

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(5) 322-5475



May 24, 1982

ALL-COUNTY INFORMATION NOTICE I- 55-82

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FNS REPORTING PROCEDURES

REFERENCE:

This letter is to inform you of a change in Food and Nutrition Service (FNS) reporting requirements. The Western Regional Office of the FNS is now the official accounting station for the Food Stamp Program. All FNS reports that are currently sent to the FNS national office should be forwarded to the FNS Regional office at the following address:

USDA - Food and Nutrition Service  
550 Kearny Street, Room 400  
San Francisco, CA 94108

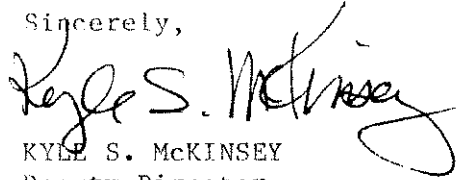
Warrants for FNS 250 liabilities and/or justification for FNS 250 billing adjustments should also be submitted to the above address. Counties must also continue to submit to SDSS copies of all warrants and/or correspondence which are submitted to FNS regarding FNS 250 liabilities.

It should be noted that there is no change in the information being reported on any of the reports, nor is there a change in the forwarding of any required copy of these reports to SDSS. The new reporting procedures are effective for all reports listed in the attachment that are due April 1, 1982 and afterwards.

If any of the reports in the attached list have been submitted between April 1, 1982 and the date of this notice, County Welfare Departments must insure that a copy is or was forwarded to the FNS Regional Office. All reports that are completed after the date of this notice will not require a copy to be forwarded to the FNS National Office.

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

Sincerely,

A handwritten signature in black ink, reading "Kyle S. McKinsey". The signature is fluid and cursive, with the first name "Kyle" and last name "McKinsey" clearly legible.

KYLE S. MCKINSEY  
Deputy Director  
Welfare Program Operations

Attachment

cc: CWDA

FNS REPORTS DUE TO REGIONAL OFFICE

Food Stamp Program

1. FNS 250, Food Coupon Accountability Report
2. DFA 256, Monthly Report of Participation and Coupon Issuance
3. FNS 259, Food Stamp Mail Issuance Report
4. FNS 260, Requisition of Food Coupon Books
5. FNS 261, Advice of Shipment (attachment to FNS-250)
6. FNS 300, Advice of Transfer (attachment to FNS-250)
7. FNS 43, Improperly Manufactured Food Coupon Books
8. FNS 136, Certificate of Destruction of Food Coupons

FNS REPORTS DUE TO SDSS

In accordance with previous All-County Letters 81-91, 81-97, and 82-22, the following FNS reports should continue to be forwarded to SDSS at the following address:

State Department of Social Services  
Fiscal Policy and Procedures Bureau  
Food Stamp Fiscal Reporting Unit - M.S. 8-100  
744 P Street  
Sacramento, CA 95814

1. FNS 46, ATP Reconciliation Report
2. FNS 209, Status of Claims Against Households