

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 27, 2003

ALL-COUNTY INFORMATION NOTICE NO. I-04-03

TO: COUNTY WELFARE DIRECTORS
FOOD STAMP COORDINATORS

SUBJECT: BULK STORAGE AUDIT

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

The Code of Federal Regulations, Title 7, Section 274.1(c) (1) and California Department of Social Services' (CDSS') Manual of Policies and Procedure (MPP), Section 63-601.272 (c) require that the 58 California counties annually audit their bulk storage food stamp coupons and food stamp coupon issuance procedures. These audits are to be performed by a unit of county government outside of the purview of the coupon issuance unit or by a private sector certified public accountant. Bulk storage coupon audit findings and reports are to be maintained by the County Welfare Director (CWD), and made readily available for review by federal and State agencies authorized to do so.

To ensure compliance with these regulations, all counties must complete and return the enclosed County Confirmation of Food Stamp Bulk Storage and Issuance Audit Survey. Completed surveys are to be emailed and mailed to Ms. Leanna Pace of my staff by **February 28, 2003**. Ms. Pace's mailing and email addresses are:

Ms. Leanna Pace, Associate Program Analyst
California Department of Social Services
Food Stamp Branch
Corrective Action Bureau
744 P Street, MS 16-32
Sacramento, CA 95814
Leanna.Pace@dss.ca.gov

MPP, Sections 63-702.1.11 and .111, require that bulk storage food stamp coupon issuers, bulk storage points and food stamp claims collection points promptly provide CWDs with written acknowledgement and verification of the contents of each food stamp shipment. This regulation also specifies that these issuing agencies are responsible for the care, control, custody, and storage of food stamp coupons. These sections also require that issuing agencies authorize a minimum of two employees designated as food stamp coupon receiving agents. CWDs must also maintain this information and ensure that it is readily available for review by federal and state agencies.

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Also, MPP, Section 63-702.11.112, states that CWDs must complete a United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) **Form 33** when a designated food stamp coupon receiving agent changes or when the storage location of food stamp coupons changes. Completed FNS 33s are also to be mailed to Ms. Pace of my staff at the address listed above.

Thank you for your assistance and timeliness in completing this survey. If you have questions, please call Ms. Pace at (916) 654-3366.

Sincerely,

Original signed by
F. PATRICK SUTHERLAND, Acting Chief
Food Stamp Branch

Attachments

C: Ms. Pat Cruise, FNS

Food Stamp Program

County Confirmation of Food Stamp Bulk Storage and Issuance Audits
Federal Fiscal Year 2002

Submit by **February 28, 2003:**

California Department of Social Services
Corrective Action Bureau
Food Stamp Branch
744 P Street, MS 16-32
FAX (916) 657-1806, Attn: Leanna Pace
Leanna.Pace@dss.ca.gov

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| County: | |
| County Contact: Name Title Telephone Number E-mail | |
| Date of last Food Stamp Issuance and Bulk Storage Audit: | |
| Period of time covered by Audit: | |
| Name and address of organization/firm/county department that performed the Audit: | |
| A description of any findings disclosed by the Audit: (Provide attachments if needed.) | |
| County actions to resolve these deficiencies: (Provide attachments if needed.) | |

I certify that the above information is true and correct.

Signature _____ Date _____
(Chief Fiscal Officer, County Welfare Department)