

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 322-2214



January 20, 1981

ALL-COUNTY LETTER NO. 81-4

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP OUTREACH PROGRAM - REVISION OF FORM FSOP-1

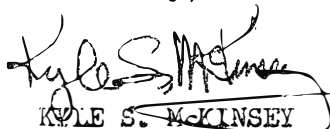
REFERENCE:

This is to provide you with instructions regarding the revised Form FSOP-1, Food Stamp Outreach Contact Report (copy attached). The FSOP-1 form has been simplified and the procedure for completion has been changed accordingly. Please use the following procedure to process the Form FSOP-1 (disregard instructions on printed form):

The county shall ask new applicants if they have been referred by a Food Stamp Outreach worker. If applicants answer affirmatively, then the county shall ask them if they choose to submit a "Release of Information" for their file. The "Release of Information" is Part V of the revised FSOP-1 (see attachment) and should be retained in the case file for six months. If the applicant fails to submit the form, the county shall not delay processing his or her application for this reason and no further action regarding the FSOP-1 is necessary by the county.

Please implement the simplified procedure immediately. If you have any questions or input related to the form or the procedures, please contact the Food Stamp Outreach Unit at (916) 322-4403.

Sincerely,

  
KYLE S. MCKINSEY  
Deputy Director

Attachment

cc: CWDA