

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



April 7, 1975

ALL-COUNTY LETTER NO. 75-80

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS

SUBJECT: FOOD STAMP PROGRAM - JOINT DBP/EDD OUTREACH PROJECT

REFERENCE:

This is to inform you that the Department of Benefit Payments (DBP) and the Employment Development Department (EDD) have embarked on a joint effort to provide food stamp information to all unemployment and disability insurance (UI/DI) claimants and employment service applicants. With a target date of April 21, food stamp posters printed in both English and Spanish will be prominently displayed in all EDD offices indicating the address and/or phone number of appropriate local county welfare department offices. For the two week period expected to commence April 21 all continuing UI claimants will be presented bilingual general information notices outlining basic food stamp application procedures and eligibility requirements. All new claimants will be presented these food stamp notices for a sixty to ninety day period beginning approximately April 21. Notices will also accompany payment mailings to all new, reinstated, and continuing DI claimants during predetermined weeks. Additional informational brochures will be made available to EDD for self-service distribution.

A xerox copy of the bilingual notice is attached for your information. When printed this notice will appear in green and white with Spanish and English texts on opposite sides of the sheet. You will be receiving under separate cover copies of the Spanish/English poster "Food Stamps Make the Difference."

Also accompanying this letter is a copy of the EDD Field Office Directive to all EDD field offices. As you will note, this EDD letter of instruction assigns EDD field office managers the responsibility for phoning your staff for assistance in determining the proper county welfare department office for EDD client referral. We would appreciate your cooperation in providing EDD with this information.

The Department of Benefit Payments is committed to ensuring the successful outcome of this project. In view of the several alternative proposals suggested, the above-mentioned plan promises to best meet the need intended within current program capabilities.

OBSOLETE

Superseded by ACL 77-15

GEN 654 (2/74)

Issued 3-17-77

If you have any questions, please contact Beth Hardesty Fife, Food Stamp Systems Bureau, (916) 445-6907.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis O. Flatt". The signature is written in a cursive, flowing style with some loops and flourishes.

DENNIS O. FLATT
Deputy Director

attachments

cc: FNS, USDA
CWDA

FOOD STAMPS

Help you...help your family...help your community

YOU MAY BE ELIGIBLE

Food stamps are coupons that can be used like money to buy food at local stores. When you buy food stamps, you will get more food with fewer dollars.

Food stamps cannot be used for non-food items or exchanged for cash.

IF YOU NEED HELP AND ARE ELIGIBLE, IT IS YOUR LEGAL RIGHT TO APPLY FOR FOOD STAMPS.

ELIGIBILITY

You must have county residency and the facilities to cook meals. Individuals, families or unrelated persons living together as one economic unit may qualify for food stamps. Most persons between age 18 and 64 must register for work if they are able and available to work.

You and the persons living with you may not have more than a total of \$1,500 in assets, including cash savings, bank and checking accounts, U. S. savings bonds, stocks and bonds. You may have total assets of \$3,000 if at least one person aged 60 or older lives with you and applies for food stamps with you. Assets do not include the value of your house, lot, car, life insurance, household goods or personal belongings.

HOW TO APPLY

Food stamp applications must be completed by the head of your household at a local welfare office. If, for good cause, the head of a household is unable to apply in person, another responsible adult may apply. It is a good idea to telephone ahead for an appointment.

YOU MAY ONLY APPLY AT A WELFARE OFFICE IN THE COUNTY WHERE YOU RESIDE.

Be sure you or your substitute take to the welfare office:

- Recent wage statements
- Educational grant letters
- Social Security or Veterans award letters
- Self-employment income records
- Income records of each person living with you
- Rent, utilities, phone & doctor bills

You should hear about eligibility within 30 days after filing application.

IF YOU NEED FOOD IMMEDIATELY

Tell the county worker who gives you the appointment or application. Explain why you need food at once. You may receive food stamps or some other help the same day.

NOTE TO PARENTS

Try to leave small children with friends as welfare offices are busy and child care may not be available.

