STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

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

July 31, 1986

ALL COUNTY INFORMATION NOTICE NO. I-72-86

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FORMS, REPORTS AND REPORTING FOR THE FOOD STAMP PROGRAM

The purpose of this letter is to transmit the attached chart which summarizes the administrative forms, reports and reporting requirements in the Food Stamp Program.

The chart lists reports and forms which are to be completed by the county welfare departments (CWDs) or their agents for the Food and Nutrition Service (FNS) and/or the State Department of Social Services (SDSS). It also lists those reports/forms which SDSS must complete for FNS. Additionally, there are documents listed which are not sent to either SDSS or FNS but which are necessary for an audit trail or for accountability purposes. As such, the chart should be used as a reference tool to facilitate the management of county/state food stamp reporting requirements. It will be updated as changes occur.

If you have any questions or comments regarding this chart, please contact Charlotte Doisy at (916) 324-6585.

for ROBERT A. HOREL
Deputy Director

Attachment

cc: CWDA

FORMS, REPORTS AND REPORTING FOR THE FOOD STAMP PROGRAM

This chart summarizes:

1. Reports/forms to be completed by the CWDs or their agents for FNS and/or SDSS.
2. Reports/forms to be completed by SDSS for FNS.
3. Documents necessary for Audit trail/Accountability.

(For a complete description of each form see pages A & B. It takes two pages to completely describe each form.)
(See last page for abbreviations)

Form #	Title	Form Required	Substitute Allowed	Current Version	Form Supplies Ordering	Purpose	Sent to	Due Date
FNS 33	Food Coupon Shipping Point - File Update	Yes	No	4/78	FNS	To notify FNS of changes affecting shipping points.	FNS - WRO	As Necessary
FNS 46	ATP Reconciliation Report	Yes	No	10/80	FNS	To reconcile ATPs in order to establish CWD financial liabilities.	SDSS-Fiscal Policy and Procedures (P & P)	Within 60 days after end of the month
FNS 101	Participation in Food Programs - by Race	Yes	See DFA 358	5/84	FNS	To determine ethnic composition of Food Stamp households.	SDSS-Stat Svcs. FNS - WRO	Within 45 days after 7/31 of each year
FNS 135	Affidavit of Return or Exchange of Food Coupons	Yes	No	10/78	FNS	To document the return or exchange of food coupons.	SDSS-Fiscal P & P	Send with appropriate FNS 471 and DFA 209
FNS 250	Food Coupon Accountability Report	Yes	No	10/78	FNS	To provide a detailed accounting of food coupons. The report is completed monthly.	SDSS-Fiscal P & P FNS - WRO	Within 45 days of end of the report month
FNS 259	Food Stamp Mail Issuance Report	Yes	No	3/83	FNS	To assess fiscal liabilities for mail replacements over the national tolerance established by FNS.	SDSS-Fiscal P & P (Copy 2) FNS - WRO (original +1)	Within 45 days after the end of report quarter
FNS 260	Requisition for Food Coupon Books	Yes	No	7/78	FNS	To requisition food coupons.	FNS - WRO	Requisition per schedule
FNS 261	Advice of Shipment (Food Coupons)	Yes	No	11/78	FNS	Used by FNS to advise of coupon shipments - storage points use to verify shipments.	Shipping points FNS - WRO	At about the time of the shipment

