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Number: SS-IM-05-023
Issue Date: 11/28/2005

Authorized Signature

Topic: Food Benefits

Subject: 2006 Food Stamp Program Management Evaluations

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

Eight Self-Sufficiency offices, four AAA offices and Recipient Claims have been selected to participate next year in the annual Food Stamp Program Management Evaluation (FSME) Reviews. Some of you have been selected in past years. Because not every office participates each year, we believe all offices will be interested in knowing what the 2006 Targeted Review Areas are. Attached you will find a copy of the FY 2006 Priority letter from USDA-FNS.

FSME staff in the Quality Control Unit developed this plan. The goal is to develop review items relative to our operating procedures, make the plan as uncomplicated and non-intrusive as possible and provide a means to identify areas for improvement, with the goal of ensuring program access and lowering the Food Stamp Error Rate. Offices from the previous years have found that these reviews are a helpful and positive experience.

The office selection and schedule are as follows:

<u>CAF Offices</u>	<u>Review Date</u>	<u>Re-Review Date</u>
East County Processing Center 1408	1-9-06	4-10-06
McMinnville SSP 3601	1-30-06	5-8-06
Milwaukie SSP 0303	2-20-06	5-22-06

East Portland SSP 3501	3-13-06	6-12-06
Northeast Portland SSP 2801	4-3-06	7-24-06
Oregon City SSP 0302	4-24-06	7-31-06
Eugene SSP 2001	5-15-06	8-14-06
Springfield SSP 1101	6-5-06	9-4-06

AAA Offices

Nothwest Senior and Disability Services, South Salem DSO 2417	6-26-06	9-25-06
Multnomah Aging and Disability Services, NE Portland 2818	7-17-06	10-2-06
Multnomah Aging and Disability Services, 3515	8-7-06	10-9-06
SE Portland 1418	8-28-06	10-30-06

Per FNS' suggestion, each office review in 2006, will encompass a more in-depth and detailed review than those that have been conducted in the past. Our FSPME reviewer will be spending one week in each office to complete each review and then one day for the re-review.

Each office selected will be visited twice, once for the initial review and approximately three months later for the re-review. The format for each review includes an entrance interview with the manager, case reviews, interviews, observations with selected office staff and an exit interview to discuss the findings.

Selected offices will be notified separately, one month in advance of the visit to provide time to prepare.

If you have any questions about this information, contact:

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