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

May 9, 1975

ALL-COUNTY LETTER NO. 75-96

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: FOOD STAMP QUALITY CONTROL

REFERENCE:

The Federal Program Director of the Western Region Food Stamp Program has requested that we communicate to Food Stamp Quality Control personnel in each county that the "Basis of Issuance Computation Sheet" on page 11 of the Form FNS-245, "Household Data Sheet," be changed by pen and ink to reflect appropriate coding. An example of the change is attached for your convenience.

The 10% work allowance deduction also applies to "in-kind shelter" from an employer and "vendor payments" from an employer or training program. To assure that these are considered earned income and that they are considered when determining the work allowance, these items should be written under Part A.1 of the Computation Sheet of the Form FNS-245 and reference to "in-kind shelter" deleted from Part B.6 of the form. This change will appear on the next reprinting of the worksheet.

Also, one question that has occurred several times concerns the handling of cases where there is no application covering the sample month, for example, a household participating after the established certification period has expired. This case would be procedurally ineligible, if no other program ineligibility was found, and would be coded as "procedural error-other" rather than as "procedural error-unsigned application." This will aid in data analysis identifying the particular problem area and allow for an appropriate corrective action plan.

Any questions regarding these instructions should be directed to the Information Desk, Program Information Bureau, at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

WILLIAM J. KURTZ
Deputy Director

Attachment

cc: CWDA

OBSOLETE

Superseded by ACL 77-15

Issued 3-17-77

GEN 654 (2/75)

FORM FNS-245 (PAGE 11)

Include "In Kind shelter" and "Vendor payments" from an employer

Delete "In Kind Shelter"

I. BASIS OF ISSUANCE COMPUTATIONS	COMPUTATION BY: CERTIFYING OFFICER (1)	COMPUTATION BY: REVIEWER AS VERIFIED (2)
A. Monthly Earned Income from Employment		
1. Gross Salaries, Wages, Training Allowance *(Do not include excludable income)*		
a.	$	$
b.		
c.		
d. Total Earned Income	$	$
2. Less Work Allowance *(10% of Line 1.d., not to exceed $30)*		
3. Total *(Line 1.d. minus Line 2)*	$	$
4. Mandatory Deductions		
a.		
b.		
c.		
d. Total Mandatory Deductions	$	$
5. Adjusted Earned Income *(Line 3 minus Line 4.d)*	$	$
B. Other Monthly Income		
1. Boarder Payments *(Less Coupon Allotment)*	$	$
2. Roomer Payments		
3. Self-Employment Income *(Monthly as prorated)* Includes farm		
4. Student Loans, Grants, Scholarships *(Prorated monthly)*		
5. PA Grant, RSDI, SSI, Railroad Retirement, Pension		
6. Other Income ~~*(In-kind shelter,*~~ *support and alimony, interest,* ~~*vendor payments)*~~		
a.	$	$
b.		
c.		
d.		
7. Total Other Income *(Lines 1 thru 6.d)*	$	$

FORM FNS-245 (PAGE 11) COMPUTATION OF BASIS OF ISSUANCE

I. BASIS OF ISSUANCE COMPUTATIONS *(continued)*	COMPUTATION BY: CERTIFYING OFFICER (1)	COMPUTATION BY: REVIEWER AS VERIFIED (2)	FINAL QC COMPUTATION (3)
C. Gross Income *(Line A.1.d. plus B.7)*	$		$
D. Gross Food Stamp Income *(Line A.5. plus B.7)*	$	$	
E. Deductions From Income			
1. Live-in attendant *(include monthly coupon allowance)*	$	$	
2. Medical *(Only if over $10 per month)*			
3. Child Care			
4. Tuition and Mandatory Fees			
5. Support or Alimony			
6. Unusual Expenses			
7. Total Deductions Other than Shelter	$	$	
F. Net Food Stamp Income *(Line D. minus Line E.7)*	$	$	
G. Shelter Adjustment			
1. Shelter Costs			
a. Rent or Mortgage	$	$	
b. Utilities			
c.			
d. Total Shelter Cost	$	$	
2. Shelter Standard *(30% of Line F)*			
3. Shelter Deduction, if any *(Line G.1.d. minus Line G.2)*	$	$	
H. Total Deductible Expenses *(Line A.2. and A.4.d. plus Line E.7. plus line G.3)*	$	$	$
I. ADJUSTED NET FOOD STAMP INCOME *(Line F minus Line G.3)*	$	$	$

II. BASIS OF ISSUANCE			
Household Size			
Monthly Purchase Requirement	$	$	$
Bonus Coupons	$	$	$
Total Coupon Allotment	$	$	$