STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

EDMUND G. BROWN JR., Governor

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-6907

January 3, 1980

ALL-COUNTY INFORMATION NOTICE I-2-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - PROCEDURE FOR CERTIFYING DATA ON THE FNS 250

REFERENCE:

The purpose of this letter is to clarify the procedures for certifying data submitted to FNS on the form FNS 250, Food Stamp Coupon Accountability Report.

As you know, during the past few weeks, we have been returning several FNS 250 forms that were submitted directly to FNS by the counties. These forms were returned by FNS through this department because the second signature box was left unsigned. Although the second signature box is specifically designated for a state official's signature, this designation does not apply in states with county administered programs. FNS has indicated that the second signature space is intended only as a certification of the correctness of the calculations on the report. When the Food Stamp Program is administered by the counties, the FNS 250 report must be signed by both the coupon issuer and an appropriate county welfare official before it is forwarded to FNS.

The appropriate signatures should be determined as follows:

1. When issuance is administered by the county and the reconciliation is completed by county staff, the issuance supervisor should sign the space marked "reporting office official" with a higher level official certifying to the review and accuracy of the calculations by signing the second signature space noted for state signature.

2. Where all or part of the issuance function is contracted out to an authorized issuance agent, the contracted agent must sign the first signature space as the reporting party, and a county official must signify review and accuracy of the calculations on the form by signing the second signature space.

With regard to USPS contracts, as mentioned above, the second signature space is intended only as certification to the accuracy of the calculations. Therefore, upon receipt of the FNS 250 from the USPS, a county official shall verify the accuracy of the calculations and sign the second signature space noted for state signature before sending the form to FNS.

Thank you for your continued cooperation. If you should have any questions regarding this letter, please contact your Food Stamp Operations Consultant at (916) 322-5475.

Sincerely,

Kyle S. McKinsey

KYLE S. McKINSEY
Deputy Director

cc: CWDA
FNS/WRO