

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 2, 1979

ALL-COUNTY INFORMATION NOTICE ~~1-81-79~~ ^{I-81-79} ^{see OBJECT}

. TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INSTRUCTIONS FOR THE COMPLETION OF THE DFA 296
 (FOOD STAMP PROGRAM - MONTHLY STATISTICAL REPORT)
 REFERENCE: ALL-COUNTY INFORMATION NOTICE 1-37-79

This All-County Information Notice is being issued to change two reporting requirements as issued in All-County Information Notice 1-37-79, dated April 9, 1979.

Item 1d (3rd paragraph) on page 3 of the current instructions required the counties to report a case as "pending over 30 days" in all cases where, due to the fault of the household, the county was unable to process the application within the prescribed 30-day period. The counties have the option of either sending a denial or pending notice to the applicant; therefore, the counties may opt to report per the current instructions on page 3 or choose to report a case denied. If the county chooses to report the case as denied, this should be done by noting this denial count in Part A, Line Item 4b (applicable program column) on the DFA 296 report. The reason for the denial should be noted in Part E. If the applicant should comply within the second 30-day period and be found eligible, the county must report this approval as an "other approval" in Part B, Line Item 7d (applicable program column), and in Part B, Line Item 8a (applicable program column) as a case certified eligible to participate on the DFA 296 report. This approval action must not be reported as an "application approved" in Part B, Line Item 7a. If the applicant should comply within the second 30-day period and be found ineligible, then no further reporting is necessary on the DFA 296 report.

Since your county may choose the foregoing option, it is necessary that you contact the Statistical Services Bureau Reports Section at (916) 322-2230 and inform them of the procedure to be used in your county. You may not utilize both options within your county.

Item 2b (3rd paragraph) on page 4 of the current instructions required the counties to continue to report a food stamp case as Public Assistance (PA) in the month following the discontinuance of public assistance benefits. This notice instructs the counties to change these cases to Non-Assistance (NA)

Food Stamp cases certified eligible to participate in the remaining month. The transfer from a PA to NA classification is to be reported in Part B, Line Item 7c, Column (2) on the DFA 296 report. The case should also be reported in Part B, Line Item 8a, Column (2) as a case certified to participate in the report month.

This change is effective immediately.

Any program-related questions that you might have regarding this information should be directed to your Food Stamp Operations Analyst at (916) 322-5475. Questions concerning specific reporting problems should be directed to the Statistical Services Bureau at (916) 322-5462.

Sincerely,



R. E. REICH
Deputy Director
Administration Division

cc: CWDA