

**DEPARTMENT OF BENEFIT PAYMENTS**

744 P Street, Sacramento, CA 95814



August 15, 1975

ALL-COUNTY LETTER NO. 75-175

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - POLICY CLARIFICATIONS ON PREPRINTED ATP  
SERIAL NUMBERS AND DFA 285 FORM REQUIREMENTS

REFERENCE:

We are informed that recent FNS field reviews indicate that some counties are not complying with manual requirements regarding (1) preprinted ATP (Authorization to Purchase) serial numbers and (2) completion of Form DFA 285 for all nonassistance Food Stamp households. The purpose of this letter is to clarify existing policy on these issues.

ATP - Preprinted Serial Numbers

Manual Section 63-3352 requires that all manually prepared ATP cards contain preprinted serial numbers. Apparently, it is the practice in some counties to place the serial number on the ATP card at the time the recipient's name and basis of issuance information are printed on the card. This practice is unacceptable because blank ATP's are just as negotiable as completed cards containing issuance information. Security and control, therefore, dictate that all ATP cards must bear a preprinted serial number and that records be maintained of the serial numbers of all ATP's on hand. Then, in the event of theft or loss, the county can immediately identify the missing cards and provide notification to all issuance outlets so that no unauthorized redemptions will occur. Please assure that your department is in compliance with this requirement in order to maintain adequate ATP security and to minimize the loss of federal monies resulting from the redemption of fraudulent ATP's.

DFA 285 - Nonassistance Household Food Stamp Application

This form is to be completed and filed in the case records of all food stamp applicant and participant households except those in which all members are receiving aid grants as federal eligibles under a federally-aided public assistance program or under a General Assistance program determined by Food and Nutrition Services to meet public assistance criteria. As previously stated in All County Letter No. 74-192, dated September 27, 1974, any one of the following enumerated situations requires a completion of Form DFA 285

**OBSOLETE**

GEN 654 (2/75)

Superseded by

ACL 77-15

Issued

3-17-77

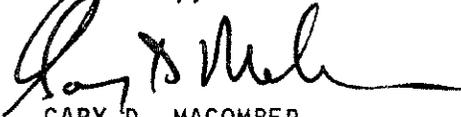
MANUAL SECTION

- 63-2110.3 1. Whenever there is a household change in classification from public assistance to nonassistance.
- 63-2110.3 2. When a zero grant status public assistance household continues in this status beyond a period of one month.
- 63-2110.3 3. When an AFDC household contains a nonaided child or a nonfederal person. This includes an unrelated adult male who is living in the home of an AFDC recipient as a household member but is not receiving public assistance as a federally eligible person or General Assistance. This also includes the stepfather or unmarried parent in AFDC cases where the unmarried parent or stepfather is not receiving public assistance as a federally eligible person or General Assistance.
- 63-2110.3 4. When the household consists of persons receiving Aid to the Potentially Self-Supporting Blind or Aid for Cuban Refugees.
- 63-2115 5. When a household's public assistance application is pending, except as provided in Manual Section 63-9472, WR-2 Instructions.
- 63-2110.3 6. When the household consists of Code 34, AFDC refused grant cases, or Medically Needy Only cases.

For any of the above situations, a completed Form DFA 285 is required even though the case record file may contain a previously completed WR-2 Statement of Facts (or the WR-2A Statement of Facts Supplement), supporting eligibility for Public Assistance Households.

Please direct any questions to Charles Teal of the Food Stamp Policy Coordination Bureau, at (916) 445-6907.

Sincerely,



GARY D. MACOMBER  
Deputy Director

cc: FNS, USDA  
CWDA

ETN 10390