

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



February 2, 1982

ALL-COUNTY LETTER NO. 82-09

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP FORMS

REFERENCE:

This letter transmits a new Food Stamp form, the DFA 855, Food Stamp Recipient Reporting Responsibilities, instructions for its use and modification criteria. Also attached is model language addressing specific reporting responsibilities which may be used as stuffer notices to periodically remind households of their reporting responsibilities.

This material was developed as a joint effort by the Food Stamp Program Management Branch (FSPMB) and the CWDA Subcommittee on Food Stamp Forms. In addition, comments received from other counties were considered. The FSPMB appreciates the contribution of all those counties which participated in the effort.

The instructions for the DFA 855 were developed primarily as a training tool to assist counties. The form and its instructions will be incorporated into the Food Stamp Forms Handbook, Chapter 63-1200, in the next few months.

The DFA 855 was developed in response to recent Quality Control data showing a high error rate in the category "Client Failure to Report Changes". The form is used at each certification and recertification to confirm the household's understanding of its reporting responsibilities and the consequences for not reporting information to the county.

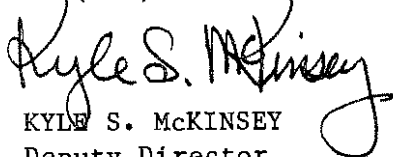
All counties will be required to use the form beginning April 1, 1982, unless a modification request is approved according to the procedures prescribed in All-County Letter 81-80, dated July 31, 1981. Counties will be notified by the GEN 127 process when the DFA 855 is available for ordering from the DSS Warehouse (approximately March 1, 1982). Forms should be ordered on the GEN 727B, County Forms Order. For counties wishing to begin using the DFA 855 immediately, a master copy is attached.

The model language included in this package is provided for optional county use as stuffer notices to remind recipients to report changes in household circumstances which may affect eligibility or coupon allotment. This language was developed to help minimize client reporting errors. The attached language is labeled as A, B, C, D and E.

The language in Attachment A includes a list of all required reporting responsibilities and may be used as a general reminder to households. Attachments B, C, D and E contain specific language for each of the four high error categories (household composition, earned income, unearned income and shelter costs) under "Client Failure to Report Changes". These specific reminders are suggested for use when a county is experiencing errors in a specific category.

The attached copy of the model language is designed so it can be used as a master for printing the language directly onto a 3 7/8" x 9 1/4" stuffer notice. This design permits space for the English reminder on one side of the notice and the Spanish reminder on the other side. However, since the model language is only suggested, counties may use other formats, delete portions of the language or combine the language in the different notices. Any change in language must, however, be consistent with the regulations prescribing household reporting responsibilities. Please note that DSS will not print these stuffer notices.

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



KYLE S. MCKINSEY
Deputy Director
Welfare Program Operations

Attachments

cc: CWDA
Case Data