FOR MORE INFORMATION ... FOR FOOD STAMP APPLICATIONS

Go to the nearest welfare office in the county where you reside. For county welfare offices serving this area, see the poster in the lobby.

LAS ESTAMPILLAS PARA COMIDA

le ayudan...ayudan a su familia...ayudan a la comunidad

USTED PUEDE SER ELEGIBLE

Las estampillas para comida son cupones que se pueden usar como dinero para comprar comida en las tiendas locales. Cuando usted compre las estampillas para comida, recibirá más comida al gastar menos dinero.

Las estampillas para comida no se puede usar para artículos no-comestibles ni cambiarlas por dinero.

SI USTED NECESITA AYUDA Y ES ELEGIBLE, ES SU DERECHO LEGAL SOLICITAR LAS ESTAMPILLAS PARA COMIDA

ELEGIBILIDAD

Usted debe de ser un residente del condado y debe de tener medios de cocinar en casa. Individuos, familias o personas sin parentesco que viven juntos como una unidad económica, pueden ser elegibles para las estampillas para comida. La mayoría de personas de los 18 a los 64 años de edad, debe de matricularse para el trabajo si son capaces y dispuestos a trabajar.

Usted y las personas con quienes vive no pueden tener un total más de \$1,500 de bienes tales como ahorros de dinero, cuentas bancarias y de cheques, bonos de ahorros de Los Estados Unidos (U.S. Savings Bonds), acciones, y bonos. Usted puede tener un total de bienes de \$3,000 si una persona de 60 años o más vive con usted y también solicita las estampillas para comida.

Los bienes no incluyen su casa, lote, automóvil, seguro de vida, muebles de casa, o efectos personales.

COMO HACER SOLICITACION

El amo del hogar tiene que hacer solicitud para las estampillas para comida en la oficina local de bienestar. Si, por motivo suficiente, el amo del hogar no puede hacer solicitud por si mismo, otro adulto responsable puede hacer solicitud. Es buena idea llamar por teléfono de ante mano para obtener una cita.

SOLO SE PUEDE HACER SOLICITACION DEL CONDADO DONDE VIVE

Asegure de que usted o su substituto lleve a la oficina de bienestar:

- Recientes talones de pago
- Cartas de beca
- Cartas de subvención para veteranos o seguro social
- Libros de contabilidad de negocio propio
- Renta; servicios de gas, luz, agua; teléfono; cobros médicos

Después de hacer solicitud se enterará de su elegibilidad dentro de 30 días.

SI NECESITA COMIDA INMEDIATAMENTE

Dígaselo al (a la) representante del condado quien le da la cita o formulario de solicitud. Explique la razón por la cual necesita comida inmediatamente. Es posible recibir las estampillas u otra forma de ayuda el mismo día.

AVISO A PADRES

Intenten dejar a los niños con amigos, visto que las oficinas son muy ocupadas y puede que no habrá servicios de cuidado de niños.

PARA MAS INFORMACION...PARA FOMULARIOS DE SOLICITACION

Vaya a la oficina de bienestar más cercana en el condado donde vive. Para enterarse de las oficinas de bienestar que sirven este area, mire el cartel en la antesala.