Form #	Who Completes	SDSS/FNS Coordination	Related Forms	Federal Authority/ Reference	State Authority/ Reference	Notes
FNS 33	CWD	FNS - WRO	FNS 560	FNS-HB #301 Sections 1242 Sections 3420	63-707.11	Admin. Notice 85-96 (10-1-85) Admin. Notice 86-1 (10-2-85)
FNS 46	CWD	SDSS - Fiscal Policy & Procedures			63-706.3 Fiscal HB Section 25-1010	Admin. Notice 86-1 (10-2-85) ACL 84-49 (April 25, 1984)
FNS ,101	CWD	SDSS - Stat Services	DFA 358	FNS-HB #301 Sections 2222 Sections 9742 Figure 28		Stat Svcs. completes the DFA 358 based on CWD input and sends the information to FNS California not currently using the FNS 101.
FNS 135	Cashier	FNS - WRO	DFA 209 FNS 471	FNS-HB #301 Sections 8113-8210 Figure 21	Fiscal HB Section 25-1050	
FNS 250	Coupon Issuer or Bulk Storage Point	SDSS - Fiscal Policy & Proc.	Temp 1518	FNS-HB #301 Sections 1261, 1262, 3850, 7150, 7191, 8220-8340 Figure 22 PL 95-113	Fiscal HB Section 25-1030 63-707.1 63-708.1 63-601.273 (b)(4) and (5) 63-601.25	Admin. Notice 86-1 (October 2, 1985) ACIN I-97-84 (October 31, 1984) ACL 84-49 (April 25, 1984) ACL 82-57 ACL 82-56 (States temp form is used for report period of January 1979 through January 1981. No record of use after that.)
FNS 259	CWD	SDSS Fiscal P & P		FNS-HB #301 Sections 7193, 9750 Figure 20	Fiscal HB Section 25-1040 63-707.13	ACL 83-70 (new FNS 259) ACL 83-123 (FNS 259 Instructions) ACL 83-103 (XACL 83-70) ACL 84-49 (April 25, 1984)
FNS 260	Bulk Storage Points CWD	FNS - WRO		FNS-HB #301 Sections 3200 3500-3540 Figure 9	63-704.24	ACL 84-42 (April 5, 1984)
FNS 261	FNS	FNS Bulk Storage or Coupon Orderer	FNS 250	FNS-HB #301 Sections 3600 and 3700-3720 Figure 10	63-705.14	This form is returned to FNS with the appropriate FNS 250.

Form #	Title	Form Required	Substitute Allowed	Current Version	Form Supplies Ordering	Purpose	Sent to	Due Date
FNS 287	Request for Reimbursement or Notification of Return of Unused Food Coupons for Refund	Yes	No	2/77	FNS	To document food coupons returned to issuance agent. This form submitted with appropriate FNS 250.	FNS	With FNS 250
FNS 292	Report of Coupon Issuance and Commodity Distribution for Disaster Relief	Yes	No	8/77	FNS	To report information on coupon issuance during a disaster.	SDSS FNS - WRO	No later than 45th day after the close of the disaster period
FNS 300	Advice of Transfer (Food Coupons)	Yes	Yes (FNS approved)	6/78	FNS	To document a transfer of food coupons between two issuing points or CWDs.	FNS - WRO	Sent with appropriate FNS 250
FNS 366A	Program and Budget Summary Statement Part A: Budget Projection	Yes	No	1/81	FNS	To project the Food Stamp Budget for the upcoming Federal Fiscal Year (FFY).	FNS - WRO	Annually 45 days before the beginning of the FFY
FNS 366B	Program and Budget Summary Statement Part B: Program Activity Statement	Yes	No	1/81	FNS	To report annually data on several indicators of the level of program activity for previous 12 months.	FNS - WRO	No later than 45 days after end of State's fiscal year
FNS 388	State Coupon Issuance and Participation Estimates	Yes	No	5/85	FNS	To estimate statewide totals for the current month - to revise estimate for preceding month. - actual totals for second preceding month.	FNS - WRO	Telephone and mail this report no later than 19th of month.
FNS 471	Coupon Account and Destruction Report	Yes	No	9/81	FNS	To report and account for coupons which need to be destroyed.	FNS - WRO w/250 SDSS w/DFA 209	With appropriate FNS 250 and DFA 209
FNS 524	Disqualified Recipient Report	Yes	Yes	3/83	FNS	To report those individuals that have been or are pending disqualification from program participation.	FNS - WRO	No later than 30 days after disqualification takes effect
FNS 560	Food Stamp Mastery Directory	Yes	No	12/78	FNS	To update FNS Master files regarding reporting points and their status.	FNS - WRO	As necessary

