

DEPARTMENT OF BENEFIT PAYMENTS

1111 P Street, Sacramento, CA 95814



February 28, 1975

ALL-COUNTY LETTER NO. 75-51

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - PROCEDURE FOR USING CURRENT FOOD COUPON BOOK REPORT (FNS-250), NEW FOOD COUPON ACCOUNTABILITY REPORT (FNS-250), REFERENCE: AND NEW FOOD COUPON BOOK REPORT (FNS-250.1). DISSEMINATION OF INFORMATION REGARDING NEW COUPONS TO RECIPIENTS

Dual Reporting

Counties should ensure that reporting points are aware of the need for dual reporting on FNS 250 forms (Bulk Storage Reporting Points will use the new FNS 250.1 in addition to the current FNS 250). Those reporting points, whose shipping points receive the new coupons in January, will submit two separate FNS-250's, one new and one old, to reflect coupon activities during January, 1975. All reporting points will submit two separate FNS-250's, one new and one old, to report new and current coupon activities during the months of February and March 1975.

Close-out Inventory for March Using Current Form FNS-250

Counties should also ensure that reporting points submit a current form FNS-250 for March's activity that reflects a "close-out inventory." This final report should only involve obtaining a physical count of the current coupon books remaining unissued in the reporting points on March 1, 1975 (which should be equal to the February 1975 Ending Inventory) and entering this amount in "Beginning Inventory" and in "Returned to FNS." "Total Available" as well as "Ending Inventory" will be "0" for all denominations. No other entry shall be required on the final FNS-250.

New Forms FNS-250 and FNS-250.1

The new FNS-250 forms are being sent directly to regular reporting points. The new FNS-250.1 forms are being sent directly to the Bulk Storage Reporting Points. The new FNS-250 and FNS-250.1 forms (including FNS-261, Advice of Shipment (food coupons), FNS-300, Advice of Transfer (food coupons) and any other supporting

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documents) must be submitted starting in the month the new coupons are received by Shipping Points. Beginning with the month of January 1975, and thereafter, the original and one copy of the new FNS-250, or FNS-250.1, with supporting documents, shall be submitted by the reporting points to the FNS (USDA) Regional Office at Room 400, 550 Kearny Street, San Francisco, CA 94108. (NOTE ADDRESS CHANGE) Current FNS-250's shall continue to be submitted to FPAD in Washington, DC. However, reporting points are not to submit the close-out FNS-250 to FPAD until they receive further instructions regarding disposition of current coupons. Counties with contracting agents and coupon bulk storage points must assure that these agents provide counties with copies of the FNS-250 and FNS-250.1 reports.

Since the new coupons cannot be issued until March 1, 1975, the reports covering the new coupons for January and February should only contain information on inventory and/or transfers. Samples of these forms are attached.

New Forms FNS-261 and FNS-300

FNS-261, Advice of Shipment, is the official document used to support county receipt of the new type coupon book shipments. It is a 4-part document. The original and one copy are submitted to FNS, Regional Office, as attachments to the new FNS-250 or FNS-250.1 reports, as applicable. One copy is retained by the shipping point and one copy is sent to the County Welfare Department.

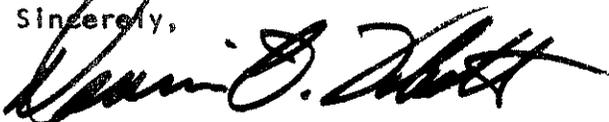
FNS-300, Advice of Transfer form, is prepared by reporting points. It serves as the official document supporting transfer of the new type coupon books between reporting points. It is a 5-part document of which the original and one copy are submitted to FNS, Regional Office, as an attachment to the new FNS-250 or FNS-250.1 reports. One copy is retained by the transferor office. The two remaining copies are sent to the transferee who returns a receipted copy to the sender. Samples of these new forms are attached.

Information Sheet for Recipients

Under separate cover counties have been sent the total available supply of an information sheet for recipients entitled "Get Ready for Your New Food Stamps," FNS-134. FNS does not have additional copies. Counties may use these sheets as they deem appropriate.

Please ensure that each of your reporting points is fully informed of these changes in reporting procedures. Also, please ensure that the information sheet receives the widest possible exposure to recipients. You may direct any questions to Dick Fox of the Food Stamp Policy Coordination Bureau at (916) 445-6907.

