

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



May 28, 1975

ALL-COUNTY LETTER NO. 75-104

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: FOOD STAMP PROGRAM - CONSOLIDATION, USE AND DISPOSITION OF OLD COUPONS

REFERENCE: All-County Letter 75-73

The purpose of this letter is to provide fiscal instructions for claiming costs incurred by the consolidation and destruction of old food stamp coupons.

All-County Letter 75-73 included program and billing instructions regarding the consolidation, use, and disposition of old coupons. Since that letter was released, FMS has agreed to 100 percent reimbursement for all costs associated with these dispositions. This 100 percent reimbursement now includes county expenditures incurred when counting, packaging, shipping, consolidating, and storing the old coupon booklets, plus, any additional costs incurred by an issuance agent in complying with destruction procedures.

The expenditures to be claimed for 100 percent reimbursement will be direct charged on a special SF 1034 form (copy attached).

Back-up detail will have to be submitted with the SF 1034. Costs must be separated into two groups: (1) Those purchased from an agency outside the county welfare department, such as Armored Car Services, or issuance agent time in packaging and consolidating coupons; and (2) activities performed by county welfare department staff, such as county welfare department clerks packaging and voiding coupon booklets. These costs must then be further broken down by service provided and personnel providing the service. For your convenience a suggested format is attached.

When submitting the SF 1034 the required back-up detail plus a copy of any purchase of service invoice must be included. These costs are to be shown on the County Administrative Claim under Group VI, Extraneous, DFA 325.2.

OBSOLETE

Superseded by ACL 77-15

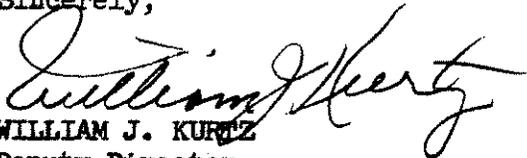
GEN 654 (2/75)

Issued 3-17-77

Costs normally claimed through the Quarterly Administrative Expenditures Claim which qualify for 100 percent reimbursement on the special 1034 must be reduced from the quarterly claim.

If you have any further questions, please contact Bobi Gould or Kathy Farmer at 916/445-7046.

Sincerely,



WILLIAM J. KURTZ
Deputy Director

Attachments

cc: CWDA

OBSCOLETE

Forwarded by

10/20/01

FOOD STAMP PROGRAM
DESTRUCTION OF OLD COUPON BOOKLETS

I. Purchased Services

A. Armored Car	\$500.00
B. Security Guard	\$25.00
C. Issuance Agent Packing Coupons	\$200.00

II. County Welfare Department Staff

A. Consolidating Booklets

<u>Staff</u>	<u>Total Hours</u>	<u>Cost/ Hour</u>	<u>Total</u>
Administrator	2	\$3.00	\$6.00
(2) Clerk	5	\$2.50	\$12.50
Bookkeeper	7	\$4.00	\$28.00

B. Packing Booklets

(3) Clerk	10	\$2.50	\$25.00
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C. Shipping Booklets

Food Stamp Coordinator	4	\$5.00	\$20.00
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TOTAL	<u>\$816.50</u>
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