

DEPARTMENT OF SOCIAL SERVICES

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11-4-80

ALL-COUNTY LETTER NO. 80-666

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: NEW AND REVISED FOOD STAMP FORMS

REFERENCE:

This letter transmits the first of several packages developed as a part of the statewide food stamp forms system. Included in this package are eight new and revised forms with instructions for the Eligibility Worker, an implementation schedule, a new policy governing the use of county-developed forms, and instructions for ordering state-printed forms.

The eight forms and instructions were developed as a joint effort by the Food Stamp Program Management Branch (FSPMB) and the CWDA Subcommittee on Food Stamp forms. In addition, comments received from other counties were considered in the development of the forms. The FSPMB believes that these forms represent a significant improvement over those currently in existence and appreciates the participation of the CWDA Subcommittee members and all others who contributed to the effort.

Attachment 1 provides a brief description of the purpose of each form and the major changes which were made. Copies of the forms themselves are also attached, along with instructions. These instructions were developed primarily as a training tool to assist counties in the transition to the forms. The instructions address key areas and are meant to supplement the Food Stamp Manual and individual county handbooks.

Implementation

One of the objectives of the FSPMB is to develop effective and efficient forms for county use, thereby promoting statewide standardized usage of forms. Such standardized usage is intended to result in improved county operations, consistent program application, equitable treatment of clients, and is consistent with the Department of Social Services (DSS) goal of establishing a statewide public assistance network. For this reason, each of the eight forms has been designated as required - no substitutes permitted, or as required - substitutes permitted with prior DSS approval.

Attachment 2 shows the specific designation and the implementation date of each form. Some of these forms are not currently referenced by the Food Stamp Manual, but regulations are in process to identify them and explain their use. In these cases, the implementation dates specified in Attachment 2 reflect the projected implementation date of the regulations. Those counties wishing to use any of the forms in this package, except the DFA 285-C and DFA 285-D, prior to the specified implementation dates, may do so as soon as supplies are available.

All counties will be required to use these forms as of the implementation dates unless a waiver is granted according to the procedure prescribed in Attachment 3. All existing approvals to use county-developed forms in place of any of the eight forms contained in this package are rescinded as of the implementation date of each form. Those counties on the case data system or other EDP systems which utilize computer-printed forms, are not required to use the forms in this package, but are required to make the necessary message modifications to ensure compliance with the form language by the prescribed implementation dates. Only those counties which can provide overriding justification of a county-specific situation will be allowed to modify required forms.

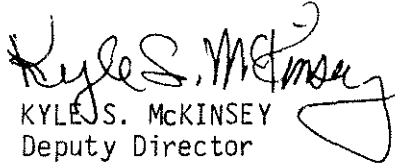
Ordering

Beginning with this forms package, the FSPMB is implementing a new process for form distribution. In the past, new and revised forms have been distributed directly to the counties based on FSPMB estimates of form usage. These estimates, however, did not always accurately reflect individual county form usage, storage limitations, or county printing capabilities. For this reason, the new procedure allows for forms to be printed and stocked in the warehouse for distribution based on individual county orders. All new and revised forms will be distributed in this manner unless the implementation date of a required form does not allow sufficient time to process county orders. In these cases, an interim supply of forms will be distributed directly to the counties.

Because of the number of forms included in this package and their varied implementation dates, Attachment 4 details the specific requirements for ordering these forms. Counties are requested to limit initial orders of these forms to a three-month supply. This request is necessary to ensure that all counties are provided with at least an interim supply of each form. After the initial distribution is made, statewide usage of the forms can be more accurately determined and sufficient quantities printed to accommodate larger orders.

Those counties choosing to print their own forms will be provided with camera-ready copies, and may begin using the forms as soon as their supplies are available. If county printing time frames will not provide the forms by the specified implementation dates, an interim supply should be ordered from the DSS warehouse. Please contact Linda Gregory at (916) 445-9537 to request the camera-ready copies.

Should you have any questions about the use of these forms, the implementation dates or require additional training on the procedures described herein, please contact the Food Stamp Program Operations Bureau.


KYLE S. MCKINSEY
Deputy Director

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cc: CWDA