DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814

July 30, 1998

ALL-COUNTY LETTER 98-57

TO: ALL COUNTY WELFARE DIRECTORS
    ALL COUNTY FISCAL OFFICERS
    ALL COUNTY ADMINISTRATIVE
      SERVICE OFFICERS
    ALL COUNTY SPECIAL INVESTIGATIVE
      UNITS

REASON FOR THIS TRANSMITTAL
(X) State Law Change
(X) Federal Law or Regulation Change
( ) Court Order or Settlement Agreement
( ) Clarification Requested By One or More Counties
( ) Initiated by CDSS

SUBJECT: FLEEING FELON MATCH

       The Personal Responsibility and Work Opportunity Act of 1996 (Public Law 104-193) and Assembly Bill (AB) 1542 (Chapter 270) signed August 11, 1997, provide that individuals who are fleeing felons or parole or probation violators are ineligible for Temporary Assistance for Needy Families (TANF), Food Stamps, Housing Assistance, and Supplemental Security Income/State Supplementary Program (SSI/SSP) benefits. As a result of the passage of these statutes, the California Department of Social Services (CDSS) Fraud Bureau in conjunction with the California Department of Justice (DOJ) has developed the Fleeing Felon Match. This match uses the DOJ Wanted Persons File (WPF) and matches it against the Medi-Cal Master Eligibility File (MMEF) to determine individuals who are currently receiving assistance. The initial match criteria used is the Social Security Number (SSN). A secondary match is also done when the SSN's do not agree. Criteria for this secondary match include name and any alias/also known as (a.k.a.) as reported on the DOJ file, dates of birth and sex.

       The purpose of this letter is to transmit the abstracts which are a result of the initial match process and provide a key (Enclosure A) to their data elements. Also included is a key (Enclosure B) to the MMEF data elements. The basic guideline for the Fleeing Felon Match is that the printouts are only an indicator of possible ineligibility. The information contained in the abstracts is subject to the confidentiality requirements as stated in Welfare and Institutions Code §10850 et. seq. County Special Investigative Units (SIUs) should clear each warrant's information and status with the issuing agency and screen the associated welfare cases for obvious mismatches before any action is taken. Rosters should be retained and used to document any case action taken, for statistical purposes, which may later be subject to review by CDSS Fraud staff.

A fleeing felon is defined as a person fleeing to avoid prosecution, custody or confinement after conviction for the crime or attempt to commit a crime that is a felony. The existence of a warrant for arrest shall be considered evidence of fleeing when the individual has or reasonably should have knowledge that he/she is being sought by law enforcement.

A parole or probation violator is defined as a person in violation of a condition of probation or parole. The initial offense for which probation or parole was ordered need not have been a felony. Probation or parole may have been revoked or a warrant may have been issued.

Regulations and revised Notice of Action messages will be forwarded under separate cover. If you have any questions concerning this letter or the enclosures, please call Cheryl Mello at (916) 322-6516 or Marie Gregersen of the CDSS Fraud Bureau at (916) 445-2847.

Original Document Signed By
Bruce Wagstaff on 7/30/98

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Enclosures

Enclosures to County Welfare Directors,
County Fiscal Officers, County
Administrative Service Officers and
Special Investigative Units only. Abstracts
and rosters to Special Investigative Units
only.

c: CWDA

Fleeing Felon Data Elements and Definitions

The following data elements and definitions are relative to Fleeing Felon Match. The definitions were compiled from information taken from both the National Crime Information Center (NCIC) Coding Manual and the Criminal Justice Information System (CJIS) Manual.

FCN-   *File Control Number-* A number assigned to each record by the computer (13 characters, alphabetic/numeric).

WPF-   *Name-* The key (first recorded) name of the subject in WPF (4 to 30 characters, alphabetic, special character hyphen [-], and one comma between last and first names). This field may contain aka names. Reference aka. See CJIS Manual Section 3.13.1 for coding instructions.

