

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 322-5475



April 21, 1982

ALL-COUNTY LETTER NO. 82-38

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM WORK REGISTRATION/JOB SEARCH FORMS

REFERENCE:

This letter transmits two new food stamp forms, instructions for their use, and modification criteria. The two forms, the DFA 377.10 (3/82), Food Stamp Notice of Disqualification and the DFA 857 (3/82), Food Stamp Program Work Registration Requirements, were developed in response to revised work registration/job search regulations now in process. Contingent upon the final filing of the revised regulations, which is anticipated by April 30, 1982, the new forms are to be implemented as prescribed in this letter. Counties will be notified immediately if these implementation instructions change.

The new forms and instructions were 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 these forms were developed primarily as a training tool to assist counties. The forms, their instructions and modification criteria will be incorporated into the Food Stamp Program Forms Handbook, Chapter 63-1200, in the next few months.

#### Description of Forms

The DFA 377.10 is used to notify a household that it will be disqualified from the Food Stamp Program for two months because a household member(s) failed to comply with work registration/job search requirements. This form has been designated as "Required - No Substitutes". The form must be implemented by all counties with the implementation of the revised regulations (anticipated to be June 1, 1982), unless a form modification request is approved in accordance with the policy prescribed in Section 63-1250 of the Food Stamp Program Forms Handbook.

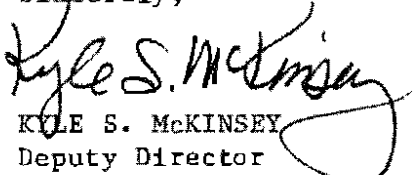
The DFA 857 is an optional form which may be used to supplement the regulatory requirement to explain work registration/job search rights and responsibilities and the consequences for failure to comply. The form has been designated as "Recommended" and any modification is subject to the Form Modification Policy prescribed in Section 63-1250 of the Forms Handbook. Since the form reflects the requirements of the revised regulations, it must not be used prior to their implementation. This form will not be printed and distributed by the Department of Social Services.

Form Supplies

For those counties wishing to print their own forms, master copies of the English and Spanish versions are attached. For those counties ordering the DFA 377.10, copies are now available from the Department of Social Services Warehouse. When ordering the DFA 377.10, counties should use the GEN 727B, County Forms Order. The form will be printed in three-piece carbon sets and will cost \$.06 (English) and \$.11 (Spanish) per set.

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

Sincerely,

  
KYLE S. MCKINSEY  
Deputy Director  
Welfare Program Operations

cc: CWDA  
Case Data