

DEPARTMENT OF SOCIAL SERVICES



July 28, 1983

ALL-COUNTY LETTER NO. 83-70

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP MAIL ISSUANCE REPORT

REFERENCE:

Statistical Services Branch has received a revision of the Form FNS-259 "Food Stamp Mail Issuance Report" from the Food and Nutrition Service. Attached is a copy of the new form and the corresponding reporting instructions. This report is effective immediately upon receipt of this letter.

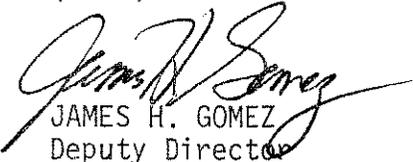
The purpose of the revision is to provide FNS with the data identifying dollar mail loss replacements. This data will be used to calculate dollar mail loss replacement rates and assess liabilities for replacements over the mail loss tolerance rate as specified in ACL-83-61. Counties are instructed to review their FNS-259 reporting systems to ensure that the reported data is accurate and complete. This will prevent the assessment of erroneous mail loss replacement liabilities by FNS.

Please note that the revised Form FNS-259 requires the reporting of both regular and direct mail issuance in item 5. Also columns (c) and (d) of item 8 separately identify replacement activity for allotments that are returned in the mail as undeliverable.

To order a supply of the new form, contact:

FNS Western Regional Office
550 Kearny St., Room 400
San Francisco, CA 94108

If you have any questions, please contact Nancy Long at (916) 445-3644 or (ATSS) 485-3644.


JAMES H. GOMEZ
Deputy Director
Administration

Attachment

INSTRUCTIONS

Form FNS-259 is designed as a computer-entry billing document to provide FNS with accurate mail issuance and mail loss information. As indicated in FNS regulations, State agencies will be billed directly from the form for losses exceeding the mail issuance tolerance level applicable to each FNS-259 reporting area. Information on regular and direct mail issuance is to be reported on this Form. These two systems are defined as follows:

- (1) Regular Mail - A mail issuance system which uses an authorization document such as an ATP card as an intermediate step in mail issuance. A participant wanting to receive coupons by mail must send a

signed ATP card or comparable authorizing document to the mailing center before he or she may be provided with their monthly coupon allotment.

- (2) Direct Mail - A mail issuance system in which coupons are provided to the participant requesting mail issuance once he or she has been certified for food stamp assistance. No intermediate document such as an ATP card is required from the participant before the coupons are mailed.

FNS regulations require reporting by project area or other administrative subdivision of the state agreed to by FNS.

Item:

- 1.(a) Enter the name of the project area whose participants receive coupons by mail. (If the reporting area is not a project area, leave blank and complete Item b.)
- (b) Where the reporting area is other than a project area, enter the name of the subdivision of the State involved.
- 2. Self-explanatory.
- 3. Enter assigned project code for 1(a) or (b) as appropriate.
- 4. Enter the last two digits of the Federal fiscal year. For example, if fiscal year 1983, enter "83."
- 5. Enter "0" if direct mail system is employed; "1" if regular; or "2" if both mail systems are employed.
- 6. Enter the number of the appropriate quarter (for example, if report covers January through March 1983, enter "2").
- 7. Enter "0" if initial report for report period; "1" to indicate first revision of initial report; or "2" to indicate second revision. Explain the need for a revision in item 9 below.
- 8. Complete the Mail Issuance Activity chart as follows:
 - Total Mail Issuance (Columns (a), (e), or (i))
 - 1- Enter for the appropriate month (1, 2, or 3) the total dollar value of original mail issuances made. (Do not include any replacement issuances.)
 - 2- Enter for the appropriate month (1, 2, or 3) the total number of original mail issuances made. (Do not include any replacement issuances.)
 - Total Replacements (Columns (b), (f) or (j))
 - 1- Enter for the appropriate month (1, 2, or 3) the total dollar value of all replacement issuances made for original mail issuances.
 - 2- Enter for the appropriate month (1, 2, or 3) the total number of replacement issuances made for original mail issuances.
 - Mail Returns, Replacements Made (Columns (c), (g), or (k))
 - 1- Enter for the appropriate month (1, 2, or 3) the total dollar value of issuances returned during the month (regardless of original month of issuance) for which replacements have already been made.
 - 2- Enter for the appropriate month (1,2, or 3) the total number of issuances returned during the month (regardless of original month of issuance) for which replacements have already been made.

Mail Returns, Replacements Not Made (Columns (d), (h), or (l))

- 1- Enter for the appropriate month (1, 2, or 3) the total dollar value of issuances returned during the month (regardless of original month of issuance) for which replacements have not been made.
- 2- Enter for the appropriate month (1, 2, or 3) the total number of issuances returned during the month (regardless of original month of issuance) for which replacements have not been made.
- 9. Self-explanatory.
- 10. All mail losses must be reported to the U.S. Postal Service, in accordance with Section 274.3(c)(2) of the Food Stamp regulations, to ensure that the Service is made aware of the losses and that the Postal Service's resources are included in any effort to eliminate mail issuance problems. By signing this document, the State agency certifies that such contact has been made, and that entries on the form are complete and accurate to the best of its knowledge.
- 11. Enter the date, title and signature of the State agency official responsible for the completion of this form.

Liability Computation:

Each State's quarterly mail issuance liability is determined as follows:

- a. For each quarter, the value of "Mail Returns, Replacements Made" (c+g+k) is deducted from the value of "Replacements" (b+f+j).
- b. The difference in "a" is the quarterly mail loss. This difference is compared to the appropriate tolerance level established in Food Stamp Program regulations based on the total quarterly issuance reported.
- c. The billing amount is the value of quarterly mail losses which is over the appropriate tolerance levels.

Distribution:

Complete four copies. Submit original to FNS Regional Office within 45 days after the end of the report quarter and the first copy to FNS Washington. Submit the third copy to the State agency. Copy 4 is retained at the reporting area (project area or other approved administrative subdivision of the State) submitting the report.