OFF-   *Offense Code-* The offense code describes the original offense which caused one or more subsequent arrest warrants to be issued (4 characters, all numeric). See CJIS Manual Section 3.13.6 for further coding instructions. The 30 character title of the offense will appear to the right of the 4 character code.

HGT-   *Height-* The wanted person's height, expressed in feet and inches (3 characters, all numeric). See CJIS Manual Section 3.13.5 for coding instructions.

WGT-   *Weight-*The wanted person's weight, expressed in pounds (3 characters, all numeric). See CJIS Manual Section 3.13.13 for coding instructions.

SEX-   *Sex-* The gender of the wanted person (1 character, alphabetic). See CJIS Manual Section 3.13.2 for coding instructions.

EYE-   *Eye Color-* The wanted person's eye color (3 characters, all alphabetic). See CJIS Manual Section 3.13.15 for further information.

RAC-   *Race-* The race or ethnicity that most closely describes the wanted person (1 character, alphabetic). See CJIS Manual Section 3.13.3 for coding instructions.

HAI-   *Hair-* The color of the wanted person's hair (3 characters, all alphabetic). See CJIS Manual Section 3.13.16 for acceptable codes.
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POB-   *Place of Birth-* The birth place in which the wanted person was born. This is a state code abbreviation (2 characters, alphabetic). See CJIS Manual Section 3.13.13.

DOB-   *Date of Birth-* The date the wanted person is born (8 characters, all numeric). This field may contain aka DOB's. See CJIS Manual Section 3.13.4 for further information.

OCA-   *Originating Agency Case Number*- The number of the master case record from which a WPF entry is made (2 to 9 characters, alphabetic/numeric, can use a dash [-], no other special characters, spaces, no strings of single character, no ORI numbers). See CJIS Manual Section 3.13.28 for further information.

FPC-   *Fingerprint Classification*- The NCIC Fingerprint Classification Code (20 characters, alphabetic and or numeric). See CJIS Manual Section 3.13.19 for coding information.

LGI -   *Locate Group Information*- An identifier that alerts Law Enforcement that an individual has been arrested, and the agency that issued the warrant has been notified and further action is pending (21 characters).

MIS-   *Miscellaneous Information*- A free text field used to further describe the wanted person, warrant, or offense (1 to 100 characters, alphabetic, numeric, spaces, dash [-], comma[,], and/or dollar sign[$]).

ADB-   *Additional Date of Birth*- This is used during matching when a person has multiple dates of birth (8 characters, all numeric, up to 9 occurrences). See CJIS Manual Section 3.13.4 for coding instructions.

OLN-   *Operator's License Number*- The wanted person's driver's license number (4 to 24 characters, alphabetic/numeric, up to 9 occurrences). See CJIS Manual Section 3.13.22 for coding instructions.

SOC-   *Social Security Number*- The wanted person's Social Security System identification number (9 characters, all numeric, no special characters, up to 9 occurrences). See CJIS Manual Section 3.13.21 for coding instructions. This field may contain aka Social Security Numbers.

SMT-   *Scars, Marks, Tattoos and other Characteristics*- Unusual physical characteristics of the wanted person (4 to 10 characters, all alphabetic, up to 9 occurrences). See CJIS Manual Section 3.13.22 for coding instructions.

MNU-   *Miscellaneous Identification Number*- Supplemental identification number issued by a governmental entity to the person (4 to 15 characters, up to 9 occurrences). First 2 are alphabetic, the 3rd character must be a dash (-), characters 4 to 15 cannot be one or a string of zeros. See CJIS Manual Section 3.13.20 for coding instructions.

WS AKA -   *Also Known As* (Alias)- Additional names of the wanted person. This can occur up to 20 times in one record. See CJIS Manual Section 3.13.1 for further information. Reference: WPF. This field may contain aka names.