Sincerely,



DENNIS O. FLATT
Deputy Director

cc: FNS, USDA
CWDA

Attachments

FORM FNS-250 (REVERSE)

INSTRUCTIONS

GENERAL

ITEM

- 1 The project code is your identification number in the automated accounting system. If you are using a non-preprinted form, be sure to enter all digits.
- 2 Enter the number of the month and year this report covers.
Example: Jan. 1975 = 0 1 7 5
- 3 An "X" in this block will automatically provide the reporting office a resupply of 18 sets of preprinted report forms. Allow 60 days for processing and mailing.
- 4 A reporting office is a location that has been assigned a project code and has the responsibility to submit a FNS-250 Report. On preprinted forms, indicate any changes in name or address. On non-preprinted forms enter the name and address of the office that prepares the report.
- 5 Enter the project name and geographic area, usually the county and state, in which the reporting office is located.
- 6 Initial Submission is the first report prepared for the reporting month.

Resubmission of FNS Rejected Report is a corrected report to replace a report that has been found unacceptable and returned by the Finance and Program Accounting Division, FNS.

Revised Report is a corrected report to replace a report that has been submitted and accepted.
- 7 Care should be exercised to assure that all areas of the report that are changed due to submission of a revised report are properly indicated.

I. COUPON BOOK INVENTORY SUMMARY

- 8 From Item 15 of previous month's report.
- 9 The number of coupon books received from FNS only.
- 10 Enter coupon books which are returned to inventory. Refer to FNS(FS) Instructions 734-3 and 734-5 for details.
- 11 Enter the total number of coupon books received from other reporting point(s) from Item 18(A). Shipments received from bulk storage point(s) will be reported in this item.
- 12 Enter the total number of coupon books transferred to other reporting point(s) from Item 18(B).
- 13 The number of coupon books returned to FNS that are mutilated or improperly manufactured. Also include in this item shortages in coupon shipments that are verified and documented.
- 14 Self-explanatory.
- 15 Determine by actual physical count the number of coupon books remaining in inventory at the end of the reporting month.
- 16 Self-explanatory.
- 17 Multiply BOOK VALUE times coupon books issued (Item 16).

II. TRANSFER SUMMARY

NOTE: Reporting points that need additional space to list transfers should use additional FNS-250 Reports as continuation sheets. Be sure to date and sign each copy submitted and give page number of form in space provided in upper right hand corner. Bulk storage and transfer points will use Form FNS-250-1 only.

- 18(A) Place an "X" in this column if coupon books are received from another reporting office. Enter the project code of the sending office and number of books received by type.
- 18(B) Place an "X" in this column if coupon books are transferred to another reporting office. Enter the project code of the receiving office and number of books transferred by type.

III. ACTUAL VS. AUTHORIZED SUMMARY

- 19 Self-explanatory.
- 20 Enter sum of cash deposited from Item 31. Items 20 and 33 must be equal.
- 21 Total value of vouchers, warrants, etc., collected during month but not converted to cash.
- 22 Total value of cash refunds (Public Assistance Withholding, unused coupons, overcharges, etc.)
- 23 Enter amount of cash received in reporting month for vouchers, warrants, etc., from payments of prior months.
- 24 Enter total collections for current month.
- 25 Enter the dollar difference between the actual total value of coupons issued (Item 19) and actual current month's cash (Item 24).
- 26 Enter total value of coupons authorized to be issued according to "Authorization to Purchase" or "Household Issuance Record" cards.
- 27 Enter total value of required participant payments.
- 28 Self-explanatory.
- 29 Self-explanatory.

IV. DEPOSIT SUMMARY

- 30 Enter date prepared (in numbers) taken from upper left corner of Form FNS-282, "Food Coupon Remittance Card."
- 31 Enter serial number taken from Form FNS-282.
- 32 Enter the amount of deposit as shown on each Form FNS-282.
- 33 Add all deposits and enter this figure in Items 20 and 33. NOTE: If more than one Form FNS-250 is used, enter the "total deposited" figure (Item 33) on last page and, for Item 20 enter this figure on the first page.

CERTIFICATION

REVIEW YOUR ENTRIES. WHEN YOU ARE SATISFIED THEY ARE TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE, SIGN THE REPORT, ENTER YOUR TITLE, AND DATE REPORT WAS PREPARED. ON MULTIPLE REPORTS EACH COPY MUST BE SIGNED AND DATED.

FORM FNS-250-1 (REVERSE)

INSTRUCTIONS

GENERAL

ITEM

- 1 The project code is your identification number in the automated accounting system. If you are using a non-preprinted form, be sure to enter all digits.
- 2 Enter the number of the month and year this report covers.

