

DEPARTMENT OF BENEFIT PAYMENTS  
744 P Street, Sacramento, CA 95814



June 30, 1975

ALL-COUNTY LETTER NO. 75-132

TO: ALL COUNTY WELFARE DIRECTORS

# OBSOLETE

Superseded by ACL # 77-15

Issued 3-7-77

SUBJECT: DESTRUCTION OF OLD FOOD COUPONS, FORM FNS-250, FOOD COUPON ACCOUNT-ABILITY REPORT, AND REQUISITIONING  
REFERENCE: 75-104, 75-73, and 75-51

This letter provides final instructions for the disposition of old food coupons and revises instructions previously transmitted to you in the All-County Letters referenced above, regarding FNS-250 reporting both for the close-out FNS-250 and for months in which an issuance agent has issued both old and new coupons. FNS has revised their instructions in view of the problems experienced by reporting points.

### Destruction of Old Coupons

Beginning July 17, 1975, counties must ship their remaining inventories of old coupons by registered mail to: Brinks, Inc., 1120 West Venice Boulevard, Los Angeles, CA 90015. Brinks will not be able to accept these coupons prior to that date due to their own inventory. Coupons must reach Brinks no later than July 31 for destruction. Counties should follow instructions outlined in All-County Letter 75-73 for Handling Partial Cartons and Loose Cartons.

If the amount you are shipping differs from the previous inventory report sent to Food Stamp Program Management Branch (per All-County Letter 75-73) or if you did not submit an inventory report pending completion of issuance of old coupons, please notify FSPMB immediately of the value of coupons being shipped. This information is necessary to determine the time and cost for destruction.

### United States Postal Service Instructions

United States Postal Service has consolidated USPS reporting point inventories at Sectional Center Facilities (SCFs). Counties that have a USPS SCF must advise the appropriate postal representative to (1) ship old coupons to LA Brinks in accordance with instructions described in All-County Letter 75-73 and (2) report to FSPMB immediately the value of coupons being shipped. The following is a list of SCFs in California: Fresno, Bakersfield, Stockton, Santa Rosa, Marysville, Eureka, Long Beach, Van Nuys, San Jose, Mojave, San Rafael, and

Oakland. These centers should also be advised to claim 100 percent reimbursement through the appropriate counties per instructions in All-County Letter 75-104. If counties experience any difficulties in contacting their SCF, please contact Kathy Lewis, Food Stamp Policy Coordination Bureau (916-445-6907).

### Reporting of Old Inventory

Because of the coupon situation, many issuance agents have held on to their supply of old coupons as a hedge against a ~~future~~ shortage of new coupons. These old coupons have not been issued. The question is whether a FNS-250 report should be submitted for each month that the inventory is still on hand. To maintain accountability, an old FNS-250 report should be submitted until the old coupon series inventory is actually "closed out".

### Close-Out FNS-250 for Old Coupons

For many counties, February was not the last month for the issuance of old coupons, as was assumed in All-County Letter 75-51. The "close-out" Form FNS-250, however, should be prepared per All-County Letter 75-51 for the last full month for which the coupons are in the county. This "close-out" Form FNS-250 documenting the inventory of stamps to be destroyed must be transmitted to Brinks, Inc., with the food coupons to be destroyed. FNS and SDBP will then verify the coupons to be destroyed against this "close-out" FNS-250 and submit the form to FNS, Western Region.

### Storage Problems

If any county foresees serious storage problems as a result of the delay in destruction of the old coupons and has county facilities for destruction of the stamps, they may contact Kathy Lewis for further instructions.

### FNS-250 Reporting in Months of Issuance of Both Old and New Coupons

In counties where the issuance of old and new coupons has occurred simultaneously, the new Form FNS-250 (Food Coupon Accountability Report) must reflect all authorized issuances (Items 26 and 27) and deposits (Item 33) involving both old and new coupons. However, the actual value of books issued (Item 19) on the new Form FNS-250 must reflect only the issuance of new books. To explain the resulting bonus difference counties must complete the first section of the old Form FNS-250 which summarizes inventory and Item 1A, Total Value of Books Issued. Counties must attach this old Form FNS-250 to the new Form FNS-250 for transmittal to FNS, Western Region.

Remarks Section of New FNS-250

The new Form FNS-250 does not have a remarks section. Agents should attach a separate page to explain reasons for differences between Items 25 and 28 in order to clarify liability.

Clarification of Item 26, Authorized Issuance, on Form FNS-250

It has come to our attention that some counties are reporting the total coupons authorized for the month in Item 26 (i.e., the total value of all ATPs issued or HIR cards created for the month). This item should include only the dollar value of the authorized issuances that were actually redeemed. Otherwise, the bonus difference in Item 29 (for which counties may be liable) will reflect recipient nonparticipation.

If you have incorrectly filled out Item 26, please submit a corrected FNS-250 for the applicable month(s).

Issuance of Old Coupons

June 30, 1975, is the last day for issuance of old coupons. There will be no exceptions to this. We are awaiting FNS instructions for procedures to be followed after August 31 for recipients to exchange old coupons for new coupons. Recipients should be advised that August 31 is the last date for redeeming the old coupons at food stores.

Requisitioning of Food Coupons

Counties may return to normal requisitioning procedures with their next coupon order, and may order sufficient coupons to maintain a six-months' supply (per Manual Section 63-5150).

Should you have any questions on the above instructions and procedures, please contact Kathy Lewis or Dick Fox of the Food Stamp Policy Coordination Bureau (916-445-6907).

Sincerely,



DENNIS O. PLATT  
Deputy Director

cc: FNS, USDA  
CWDA