

**DEPARTMENT OF BENEFIT PAYMENTS**

744 P Street, Sacramento, CA 95814



August 18, 1975

ALL-COUNTY LETTER NO. 75-179

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - CLARIFICATION OF NONBANK ISSUANCE AGENTS DEPOSITING  
INSTRUCTIONS AND INFORMATION REGARDING FORMS FNS-282 AND FNS-261

REFERENCE:

This is to clarify portions of Manual Sections 63-3361 through 63-3368 (Methods of Depositing Collections from Sale of Food Coupon Books) and to provide information regarding FNS-282, Food Coupon Remittance Form; and FNS-261, Advice of Shipment Form.

Nonbank Issuance Agent Deposits (Manual Section 63-3362.13)

Deposits by checks of over \$1,000 drawn by a nonbank issuance agent are not permitted, unless the check is drawn on an account of the county.

Nonbank issuance agents are required to convert collections except negotiable instruments of over \$1,000 into either a bank draft, cashier's check, money order, or a check issued by the county.

FNS-282, Food Coupon Remittance Card

Manual Section 63-9518.1 states that Items 7, 8 and 9 of Form FNS-282 will be filled out by the bank. All nonbank issuance agents may disregard the warning "for bank use only," and complete this section of the form. Enter the information as indicated - account number, signature of person authorized to deposit, and number of draft or check drawn on bank. If the instrument is other than a bank draft or cashier's check, enter the type of instrument and identifying number.

Receipt of Erroneous FNS-282 Cards

Manual Section 63-3367.3 states that when issuance offices or agents receive erroneous Forms FNS-282, the issuance office or agent will forward the first corrected Form FNS-282 and bank draft to FPAD, Washington, D.C. Issuance agents should now send the first corrected card by itself to FNS, WRO. Deposits are to be made with the second and subsequent corrected cards until the supply of correct FNS-282 cards is received.

Requisition of Additional FNS-282 Cards

Preinscribed and prepunched FNS-282 cards will be sent to issuance agents semi-annually by FNS while blank cards can be obtained from the Food Stamp Management Branch, Department of Benefit Payments, for emergency use when the agent's supply of preprinted cards has been exhausted or when a supply has not been received. The Food Stamp Management Branch will notify FNS, WRO that the agent's supply of FNS-282 Remittance Cards has been exhausted when a request is made for the blank cards.

Form FNS-261, Advice of Shipment

Effective April 15, 1975, the American Bank Note Company began entering the codes A-1 through E-2, as appropriate, in the "Book Type" column. These codes replace the digits 002, 007, 040, 050 and 065, and are designed to enable shipping points to distinguish between full and half size cartons of the various denominations when correcting discrepancies.

Please advise your shipping points and agents of these changes.

If you have any questions, please contact Richard Macaluso of the Food Stamp Policy Coordination Bureau at (916) 445-6907.

Sincerely yours,



GARY D. MACOMBER  
Deputy Director

cc: USDA, FNS  
CWDA