Form #	Who Completes	SDSS/FNS Coordination	Related Forms	Federal Authority/ Reference	State Authority/ Reference	Notes
FNS 287	Coupon Issuer	FNS	FNS 250			
FNS 292	CWD	FNS		7 CFR 250 7 CFR 274	63-900.82	
FNS 300	Coupon Issuer or Bulk Storage Point	FNS	FNS 250 PS 3508	FNS-HB #301 Section 3721-22 Figure 11	63-704.27	
FNS 366A	SDSS	SDSS-Estimates	FNS 366B	7 CFR 272.2 (e)		
FNS 366B	SDSS	SDSS - FSPIB	FNS 366A	7 CFR 272.2 (e)(2)		FNS Admin. Notice 85-80 (7-16-85)
FNS 388	SDSS	SDSS-Estimates	FNS 250	7 CFR 274.8 (a)(6)(i)		Revised FNS 388 Report will eliminate the monthly FNS 256 Report. Refer to FNS Admin. Notice 85-78 (7-5-85).
FNS 471	Coupon Issuer or Bulk Storage	SDSS-Fiscal Policy & Procedures	DFA 209 FNS 250	FNS-HB #301 Sections 9200, 8120	Fiscal HB Section 25-1060	Replaced FNS 43 and FNS 136 in 4/82 ACL 82-123 ACL 82-77 ACIN I-97-84 (October 31, 1984)
FNS 524	CWD	SDSS-Fraud		7 CFR 273.16 (i)(4)(ii)	Division 20 - 300.52	Fraud to develop state form to indicate county case number. ACL 84-55 (May 11, 1984) ACL 84-36 (March 16, 1984) ACL 84-37 (March 19, 1984)
FNS 560	Coupon Issuer or Bulk Storage	FNS	FNS 33	FNS-HB #301 Section 1242 Figure #1		

Form #	Title	Form Required	Substitute Allowed	Current Version	Form Supplies Ordering	Purpose	Sent to	Due Date
DFA 209	Status of Claims Against Households	Yes	No	4/84	SDSS Warehouse	To identify county Food Stamp Program claim activities during a calendar quarter.	SDSS-Fiscal P & P	By 30th day following end of each calendar quarter
DFA 256	Participation and Coupon Issuance Report	Yes	No	2/86	SDSS Warehouse	To identify participation by persons, households and type of issuance.	SDSS - Stat FNS - WRO	No later than 45 days after last day of report month
DFA 286	Household Issuance Record (HIR Card)	Yes	Yes	4/79	SDSS Warehouse	To document household issuances - this form is retained by the coupon issuer as part of the audit trail.	N/A	N/A
DFA 289	Receptionist's Daily Tally Sheet	Yes	Yes	4/79	SDSS Warehouse	To record individual daily transactions.	N/A	N/A
DFA 290	Food Coupon Book Issuance Register	Recom-mended	Yes	10/79	SDSS Warehouse	To record each box of coupon books, as used. Books are listed in order by serial number.	N/A	N/A
DFA 291	Summary of Daily Issuance Office Transactions	Pending		5/74	SDSS Warehouse	To summarize the issuance totals for each day of the month, by coupon book value and cash receipts.	N/A	N/A
DFA 292	Coupon Book Inventory Record	Yes	Yes	8/79	SDSS Warehouse	To provide control and account-ability over the supply of coupons and accountable documents.	N/A	N/A
DFA 293	Cashier's Daily Report	Yes	Yes	4/79	SDSS Warehouse	To provide for the reporting and balancing of daily food stamp issuance activities.	N/A	N/A
DFA 293.1	Summary of Daily Reports	Pending		1/75	SDSS Warehouse	To summarize monthly issuance by PA, NA, book size, book value and H/H participation.	N/A	N/A

