

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814

(916) 445-9537



August 25, 1981

**ALL-COUNTY INFORMATION NOTICE I-103-81**

• **TO:** ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FOOD STAMP COORDINATORS

**SUBJECT:** FOOD STAMP RECIPIENT REPORTING AND NOTICE OF DENIAL/TERMINATION  
PROBLEMS

**REFERENCE:**

The purpose of this letter is to request county assistance to ensure that food stamp recipients are informed of their responsibility to report changes after becoming eligible for the Food Stamp Program and to remind all counties to provide notices to food stamp applicants who are denied benefits and to recipients terminated from the program.

Recipient Reporting Responsibilities

Food Stamp Program Quality Control data repeatedly reveals a substantial amount of dollar errors caused by recipients failing to meet their reporting responsibilities. Primarily, this is due to recipients failing to report changes to the county and to a smaller degree, reporting inaccurate and incomplete information. In the recent review period, April through September 1980, recipient-caused errors contributed nearly one-half (48.0 percent) to the Statewide Dollar Error Rate of 11.3 percent.

State Food Stamp Regulations (Section 63-300.4) require households to be advised of their reporting responsibilities during the interview for eligibility determination. It is important that all potential food stamp recipients are completely informed of and understand their reporting responsibilities. At a minimum, this sharing of information to potential recipients must occur during the original certification process and at recertification. In addition, counties are encouraged to remind and re-educate participating households as to their reporting responsibilities during the certification period.

Notification of Food Stamp Benefit Denial/Termination

The April 1980 through September 1980 Quality Control information also revealed a large number of administrative deficiencies occurring from county failure to notify applicants and recipients of their denial/termination from the program.

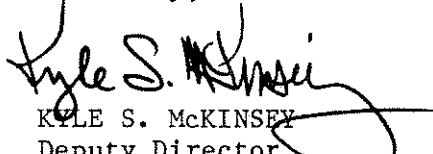
This is occurring for both NAFS and PAFS households. State Food Stamp Regulations (Section 63-504.222) state "If the household is denied, the County Welfare Department shall provide the household with written notice explaining the basis for the denial, the household's right to request a fair hearing, the telephone number of the food stamp office, and, if possible, the name of the person to contact for additional information." State Food Stamp Regulations (Section 63-504.24) state, "Prior to any action to reduce or terminate a household's benefits within the certification period, the county shall, except as provided in Section 63-504.242, provide the household timely and adequate notice before the adverse action is taken." For those exceptions to the notice requirement (Section 63-504.242), the case record must be fully documented to support the reason for no notice. If full documentation is not present in a case file the Quality Control reviewer will assume a notice was required and cite an administrative deficiency.

Form DFA 377.1 (Food Stamp Notice of Action and Right to Request a State Hearing -- formally Forms DFA 377.3 and 377.4) is the official notice to inform NAFS households of either a denial, reduction, or termination of food stamp benefits. It should also be used for PAFS recipients when food stamp benefits are affected.

Your cooperation in ensuring that clients know and understand their reporting responsibilities and that timely notices of adverse action are sent will contribute significantly to a reduction of errors in both areas.

Should you have any questions, please contact your Food Stamp Program Consultant at (916) 322-5475 or ATSS 492-5475.

Sincerely,

  
KYLE S. MCKINSEY  
Deputy Director  
Welfare Program Operations

cc: CWDA