

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 13, 1987

ALL COUNTY INFORMATION NOTICE NO. 1-69-87

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FNS-250 REPORTING

We have been informed by the Food and Nutrition Service (FNS), Western Region Office, that some reporting points have been submitting inaccurate FNS-250, Food Coupon Accountability Reports. Specifically, the FNS states that the ending inventory (Line 15) of the report does not seem to represent the actual physical count of the number of coupon books by denomination remaining in inventory at the end of the report month.

The FNS is concerned that without an accurate inventory count, coupon shortages due to cashier errors, embezzlements, undetected thefts, etc., might not be timely discovered. As you are aware, the FNS-250 is certified, under penalty of law, by both the issuance agent/bulk storage agent and the County Welfare Departments that: 1) "all items are accurate and true to the best of my knowledge; 2) this report accurately reflects issuance activity for the month; 3) the number of books reported as "Ending Inventory" was determined by actual physical count. . ." (emphasis added).

Additionally, Manual Section 63-705.3 requires that the amount reported as ending inventory be based on the actual physical count of all coupons on hand on the last day of the month. This requirement for physical count is also contained in Fiscal Handbook Section 25-1030, which provides counties with instructions on how to complete the FNS-250 report.

Therefore, please note and remind your food coupon issuers and/or bulk storage agents of the penalties for falsifying information in the FNS-250 Report. Information regarding these penalties was previously communicated to you in All-County Information Notice No. I-97-84.

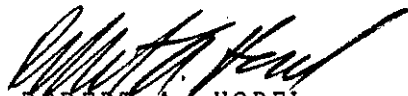
Finally, as a result of the concern expressed by the FNS, the State is being requested to submit a copy of the latest review report of each county coupon issuer and/or bulk storage point. This would include both those counties with contracted issuance and/or bulk storage (except for U.S. Postal contracts) and those counties that are "self issuance". Such reviews are required by State regulations (Manual Section 63-601.282) at least once every three years.

Please send a copy of the review report(s) within forty-five (45) days from the date of this letter to:

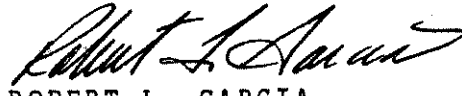
AFDC and Food Stamp Policy Implementation Bureau
Mail Station 16-31
744 P Street
Sacramento, CA 95814

If a review of each coupon issuer and/or bulk storage point has not been completed within the last three years, counties are requested to submit within forty-five (45) days from the date of this letter, a planned date of review completion and transmittal of the review report.

If there are any questions regarding FNS-250 reporting, please contact the Fiscal Policy and Procedures Bureau at (916) 445-7046. Questions pertaining to issuance agent and/or bulk storage review reports can be directed to the Food Stamp Policy Interpretation Unit at (916) 322-5330.



ROBERT A. HOREL
Deputy Director
Welfare Program Division



ROBERT L. GARCIA
Deputy Director
Administration Division

cc: CWDA