

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
916) 322-5475



February 8, 1984

ALL-COUNTY LETTER NO. 84-22

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STANDARDIZED FOOD STAMP COUPON REQUISITION AND SHIPMENT

REFERENCE:

The Food and Nutrition Service (FNS), National Office has notified the State Department of Social Services (SDSS) that counties now have the option of submitting standardized food stamp requisitions on Form FNS-260. This is most timely since many counties have recently experienced food stamp coupon shortage problems because of the long delay in deliveries.

In an effort to provide more timely delivery of food coupons, FNS has negotiated with General Services Administration for expanded use of armored car services. This expanded service will facilitate automatic delivery of food stamp coupon orders at regular intervals (i.e., monthly, semimonthly, etc.). Counties interested in implementing the new system will eliminate the time-consuming task of processing a form FNS-260 each time food stamps are needed, and will receive food stamp coupon shipments automatically.

Counties interested in automatically receiving standard food stamp coupon orders at regular intervals should follow the necessary steps:

1. Analyze food stamp coupon usage based on a monthly, semimonthly, bimonthly, or trimonthly period, and select the ordering cycle which will best meet its needs.
2. Submit a sample order (Form FNS 260) to FNS office indicating the projected amount of coupons needed and the ordering cycle selected. This should be prepared as soon as possible to avoid any shortage of food stamp coupons. Send the sample order to:

FNS USDA Western Region
550 Kearny Street
San Francisco, California 94108

Attention: Pat Lucrezio

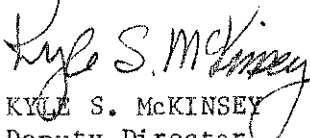
3. Clearly mark the FNS-260 "SAMPLE ORDER", and indicate the shipment cycle desired (e.g., "SAMPLE MONTHLY ORDER", etc.). Only one "sample order" will be necessary to generate your ongoing order.
4. Mail a carbon copy of the FNS-260 to:

Department of Social Services
744 P Street - FSCAB MS 15-54
Sacramento, California 95814

Attention: CAB Consultant

The FNS National Office has indicated it will consider sample orders for all quantities of food stamp coupons; however, it may be necessary to establish limits for minimum and maximum orders, and when deemed necessary, FNS will send shipments by certified or registered mail instead of armored car service.

All interested counties should submit sample requisitions (FNS 260) to FNS as soon as possible. If you have any questions, please contact your Food Stamp Program Corrective Action Consultant at (916) 322-5475.


KYLE S. MCKINSEY
Deputy Director

cc: CWDA