

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814



October 21, 1975

ALL-COUNTY LETTER NO. 75-225

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - DESTRUCTION OF EXCESS SUPPLY OF CERTIFICATES OF HOUSEHOLD TRANSFER (FNS 286)

REFERENCE:

Food and Nutrition Service will permit the destruction of excess Certificates of Household Transfer Forms (FNS 286). Those counties that wish to eliminate their excess supplies should follow these steps:

1. Determine the usage rate and retain a twelve-months' supply for future use.
2. Contact the appropriate FNS field office and make arrangements for an FNS representative to witness the tallying of the FNS 286 forms by serial number as well as to witness the destruction of the forms. Contact Food Stamp Policy Coordination Bureau if you do not have the name and/or telephone number of your FNS field office.
3. Destroy the forms by burning, shredding, or any other method that will ensure non-negotiability.
4. Complete the attached Certificate of Destruction, including the signature of the witnessing FNS representative, and forward the original and one copy to Food Stamp Policy Coordination Bureau, Department of Benefit Payments, 744 P Street, Sacramento, CA 95814.
5. Indicate the total number of forms destroyed as a footnote to the DFA 416 report for the semiannual period ending December 31, 1975.

If you have any questions, please contact Dick Fox of the Food Stamp Policy Coordination Bureau at (916) 445-6907.

Sincerely,

GARY D. MACOMBER
Deputy Director

OBsolete

Superseded by

ACL # 77-15

Attachment

GFN 654 (2/75)
cc: FNS, USDA; CWDA

Issued 3-17-77

CERTIFICATE OF DESTRUCTION
HOUSEHOLD TRANSFER FORM (FNS 286)

This document will certify the destruction of _____
(total number)

FNS 286 forms for _____ on _____.
(county) (date)

The following is a list of the serial numbers of the forms destroyed:

SERIAL NUMBERS

FROM

TO

Witnessed by:

(County representative)

(FNS representative)