

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 5, 2005

ALL COUNTY INFORMATION NOTICE NO. I-78-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY FOOD STAMP EMPLOYMENT
AND TRAINING COORDINATORS

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation
Change
 Court Order
 Clarification Requested by
One or More Counties
 Initiated by CDSS

SUBJECT: FINAL FOOD STAMP EMPLOYMENT AND TRAINING ALLOCATION
AND PLAN INSTRUCTIONS FOR FEDERAL FISCAL YEAR 2006

REFERENCE: MANUAL OF POLICIES AND PROCEDURES,
DIVISION 63, SECTIONS 63-407 THROUGH 63-410

The purpose of this letter is to transmit to counties their final Federal Fiscal Year (FFY) 2006 allocation for the Food Stamp Employment and Training (FSET) program (Enclosure 1), and the FFY 2006 FSET Program Handbook (Enclosure 2). The handbook contains instructions for completing the annual plan. As required by the Federal Food and Nutrition Service (FNS), all counties, whether or not they are interested in participating in the FSET Program during the current fiscal year, must complete an annual FSET Plan as specified in the Manual of Policies and Procedures (MPP) Division 63, Section 63-407.842(a). However, non-FSET counties need only to complete Part II, subparts A and D and Tables 1 and 1B of the Handbook.

The deadline for submitting your county's FSET Plan is January 3, 2005. Please ensure that your county's plan is in our office by the above date. To expedite the approval process, the county FSET plans must be submitted in the format outlined in the handbook instructions. Please forward an electronic copy in Microsoft Word and mail a hard copy to the following California Department of Social Services (CDSS) staff:

ATTN: Mr. Robert Nevins, Food Stamp Analyst
California Department of Social Services
Food Stamp Branch
744 P Street, M.S. 16-32
Sacramento, CA 95814
E-mail: robert.nevins@dss.ca.gov
Fax: (916) 657-1295

In an effort to ensure the integrity of California's FSET program, it is critical that both FSET and non-FSET counties provide realistic estimates in their annual FSET plans and report in a timely manner. Counties are required to base their estimated FSET component costs on the anticipated number of individuals participating in an allowable FSET component. Counties should be able to use the data from their most recent statistical report forms, STAT 47 and 48, to develop reasonable estimates for their annual FSET plans. Counties may not claim multiple reimbursements for the same individual in the same month, although an individual may be placed in multiple components within a month.

The data reported in the FSET plan should reconcile with the data that the county reports on the STAT 47 and 48, particularly the counts for work registrants and Able-Bodied Adults Without Dependents (ABAWDS). In the past, the data reported in the county FSET plan and the data the county reported in the statistical report forms was inconsistent. Because FNS uses the reported information from these reports to determine each state's future allocation of FSET funds and the 15 percent ABAWD exemptions, it is crucial that the data submitted is accurate. Also, the data from the STAT 47 and 48 reports are used to monitor the states' level of FSET program activities and expenditures. Therefore, we cannot stress enough the need for accuracy when reporting on the STAT 47 and 48 reports.

Policy Reminders

- The total number of work registrants identified in Part II-A, line c, must be the same as Table 1, line A.
- The total number of ABAWDs identified in Part II-D, line a, must be the same as Table 1, line E.
- Table 3, Summary of Interagency Coordination, must always be completed when the county shows costs on Table 4, Operation Budget, Column C, of the plan.

If you have any questions about this letter, or the submittal of your plan, please contact Robert Nevins, Food Stamps FSET Analyst, at (916) 654-1408 or Lisa Lacy, Manager, at (916) 654-1435. Please direct any questions regarding your county's FSET allocation to Michael Yokeley, Analyst in the County Financial Analysis Bureau, at (916) 651-8049.

Sincerely,

RIGHTON YEE, Chief
Food Stamps Branch

Enclosures