Form #	Who Completes	SDSS/FNS Coordination	Related Forms	Federal Authority/ Reference	State Authority/ Reference	Notes
DFA 209	CWD	SDSS - Fiscal Policy & Procedures	Replaces CA 209 and FNS 209	7 CFR 273.18(h)(2)-(5) (FNS 209)	Fiscal HB Section 25-1020	7 CFR 273.18 Discusses claims. Per federal regs FNS 209 is form to be used. DFA 842 used as a source for DFA 209 completion. ACL 84-51 (April 27, 1984) ACL 84-37 (March 19, 1984)
DFA 256	CWD	SDSS - Stat Services	Replaces FNS 256	FNS-HB #301 Section 2221	63-707.15 63-707.21	ACL 81-122 ACL 81-54 ACL 85-122
DFA 286	Coupon Issuer	N/A		FNS-HB #301 Section 2133	63-602.4 63-708.1 63-708.3	This form is necessary for audit purposes (63-708.1). Considered accountable document (63-708.3). There are a number of previous versions of the DFA 286 (see historical file).
DFA 289	Coupon Issuer	N/A		FNS-HB #301 Section 5300 Figure 14	63-602.43 63-708.1	This form is necessary for audit purposes (63-708.1). There are a number of previous versions of the DFA 289 (see historical file).
DFA 290	Coupon Issuer	N/A				
DFA 291	Coupon Issuer	N/A	FNS 250			
DFA 292	Coupon Issuer/ Bulk Storage	N/A	FNS 250	FNS-HB #301 Section 3810 Figure 12	63-705.5	A separate log should be used for each denomination of books. Necessary for audit purposes.
DFA 293	Coupon Issuer	N/A	FNS 250	FNS-HB #301 Sections 5400-5420 and 6300-6320 Figure 15	63-602.44 63-708.1	This form provides data necessary for the completion of FNS 250. Coupon Issuers are required to reconcile the Cashier's Daily Report to the Receptionist's Daily Tally sheet on a daily basis.
DFA 293.1	Coupon Issuer		DFA 293			Daily operations summary.

Form #	Title	Form Required	Substitute Allowed	Current Version	Form Supplies Ordering	Purpose	Sent to	Due Date
DFA 296	Monthly Caseload Movement Statistical Report	Yes	No	7/81	SDSS Warehouse	To provide state and federal administrators with information needed for staffing, program planning and for fiscal projections.	SDSS - Stat Svcs.	Due before 20th calendar day of the month following the report month
DFA 299	Authorization to Participate (ATP)	Yes	No	5/79	SDSS Warehouse	To document authorizations for household participation and for H/H use in obtaining food coupons.	Certified H/H (Redeemed at CWD or Issuer)	
DFA 300	Mail Issuance Log	Yes	Yes	1/80	SDSS Warehouse	To record requests for mail issuance and the date and amount of coupons issued.		
DFA 358	Participants by Ethnic Group	Yes	No	6/85	SDSS Warehouse	To report the number of households participating in FS Prog. during the month of July by ethnic group and assistance status.	SDSS - Stat Svcs.	Due no later than 45 days after the end of July
DFA 839A	Corrective Action Plan Status Report	Yes	No	1/85	CAB	Quarterly report by CWD to CAB on each CAP item.	SDSS-CAB	10th day of the first month of each quarter
DPA 266	Fraud Investigation Activity Report	Yes	No	4/82	SDSS Warehouse	To report fraud activity.	SDSS - Stat Svcs.	By the 15th day after end of each month
SF 269	Financial Status Report	Yes	No	7/76	FNS		FNS	
Temp 1557	Corrective Action Plan	Yes	No	1/85	CAB	CWD description of the problem/deficiency, corrective action selected and plan for implementation.	SDSS-CAB	60 days from SDSS Corrective Action Request
Temp 1558	Certification of Case - Correction	Yes	No	1/85	CAB	Documentation of error case correction by CWD.	SDSS-CAB	See Temp 1557

