STATE OF CALIFORNIA – HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-7046

January 4, 1984

ALL-COUNTY LETTER NO. 84-02

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP PROGRAM COORDINATORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: FOOD STAMP COUPON TRANSFERS AND LATE FNS-250 REPORTING

REFERENCE:

The purpose of this letter is to clarify the requirements for resolving coupon inventory shortages and the protocols to observe in securing state and federal assistance. It also provides notice that Food and Nutrition Service (FNS) will no longer process coupon requisitions from counties whose required FNS-250s are not in receipt.

The San Francisco office of the FNS/WRO has notified this Department (DSS) that an unacceptable number of counties are calling them directly to seek assistance in securing coupon transfers to cover existing inventory shortages. We have been notified that the staff of FNS in San Francisco will no longer respond to calls from any county seeking assistance in alleviating coupon inventory shortages unless the county has been unable, with DSS intervention, to secure a transfer of coupons from another county. County staff calling FNS in this regard will be directed to DSS for assistance.

As is required by Division 63, Section 704.26 of State Food Stamp Regulations, counties should arrange for emergency transfers of coupons if the supply on hand is insufficient to meet its issuing responsibilities prior to receipt of the next shipment from FNS. In the event that a county cannot secure assistance through intercounty communication, the county in need should contact their Food Stamp Program liaison in this Department's Corrective Action Bureau. Only after this Department has unsuccessfully attempted to locate a county or counties with a sufficiently large inventory to provide a coupon transfer should the problem be escalated to FNS. The county may then relay their request to FNS by telephone and confirm the request in writing as soon as possible. Under no circumstances are counties to initiate contact with FNS before notifying DSS of the need for assistance in problem resolution.

LATE REPORTING - FORM FNS-250

FNS, through its Administrative Notice 84-14, dated November 18, 1983, has notified DSS that, effective January 1, 1984, they will no longer process coupon requisitions for those counties with FNS-250 reports overdue by more than fifteen days. FNS has indicated that delays in submitting the FNS-250 restrict their ability to accurately review the Form FNS-260, "Requisition for Coupon Books", for compliance with FNS' inventory policies. By regulation, counties are required to have all FNS-250 reports submitted to FNS by the forty-fifth day following the end of the report month (See: 63-705.6 - Monthly Reporting). If extenuating circumstances make it impossible to meet this requirement, please notify DSS so that we may advise FNS of the reason for the delay.

If you have any questions regarding the FNS-250 reporting requirements, please contact Mr. Lee Barton at (916) 323-0269, or ATSS (8) 473-0269.

If you have questions regarding coupon ordering and/or transfers, or need assistance in securing emergency coupon supplies, please contact your Corrective Action Bureau liaison at (916) 322-5475, or ATSS (8) 473-5475.

JOSEPH P. MUNSO
Acting Deputy Director
Administration

cc: CWDA
Carol Fahey, FNS/WRO
Frank Martin, FNS/WRO