

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



December 10, 1981

ALL-COUNTY LETTER NO. 81-122

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM PARTICIPATION AND COUPON ISSUANCE REPORT (DFA 256)

REFERENCE: DIVISION 26, SECTION 325

The Food and Nutrition Service has recently required that California begin providing data on the gross number of food stamp issuances. In order to fulfill this mandate, we have added a line item to the DFA 256 report form. Attached you will find the revised form and instructions. The new item is Item 2, Total Issuances, broken down by Mail Issuances (2A), Contracted Over the Counter Issuances (2B), Other Over the Counter Issuances (2C) and Total Issuances (2D).

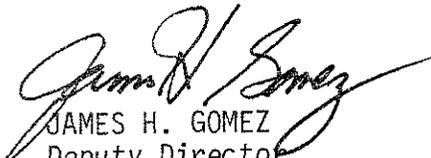
Directions for completing Item 2 are given in Instruction 7 on the back of the form.

The former Item 2, Value of Documented Coupon Issuances, has become Item 3 on the new DFA 256.

Counties should begin using the new DFA 256 with the November, 1981, report month.

Should you have any questions concerning this letter or the new DFA 256, please call Norman Cubanski at (916) 323-2334 or (ATSS) 473-2334.

Sincerely,


JAMES H. GOMEZ
Deputy Director
Administration

Attachments

GEN 654 (7/78)



PARTICIPATION AND COUPON ISSUANCE REPORT — FOOD STAMP PROGRAM

ROUTING INSTRUCTIONS:

Original : FNS, USDA, Washington, D.C.
 Yellow : FNS Regional Office
 Pink : State Department of Social Services
 Gold : County Welfare Department

(See Instructions on Reverse)

This report is: Original submission
 or
 _____ Revision
 (NUMBER)

COUNTY		COUNTY CODE	PROJECT CODE
REPORT MONTH AND YEAR	MONTH	YEAR	STATE USE ONLY
A. PUBLIC ASSISTANCE		B. NON-PUBLIC ASSISTANCE	
		C. TOTAL (A + B)	
A. MAIL	B. CONTRACTED OVER THE COUNTER	C. OTHER OVER THE COUNTER	D. TOTAL (A + B + C)
ROUND TO NEAREST WHOLE DOLLAR, DO NOT SHOW CENTS			
\$			

1. TOTAL PARTICIPATION

- a. Number of Households
- b. Number of Persons

2. TOTAL ISSUANCES

3. VALUE OF DOCUMENTED COUPON ISSUANCES

REMARKS: (a) Explain month to month participation changes in Item 1, Columns A and B, of plus or minus 5 percent.
EXAMPLE: Strikes, disasters, plant shut downs, migrant influx, etc. (Counties of 500 or more households only).
 (b) Explain month to month changes of \$2 or more per person (Item 2 divided by Item 1b, Column C).

STATE USE ONLY

3. _____

NAME OF AUTHORIZED OFFICIAL	TITLE	DATE

INSTRUCTIONS:

Form DFA 256 shows participation and coupon issuance in the Food Stamp Program by county for a one month period of time. This report is due to the State and Federal agencies as soon as possible after the last day of the report month, but no later than 45 days following the last day of the report month.

Mail the original and one copy to the FNS Western Regional Office, 550 Kearny, Room 400, San Francisco, 94108. Mail the designated copy to the State Department of Social Services, Statistical Services Branch, 744 P Street, Mail Station 12-81, Sacramento, 95814.

Data to be used in preparing this report must come from ATP cards transacted by households in the reporting county, HIR cards used by the county to provide issuance during the month, or mail issuance data if direct mail issuance is employed. Cashier errors shall not be reported. In counties using ATP issuance systems, the following procedures shall be used to determine how transacted ATP's shall be counted:

1. Altered, counterfeit, duplicate, expired and stolen ATP's shall be included.
2. Duplicate ATP's, supplementals, retroactive benefits, etc. issued to the same household in the month shall count as one transaction for Item 1. For Item 2, all ATP's transacted by the household shall be counted separately. For Item 3, the **value** of all coupons issued as a result of these cards' transaction shall be reported.
3. Transacted, out-of-state ATP cards shall be counted as participation in the county agency and the **value** of coupons issued included in Item 3.
4. ATP's issued after the 25th of the month shall be counted in the month **transacted**.
5. Out-of-county ATP cards shall be counted in the county where it is transacted.
6. Disaster issuances shall be counted.

COMPLETE THE FORM AS FOLLOWS:

1. Check if the report is an original submission or enter the number if it is a revision.

2. Enter the name of the county.
3. Enter the 2-digit county code.
4. Enter the 9-digit project code number assigned to the county.
5. Enter the report month and year.
6. Enter the number of households and persons that participated during the report month by assistance classification in Item 1. Report the household and persons only **once**. This is to be an unduplicated count.

NOTE: If a household applies for Food Stamp benefits in June, is determined eligible for benefits in July for both June and July, the household is counted only once in Item 1 in July. The total coupon value, however, is counted in July in Item 3.

7. In Item 2 enter the number of actual issuances of food coupons to participating households. Report these issuances according to whether the coupons (rather than the authorizing documents - i.e., the ATP's) were issued by mail, by contracted over-the-counter agents (agents outside of state/local government - e.g. banks, post offices, private entities) or by other over-the-counter agents (state/local government agents, including those using HIR systems). Regular, duplicate, supplemental and retroactive issuances should be counted separately unless they are authorized by the same document or unless they are included in the same issuance when no authorizing document is used.
8. Enter the value of documented coupon issuances in Item 3. Round all dollar amounts to the nearest whole dollar.
9. In the remarks section:
 - a. Explain month to month participation changes in Item 1, Col. A and B, of plus or minus 5 percent.
 - b. Explain month to month changes of \$2 or more per person unless caused by changes in Basis of Issuance Tables.This only applies to counties with a total household participation of 500 or more.
10. The report should be signed by the designated official responsible for the accuracy of the data.