as follows:

<u>Persons</u>	<u>Cases</u>	<u>\$</u>
4	1	2202

If the sanction was then reversed in May, and the case received retroactive payment for April, the calculations for the May report would be as follows:

<u>Persons</u>	<u>Cases</u>	<u>\$</u>
0	0	<2205>