

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street
Sacramento, CA 95814



August 15, 1974

ALL-COUNTY LETTER NO. 74-161

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM: SHORTAGE OF FORM FNS-284, WORK REGISTRATION

REFERENCE: 63-907, FNS-284

FNS has reported to us that there is a shortage of Form FNS-284, Work Registration, and that they may not be able to supply all orders placed within the last several months.

We are writing to FNS to indicate our dissatisfaction with this unfortunate state of affairs which has left many California counties with no Work Registration forms and consequently no method of implementing the Federal Food Stamp work registration requirement. We understand the administrative difficulties on the county level created by this breakdown of supply and will convey to FNS the seriousness of this kind of program disruption.

In the event that your county runs out of Form FNS-284 or does not receive its initial supply, the following procedures should be followed to insure compliance with program requirements:

1. When FNS-284's are not available, the household should be certified for a three-month period. However, if four-month certifications are necessary in some cases to assure future appropriate work-flow, this is acceptable. It is expected that by the time the three-month recertification is due, an adequate supply of this form will be available and forms may then be given to the recipients as part of the three-month recertification process.
2. Counties receiving supplies of this form prior to the expiration of the initial certification may hold this form until the recertification is due. The county, upon receiving supplies of FNS-284, may wish to proceed with the work registration process as contained in Section 63-302.5. However, if this is initiated, it should be noted that the client cannot be required to make a trip to the welfare department merely to be given the yellow copy of the FNS-284 as detailed in Section 63-302.512. In such cases, the yellow copy may be mailed to the recipient.

OBSOLETE

GEN 654 (2/74)

Superseded by ACL 76-27

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3. It is imperative that the certification worker briefly explain in each case record why an FNS-284 was not available and reference can be made to this All-County Letter to protect counties against audit claims. A standard statement, "No. 284's, see ACL Letter," will suffice.

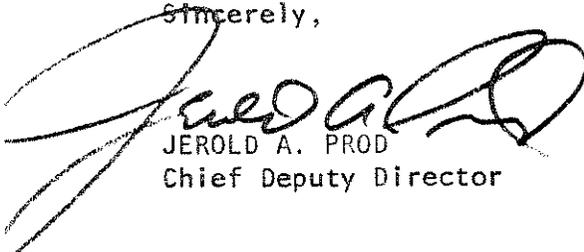
For those counties currently entering the Food Stamp Program, FNS, Western Region (in San Francisco), has promised to send immediately 150 copies of the FNS-284. Please be certain you have received this initial supply being sent to you in advance of your regular order. It is suggested you use these 150 copies to run through your systems. By doing so you will activate the process to be used when you receive your bulk shipments of FNS-284's and you will be able to identify potential problem areas in your operation and take steps to correct them.

We further recommend that counties initially entering the Food Stamp Program contact their local EDD office to insure they are aware of their specific responsibilities in the area of work registration, and these counties commence forwarding FNS-284's to EDD upon completion. This will enable EDD to prepare its own systems and you can then mutually determine what refinements may be necessary for the efficient implementation of work registration in your locality.

This letter expires on September 30, 1974. It is anticipated that all counties will have received adequate supplies of FNS-284 by that date.

If you have any questions regarding this process or problems that develop from the lack of FNS-284 forms, please contact Joe Bonelli of the Food Stamp Management Bureau at (916) 445-6907.

Sincerely,



JEROLD A. PROD
Chief Deputy Director

cc: FNS, USDA
CWDA
EDD

RECEIVED