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Form #	Who Completes	SDSS/FNS Coordination	Related Forms	Federal Authority/ Reference	State Authority/ Reference	Notes
DFA 296	CWD	SDSS-Stat Svcs.			63-707.24	ACL 81-30 and ACL 84-11 (January 18, 1984) ACIN I-37-79, I-83-81, I-104-81 This data is published in 'Public Welfare in California' and 'Quarterly Workload and Cost Comparisons'
DFA 299	CWD	N/A		FNS-HB #301 Section 2240-2245 Figure 6	63-602.3 63-708.1 63-708.3	This form necessary for audit purposes. (63-708.1) Considered accountability document. (63-708.3) CWDs apparently are using own ATP cards or are on alternative issuance system.
DFA 300	Coupon Issuer	N/A	FNS 250	FNS-HB #301 Section 7000-7150 Figure 17	63-603.12	
DFA 358	CWD	SDSS-Stat. Svcs.	FNS 101 FNS 256	See FNS 101 Authority	63-707.23	FNS 256 totals should agree with those on this report. ACIN I-64-85 (August 12, 1985) ACIN I-31-85 (March 20, 1985) ACIN I-31-85 (March 20, 1985)
DFA 839A	CWD	SDSS-CAB	Temp 1557 Temp 1558 Temp 1558		W & I Code 10554,10809	ACIN I-09-85 (January 29, 1985)
DPA 266	CWD	SDSS-Stat. Svcs.	N/A	N/A	Division 25	Form is used to complete PA-4 (Fraud Investigation Report).
SF 269	SDSS	SDSS-Accounting and Systems	N/A	34 CFR 256		Annual Report. 2 page report.
Temp 1557	CWD	SDSS-CAB	DFA 839A Temp 1558		W & I Code 10554, 10809 10554, 10809	ACIN I-09-85 (January 29, 1985)
Temp 1558	CWD	SDSS-CAB	DFA 839A Temp 1557		W & I Code 10554, 10809	ACIN I-09-85 (January 29, 1985)

Form #	Title	Form Required	Substitute Allowed	Current Version	Form Supplies Ordering	Purpose	Sent to	Due Date
RS 22 B	Refugee Report Title XX and Food Stamps	Yes	No	3/85		To provide data on refugees receiving Title XX services.	SDSS - Stat Svcs.	No later than 15th day of the month after end of report quarter
No # A	Annual County Food Stamp Questionnaire	Yes	No	Annual	N/A	To collect a variety of information from the CWDs on their operation of the Food Stamp Program in their county.	SDSS-CAB	Annual (letter sent each year with questionnaire due date)
No # B	Participation Agreement AFDC/FS Intercept Program (Attachment 3 of ACIN I-69-85)	No	Yes			To collect delinquent restitution of AFDC overpayments and Food Stamp overissuances through the interception of State Income Tax Refund.	SDSS - Fraud and Audits Bureau	
No # C	Purchase of Services Agreement - Prosecution of FS Fraud	Format only	N/A	N/A	N/A	To fund DAs for prosecuting FS Fraud	SDSS - Fraud and Audits Bureau	August of each year

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Form #	Who Completes	SDSS/FNS Coordination	Related Forms	Federal Authority/ Reference	State Authority/ Reference	Notes
RS 22 B	CWD	SDSS-Stat. Svcs.	RS 22 A		Division 26 (proposed) (proposed)	ACIN I-57-85 (June 20, 1985) ACL 85-37 (March 28, 1985)
No # A	CWD	SDSS-CAB	Replaced DFA 298 Forms		W & I Code 10554, 10809 63-103.21(h) 63-602.13 63-601.271 63-603.32 63-703.11 63-704.21 63-705.12	ACIN I-52-85 Compilation of Annual County Food Stamp Questionnaire Information All County Welfare Directors Letter - January 11, 1985 ACIN I-23-84 1984 Compilation of Annual County Food Questionnaire Information
No # B	CWD	SDSS-Fraud	Attachments 6, 7, 8 of ACIN I-69-85			ACIN I-69-85 (September 10, 1985) ACIN I-78-84 (August 16, 1984)
No # C	CWD-DA	SDSS-Fraud	N/A	N/A		Approximately 20 counties have these optional agreements. See ACL 81-69 dated August 1981

FNS-WRO	Food and Nutrition Service, Western Region Office
SDSS	State Department of Social Services
FNS HB#301	FNS Handbook #301 (Issuance and Accountability) - Reference Source (not statutory or regulatory)
ACL	All-County Letter
ACIN	All-County Information Notice
CAB	Corrective Action Bureau (SDSS-CAB)
HB	Handbook