

**County of San Diego, Health and Human Services Agency (HHS)A)
Policy and Procedures Guide**

**CalFresh Full Field Reviews Policy and Procedures for Quality & Eligibility
Support Department (QESD)**

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Issue Date:

03/11/2019

Purpose:

To establish the policy and procedures to complete CalFresh Full Field reviews.

Background:

CalFresh Full Field reviews are State and Federal mandated reviews completed by QESD Human Services Control Specialists (HSCSs) to determine the County's CalFresh active accuracy rate. The State mandates that we complete a total of 280 case reviews per Federal Fiscal Year. On average the monthly sample consists of 35 state cases and 7 federal cases. The sampled cases are split into two categories, as follows:

Primary	Consists of cases in an active status at the beginning of the sample month. The sample month is the month prior to the review month.
Secondary	Consists of cases in an active status at the end of the sample month. The sample month is two months prior to the review month.

Policy:

HSCSs must review the case record in accordance to the Food and Nutrition Service (FNS) 310 Handbook. All findings must be supported by State or Federal policies.

Procedures:

During the first week of every month the California Department of Social Services (CDSS) e-mails the sample lists to QESD. The assignment is equally distributed amongst all staff. Case review completion must be tracked by office support staff.

References:

FNS 310 Handbook

Sunset Date:

This policy will be reviewed for continuance by 03/31/2022

Approval for Release:



Rick Wanne, Director
Eligibility Operations