DEPARTMENT OF BENEFIT PAYMENTS
744 P Street
cramento, CA 95814

August 26, 1974

ALL-COUNTY LETTER NO. 74-168

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - NEW STATE FORM DFA 402, MONTHLY REPORT ON RESTORED FOOD STAMP BENEFITS

REFERENCE:

Attached for your review and contingency planning are advance copies of proposed State Form DFA 402 (Monthly Report on Restored Food Stamp Benefits) and form instructions. The form is designed for use by counties in implementing the federally-mandated monthly reports on food stamp benefits restored to households as a result of fair hearing decisions.

The April 26, 1974, revision to Manual Section 63-408.5 incorporates the federal reporting requirements. The attached FNS approved form and instructions are being processed as a revision to Manual Section 63-907.1. The form is currently stocked for distribution to counties and may be ordered in the usual manner through the State Department of General Services.

Please direct any questions to Richard Havnen at (916)445-6907.

Sincerely,

Dennis O Flatt

DENNIS O. FLATT
Deputy Director

Attachments

cc: FNS, USDA
CWDA

OBSOLETE

Superseded by ACL #76-27

Issued 2-13-76

STATE OF CALIFORNIA – HEALTH AND WELFARE AGENCY

DEPARTMENT OF BENEFIT PAYMENTS

MONTHLY REPORT ON RESTORED FOOD STAMP BENEFITS

Send the original copy to

FNS–USDA, Western Region Office
550 Kearny Street
San Francisco, California 94108

Send one copy to:

DBP–Program Information Bureau
744 P Street
Sacramento, California 95814

Retain one copy for county records

COUNTY
REPORT MONTH AND YEAR

I. Benefits Restored During Report Month

a. HOUSEHOLD		b. AMOUNT OF BENEFITS RESTORED DURING REPORT PERIOD	c. REASON FOR LOST BENEFITS (See form instructions)	d. PERIOD LOSS INCURRED	
NAME	CASE NUMBER			MONTH	YEAR
		$			
TOTAL:	(NUMBER OF CASES)	$ (BENEFITS RESTORED)			

II. Benefits Authorized Restored by DBP Approval Decisions During Report Month

a. TOTALS	
NUMBER OF CASES	AMOUNT OF BENEFITS

SIGNATURE AND TITLE

DATE OF REPORT

DFA 402 (3/74)

INSTRUCTIONS

DFA 402, Monthly Report on Restored Food Stamp Benefits

This is a federally required monthly report of food stamp benefits restored to households as a result of DBP-appeal decisions.

Individual reports are prepared in duplicate, filing one copy in the pertinent case record whenever county restores to any household food stamp benefits determined by appeal decisions as having been lost due to (1) wrongfully delayed applications, (2) wrongfully delayed or erroneous authorizations to purchase, (3) wrongful denials, or (4) wrongful terminations. At the end of each report month, a consolidated report is prepared in triplicate. Submit two copies in accordance with the mailing instructions on the form and in time for the original to reach FNS by the 20th day of the following month. Retain one copy in county files for audit trails.

Form Preparation

Item Nos.

I-a. List names and case numbers of households whose lost benefits were restored during the month of the report; totaling the number of cases.

-b. List corresponding amounts of benefits (bonus values) restored, and total.

-c. Enter the reasons shown on the appeal decision, e.g., delayed application, delayed or erroneous ATP issuance, wrongful denial, or wrongful termination.

-d. Enter month(s) and year that the household incurred its loss of benefits as determined by the appeal decision or from case documents if applicable.

II-a. Enter the total number of cases and total amount of benefits authorized to be restored by DBP appeal decisions during the report month.