FIELD OFFICE DIRECTIVE

OPERATIONS BRANCH
FIELD DIVISION

NO. 5-83 GE

DATE ISSUED:
April 4, 1975

EXPIRES:
September 1, 1975

TO: All Office Managers

SUBJECT: Food Stamp Informational Services in EDD Offices

1. As you well know, unemployment and continuing inflation are presently causing severe financial problems for many unemployed individuals and their families. The USDA Food Stamp Program can be of considerable help to many since it was specifically designed to assist eligible families in purchasing food and stretching their purchasing dollar. There are an estimated 1.2 million potentially eligible individuals in California who are not receiving the benefits of this program. As a government agency deeply concerned and involved with the problems of the unemployed, we have the responsibility to ensure that people know of all of the services and benefits to which they are entitled.
2. The Employment Development Department has daily contact with thousands of people who are potentially eligible and could benefit substantially from the Food Stamp Program. Therefore, EDD, in conjunction with the Department of Benefit Payments, is initiating a campaign which will disseminate food stamp information to all individuals with whom EDD has contact. This includes all Unemployment Insurance and Disability Insurance claimants, Employment Services clients, and others who contact us.
3. This informational campaign will begin not later than April 21, 1975 and will be evaluated at the end of three months. An all office shipment of informational material will be made as soon as the material is received from the printer. It will consist of: (1) a food stamp poster in English and Spanish to be displayed in each office lobby, (2) a general information notice (DE 3801 DBP) in English and Spanish, with general program description, broad eligibility criteria and referral instructions to the nearest County Welfare Department for additional information and (3) a food stamp pamphlet also in English and Spanish to be made available at contact points or in the lobby. Of these three informational materials, only the General Information Notice is required to be issued to all job seekers, UI claimants, DI claimants, and others coming into EDD offices.
4. Field office managers are responsible for determining the specific County Welfare Offices that serve EDD clients in their field office geographic-administrative area. (In metropolitan areas, Regional Administrators may assign District Administrators or other appropriate regional staff this responsibility.) The address and phone number of the County Welfare Department Offices must be stamped on the bottom of the General Information Notice. Where space on the notice does not permit listing all of the

appropriate welfare offices:

- a. List the principal ones on the notice (those serving largest segments of area's population), or list all appropriate welfare offices on a separate sheet to be handed out with the General Information Notice.
- b. List every appropriate County Welfare office on the food stamp poster to be displayed in the lobby.

5. The General Information Notice will be issued by:

ES, UI, and Combined Offices:

- (1) With the DE 1275A, Claimant's Handbook, to all new claimants. At the field office manager's discretion they may also be distributed at reception or at self-service areas where claimants are not served by an interviewer.
- (2) To all claimants filing an additional or reopened claim.
- (3) In person or by mail to all claimants in continued claims status for the initial two-week period following initiation of the program in the field office.
- (4) With the DE 2451 for applicants filing a new application or renewing an application for work and other job seekers.
- (5) Other clients who contact EDD facilities such as those reporting to day haul offices.

DI Field Offices:

- (1) For the initial two weeks of the program with any check mailed to a claimant.
- (2) For three months following initiation of the program, with the first mailing to a claimant after receipt of a 2501.

6. The food stamp poster is to be displayed in the lobby area of all field offices participating in this informational effort.

- a. Where appropriate, display the English and Spanish language versions.
- b. Ensure the poster is displayed in a visible location and, when applicable, ensure that individuals are directed to the Food Stamp Poster in the lobby for referral instructions.
- c. Enter the address and telephone number of every County Welfare Department Office serving persons in your field office geographic-administrative area.

- d. Ensure that pencils are placed by the poster to facilitate copying the location of the welfare office, e.g., pencils on string attached to the bottom of the poster.

Additional copies of the English or Spanish version of this poster are available from Central Office. Send requests on DE 16 to MIC #23.

7. In those field offices in which a need for General Information Notices in languages other than English or Spanish exists, field office managers are encouraged to develop and issue such notices as they did with the SUA flyer. If assistance is desired, contact Jarvis Arellano, 485-0461, in Sacramento.
8. A general evaluation of the effectiveness of this information service will be made. This evaluation will cover the first 90 days following initial implementation of the service.
 - a. EDD will assess how many individuals received the General Food Stamp Information Notice.
 - b. DBP will assess the impact of this informational effort on County Welfare Departments, e.g., any significant increases in food stamp applications and impact on caseload.
9. The General Information Notice, DE 3801 DBP, will be stocked at the Department's warehouse and additional supplies may be obtained through normal requisition procedures.
10. A facsimile of the General Information Notice (DE 3801 DBP), a copy of the all county letter to be sent out by the Department of Benefit Payments, and a recent listing of County Welfare Directors are attached for your information.
11. Any questions regarding this program should be directed to your District Administrator or to Jarvis Arellano, MIC #23.

/s/ RONALD R. NOBLET
Acting Deputy Director

Attachments