

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 14, 1980

ALL-COUNTY INFORMATION NOTICE I-73-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM STATISTICAL REPORTS

REFERENCE:

Recently, the Western Region Office of FNS-USDA brought to our attention that several counties were not meeting federal requirements for the following federally mandated statistical reports:

- (1) FNS-209 (Status of Claims Against Households)
- (2) FNS-250 (Food Coupon Accountability Report)
- (3) FNS-256 (Monthly Report of Participation and Coupon Issuance)
- (4) FNS-259 (Food Stamp Mail Issuance Report)

The problems generally are in the areas of completion, distribution and timely submission. FNS has identified these problems as major concerns to them. In detail, by report, the problems identified to us by FNS are:

1. FNS-209 (Status of Claims Against Households) (Refer to ACIN I-29-80)

Problem: Non-reporting, timeliness and completion.

This report must be submitted to FNS no later than 30 days after the end of each calendar month. A report is required even if the county has not collected any payments (See Food Stamp Program Regulation 63-801.61). Counties must identify both the County and State in the box marked State. Failure to identify the county prevents FNS from properly tracking county collection activity. FNS will contact counties directly on technical problems.

2. FNS-250 (Food Coupon Accountability Report)

Problem: Timeliness

This report must be submitted to FNS no later than the 45th day following the end of the report month (See Food Stamp Program Regulation 63-707.12). FNS will contact counties directly on late reporting and technical problems.

3. FNS-256 (Monthly Report of Participation and Coupon Issuance)

Problem: Distribution, accuracy, completeness and timeliness.

The original of the FNS-256 report should be mailed directly to the FNS National Office in Washington, D.C., the green copy should be mailed to the FNS Regional Office in San Francisco and the pink copy is to be mailed to the Statistical Services Bureau, 744 P Street, M.S. 12-81, Sacramento, California 95814. The Regional Office will not forward copies missent to them to other offices or agencies. It is also necessary that the counties include the name of the project area (county), the project code, the month and the year on the report. If a report shows a variance of greater than 15% (plus or minus) for the total person count entered in Item 1.b.(C) as compared to the previous month, the county must explain the reason for the variance in Item 4, Remarks. The due date for this report is no later than 45 days following the report month (See Food Stamp Program Regulation 63-707.15). Timely reporting is critical as this report is used by FNS in projecting participation.

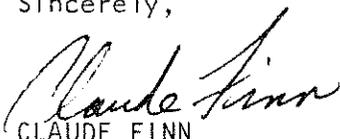
4. FNS-259 (Food Stamp Mail Issuance Report)

Problem: Timeliness and distribution.

The original of the FNS 259 report should be mailed directly to the FNS National Office in Washington, D.C. with a copy each to the FNS Regional Office and the Statistical Services Bureau (State). This report must be submitted to FNS no later than 45 days following the report quarter by all counties providing mail issuance (See Food Stamp Program Regulation 63-707.13). Since this report need not be submitted by those mail issuance counties having no mail losses to report, the county must call the Statistical Services Bureau, Reports Section (916) 322-2230 or ATSS 492-2230 if no report is to be submitted for the report quarter. It is important that this report be submitted timely as it is reconciled with the FNS 250 report.

Thank you in advance for your cooperation. If you should have any questions concerning the FNS-209 or FNS-250 reports, please contact your Food Stamp Program Operations Consultant at (916) 322-5475 or ATSS 492-5475. If you should have any questions concerning the FNS-256 or FNS-259 reports, please contact Larry Horner, of the Statistical Services Bureau, at (916) 323-2330 or ATSS 473-2330.

Sincerely,



CLAUDE FINN
Deputy Director
Administration Division

cc: FNS National Office,
Washington, D.C.

FNS Regional Office
San Francisco, CA