DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-9537

June 20, 1983

ALL-COUNTY INFORMATION NOTICE I-71-83

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM – ATP ACCOUNTABILITY AND SECURITY
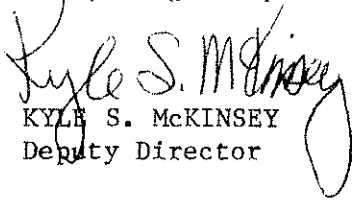
REFERENCE:

As a result of findings of United States Department of Agriculture (USDA) Office of Inspector General (OIG) Audit #2713-73-SF, the Food Stamp Program Management Branch has found the need to clarify regulations regarding ATP accountability and security. It is felt that county welfare departments' implementation of the specific recommendations below will reduce the chances for ATP losses and, therefore, County Welfare Departments' (CWDs) liabilities.

Section 63-708.3 requires that ATPs be considered accountable documents. This accountability should begin with the ATP supplier who, when printing and delivering ATPs, should use the same accountability precautions used when printing other negotiable instruments. CWDs should contract for ATPs only with suppliers who comply with this policy.

Section 63-708.3 also requires that the CWD follow minimum security and control procedures for ATPs including secure storage, access limited to authorized personnel and adequate records. In order to comply with this requirement, CWDs are encouraged to add the following to their procedures:

1.   Rejection of any delivery of ATPs that contains shortages or overages (provided, of course, that this would not jeopardize the county's ability to issue ATPs due to an extremely low inventory);

2.   Separation of job responsibilities of personnel handling ATPs (the same person should not be responsible for ordering, receiving, storing and accounting for the county's bulk supply of ATPs);

3.   Comparison periodically of inventories of ATPs to back inventories; and

4.   Maintenance of a six-month inventory of ATPs.

If you have any questions regarding this notice, please contact your Food Stamp Program Operations Consultant at (916) 322-5475.

KYLE S. McKINSEY
Deputy Director

cc: Food Stamp Coordinators
       CWDA