Update 2007-20: Common Place Handbook
FRED Referrals

Background
It was recently reported by the District Attorney’s (DA) Office that when the “FRED Eligibility Action Report” is returned via pony by the Eligibility Worker (EW), it creates a delay in their ability to report the information promptly to the State.

Changes
In order to avoid delaying the DA’s ability to report promptly to the State, the “FRED Eligibility Action Report” must be returned by the EW via e-mail, instead of by pony.

This change is already being implemented by staff. The handbook is being updated to reflect current procedures.

[Refer to “Investigator Action - DA,” page 42-8 and “EW Action on Completed Investigations,” page 42-9]

Implementation
This change is already in effect.

Clerical
Clerical staff must ensure that any “FRED Eligibility Action Report” that is placed in the pony is returned to the Eligibility Worker to be forwarded via e-mail to the DA’s Office.

Kudos
Many thanks to Manuel Gonzalez at the Assistance Application Center for calling this to our attention.
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