Example: Jan. 1975 =

0	1	7	5
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- 3 An "X" in this block will automatically provide the reporting office with a re-supply of 18 sets of preprinted report forms. Allow 60 days for processing and mailing.
- 4 A reporting office is a location that has been assigned a project code and has the responsibility to submit a FNS-250-1 report. On preprinted forms, indicate any changes in name or address. On non-preprinted forms enter the name and address of the office that prepares the report.
- 5 Enter the project name and geographic area, usually the county or state, in which the reporting office is located.
- 6 Initial Submission is the first report prepared for the reporting month.

Resubmission of FNS Rejected Report is a corrected report to replace a report that has been found unacceptable and returned by Finance and Program Accounting Division, FNS.

Revised Report is a corrected report to replace a report that has been submitted and accepted.
- 7 Care should be exercised to assure that all areas of the report that are changed due to submission of a revised report are properly indicated.

I. INVENTORY SUMMARY

- 8 From Item 14 of previous month's report.
- 9 The number of coupon books received from FNS only.

I. INVENTORY SUMMARY (Cont'd)

- 10 Enter the total number of coupon books received from other reporting point(s) from Item 16(A).
- 11 Enter the total number of coupon books transferred to other reporting point(s) from Item 16(B).
- 12 The number of coupon books returned to FNS that are mutilated or improperly manufactured. Also include in this item shortages in coupon shipments that are verified and documented.
- 13 Self-explanatory.
- 14 Determine by actual physical count the number of coupon books remaining in inventory at the end of the reporting month.
- 15 Self-explanatory.

II. TRANSFER SUMMARY

NOTE: Bulk storage and transfer points that need additional space to list transfers should use additional FNS-250-1 Reports as continuation sheets. Be sure to date and sign each copy submitted and give page number of form in the space provided in upper right corner.

- 16(A) Place an "X" in this column if coupon books are received from another reporting office. Enter the project code of the sending office and number of books received by type.
- 16(B) Place an "X" in this column if coupon books are transferred to another reporting office. Enter the project code of the receiving office and number of books transferred by type.

CERTIFICATION

REVIEW YOUR ENTRIES. WHEN YOU ARE SATISFIED THEY ARE TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE, SIGN THE REPORT. ENTER YOUR TITLE AND DATE REPORT WAS PREPARED. ON MULTIPLE REPORTS EACH COPY MUST BE SIGNED AND DATED.

FORM FNS-261 (10-74)	U. S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE	INSTRUCTIONS for distribution after receipt and verification of the below described shipment: Original - SIGN and DATE. Attach to the original of Form FNS-250 "Food Coupon Accountability Report" OR Form FNS-250-1 "Food Coupon Book Report," whichever is applicable. Copy 1 - Attach to copy 1 of Form FNS-250 OR Form FNS-250-1, whichever is applicable. Copy 2 - Retained by receiving office. Copy 3 - Send to Project Area.						
ADVICE OF SHIPMENT (FOOD COUPONS)								
<i>Fold here</i>								
DATE SHIPPED								
MO.	DAY	YR.	REQN. NO.	REGISTRY OR GBL NO. <small>(See Note 1)</small>	BOOK TYPE <small>(See Note 2)</small>	NO. OF CARTONS <small>(See Note 2)</small>	NO. OF BOOKS	VALUE
DATE SHIPMENT RECEIVED			NOTE 2: If Book Type or No. of Cartons received DIFFER from that shipped, show Book Type and No. of Cartons actually received. →		SHIPMENT TOTALS			
MO.	DAY	YR.					SIGNATURE OF PERSON AUTHORIZED TO ACCEPT COUPON SHIPMENT	
NOTE 1: On multiple carton shipments, registry number shown is the first of a series of consecutive numbers, one per carton.								

FORM FNS-300 (3-75)	U. S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE		SENDING OFFICE	RECEIVING OFFICE
ADVICE OF TRANSFER (FOOD COUPONS)			PROJECT CODE	PROJECT CODE
			NAME AND ADDRESS	NAME AND ADDRESS
INSTRUCTIONS	NUMBER OF CARTONS	NUMBER OF BOOKS	BOOK VALUE	TOTAL VALUE OF COUPONS TRANSFERRED
SENDING OFFICE: Complete all items except "date of receipt" and "signature of authorized receiving official", retain copy 4 and forward remaining copies to receiving office. DO NOT REMOVE CARBON PAPER.			\$ 2.00	
			7.00	
			40.00	
			50.00	
			65.00	
RECEIVING OFFICE: Complete date and signature and forward copies as indicated below.				
DATE OF TRANSFER	SIGNATURE OF AUTHORIZED TRANSFERING OFFICIAL		DATE OF RECEIPT	SIGNATURE OF AUTHORIZED RECEIVING OFFICIAL