DOP-   *Date of Purge*- The computer-assigned date which indicates when a record is purgeable by DOJ (5 characters, all numeric, 1 occurrence). See CJIS Manual Section 3.9.

WAN-   *Wanting Agency Name*- The name of the agency requesting the warrant (24 characters).

WAP-   *Wanting Agency Phone*-Telephone number of the agency (12 characters).

WAR-   *Warrant Number*- The identification number of arrest warrant for which the person is wanted (4 to 13 characters, alphabetic/numeric [no special characters], spaces, or strings of a single character).

DOW-   *Date of Warrant*- The date that the arrest warrant was issued (8 characters, all numeric, 1 occurrence).

WPS TOW-   *Type of Warrant*- The level of the offense for which an arrest is issued. Felony warrants are entered with the code "F." Non-felony warrants such as misdemeanors, local ordinances, and some vehicle code offenses are entered with the code "M" (1 character, alphabetic).

CAU-   *Caution Statement*- The caution statement indicates special handling of a wanted person (1 character, alphabetic). See CJIS Manual Section 3.13.12.

<u>CAU Codes</u>
A- Armed and Dangerous
M- Mentally Disturbed
S- Suicidal Tendencies
E- Escape Risk
X- Refer to MIS

BAIL-   *Bail Amount*- A dollar amount of bail or "no bail" (up to 9 characters, numeric characters). See CJIS Manual Section 3.13.11.

ENT-   *Entry Level Code*- The ENT determines whether an entry will be forwarded to NCIC (1 character of either "1" or "2"). See CJIS Manual Section 3.13.10.

CII-   *CII Number*- An alpha/numeric number assigned by DOJ to automated (A) and manual (M) criminal history records (4 to 9, alphabetic/numeric characters). See CJIS Manual Section 3.13.17 for further information.

FBI-   *Federal Bureau of Investigation Number*- A number assigned by the FBI to its criminal history records (9 characters, alphabetic/numeric). See CJIS Manual Section 3.13.18 for coding information.

REF-   *Reference Field*- This is used to indicate the person to contact for information about the wanted person or warrant (20 characters, alphabetic/numeric, spaces and special characters, comma [,], dash [-], dollar sign [$], asterisk [*]).

NIC-   *NCIC Number*- A number assigned by the NCIC computer system to each NCIC record. The WPF computer places the NCIC Number in the record when NCIC accepts an entry (10 characters, alphabetic/numeric).

ORI-   *Originating Agency Identifier*- A number assigned by NCIC to identify users of the computer systems (9 characters).

MMEF FLEEING FELON MATCHING DATA ELEMENTS

MMEF Data-   Medi-Cal Master Extract File - An extract from the Medi-Cal Eligibility Data System (MEDS) file.

SSN-   Social Security Number - An identification number issued by the Social Security Administration to identify individuals participating in the program which provides retirement, disability, survivors' benefits, and medical insurance (9 characters).

SSAN-   Social Security Account Number - A verification code (1 character).

County-   The county which has been delegated the responsibility for the administration of the public assistance programs (2 characters).

Aid Type-   A general term used to describe benefits under all welfare programs. "Aid" includes cash grants, medical assistance, food stamps and social services (2 characters).

Serial Number-   The county case serial number that is one of a series (7 characters).

FBU-   Family Budget Unit - An identifier for the assistance unit. This number must be the same for each member of the unit. Multi FBU numbers are possible as numerous assistance units may be receiving aid under a single case number (1 character).

Person Number-   An individual identifier of a member of the assistance unit (2 characters).

District Office-   A district office within a county (2 characters).

County Worker-   A person employed by the county welfare department (4 characters).

Sex-   The gender of the person (1 character).

Date of Birth-   The date the person was born.; i.e., MM/DD/YYYY (8 characters).

Beneficiary Name-   The person named for whom the benefits are intended (up to 25 characters).

Address-   Alpha/numeric information identifying the specific location of the assistance unit (up to 82 characters).