

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



August 25, 1987

ALL COUNTY LETTER NO. 87-116

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: HOMELESS FOOD STAMP HOUSEHOLDS;
MEAL PROVIDER'S CERTIFICATION, FOOD STAMP FORMS:
DFA 280(7/87) AND DFA 280 COVERSHEET(7/87)

REFERENCE: All County Letter 87-69, Dated May 8, 1987

The purpose of this letter is to provide the County Welfare Departments (CWDs) with information and instructions concerning implementation of the "Purchase of Prepared Meals by Homeless Food Stamp Recipients" emergency regulations, which were effective August 1, 1987 (RDB #0687-32), as referenced in All County Letter (ACL) No. 87-69. Specifically, this letter (1) provides a revision to the definition of homeless food stamp households, (2) revises, supplements and/or clarifies information regarding the regulations and procedures, and (3) transmits camera ready copies of two new food stamp forms: the Meal Provider's Certification, DFA 280(7/87) and the DFA 280 Coversheet(7/87).

Definition of Homeless Food Stamp Households

Since the release of ACL 87-69, the wording of the definition of homeless food stamp households has been revised as follows: an eligible homeless food stamp household is "one which does not have a fixed mailing address or ~~permanently reside in a dwelling~~ does not reside in a permanent dwelling." [M.S. 63-102h(1)]

Please note that the definition has been revised to be consistent with federal and other state regulations. This revision in no way changes the status of any individuals who were previously considered homeless.

Forms Related Information

Stock

At this time the Department is providing English only camera ready copies of the DFA 280(7/87) and the DFA 280 Coversheet(7/87). If other languages are necessary, please contact Jeanne Rodriguez, Language Services Bureau, at (916) 323-9562.

Implementation

M.S. 63-103.2(j) outlines procedures for processing applications from meal providers. The DFA 280 and DFA 280 Coversheet are recommended, not required forms. They were developed as optional methods of providing information, processing requests from and providing approvals to meal providers for the homeless who wish to accept food stamps from homeless food stamp households. The forms may be used upon receipt of this letter.

CWDs that do not wish to use the DFA 280 have the responsibility of developing an approval method that provides written documentation that the meal provider does, in fact, serve meals to the homeless.

Note: Subsequent to the release of ACL 87-69, Food and Nutrition Service (FNS) notified us that the meal provider must be in actual operation serving meals to the homeless prior to authorization by FNS. Therefore, CWDs should disregard the phrase "...or intends to serve..." as stated in the third sentence in the third paragraph of ACL 87-69. A county approval/determination should not be made before operations begin at the meal site.

DFA 280 Coversheet

The DFA 280 Coversheet is an informing notice that outlines general federal and state requirements and some of the procedures in obtaining a county determination that meals are provided to the homeless at the site. The DFA 280 Coversheet was designed so that counties that do not elect to use the self-certification method of approval may still use the Coversheet as a handout. Space is available to the left of the address block on the front of the form for the county agency to provide information on how the approval/determination is obtained within the county. Counties should direct questions not related to obtaining the county's written approval/determination to the FNS field office nearest the meal site's location.

A list of the field offices is provided on the back page of this Coversheet. Meal providers may obtain a copy of the federal meal service application, FNS-252-2, by telephone request from the FNS field office.

Note: Subsequent to the release of ACL 87-69, FNS notified us that because of the closure of the Colton Field Office, Riverside and San Bernardino counties will now be serviced by the San Diego Field Office. Meal providers who call the Colton Field Office will be referred by telephone recorded message to the San Diego office. The DFA 280 Coversheet(7/87) has been revised to show this change and the new telephone number for the San Diego Field Office.

DFA 280

The front page of the DFA 280 has three primary functions: (1) it is the meal provider's certification that meals are served to the homeless at the meal site specified on the DFA 280; (2) it provides written documentation for FNS of the county's approval/determination; and (3) it provides written documentation of the county's denial/determination. The back page of the DFA 280 provides detailed instructions for completion of the self-certification for both the meal provider and for the designated county agency.

The DFA 280 has been designed to request sufficient information from the meal provider to allow the county to make a reasonable judgment that meals are provided to the homeless, i.e., name and address of the provider and meal site, days and hours of operation, person(s) in charge, the provider's certification, etc.

Approvals

When the county makes a determination that meals are provided to the homeless, the designated county agency shall complete the designated county agency section by checking the first box, entering the name of the designated county agency, the name and title of the agency representative, etc. The DFA 280 was designed so that the approval is granted indefinitely; however, if there is any evidence that the meal provider is no longer serving meals to the homeless, the approval shall be withdrawn by the county.

Note: Counties that use another method of providing the meal provider with an approval/determination also have the option of either granting its approval indefinitely or for a limited period.

Denials

When the county determines that meals are not provided to the homeless, the agency shall check the second box, provide a summary of the basis for this determination in the space provided, enter the name of the designated county agency, etc.

Note: Counties that use another method of providing the meal provider with a denial/determination must also provide a summary of the basis for this determination.

County Use Only Section

The county has the option of using this section to advise the meal provider or FNS of any information and/or any health and safety issues known to the county. Although the county has no authority for denying the application for any reason other than failure to serve meals to the homeless, FNS is not so restricted. FNS has the option of not providing an authorization if it finds evidence that the authorization of a homeless meal provider would damage the Food Stamp Program's integrity.

The meal provider will provide two copies of the DFA 280 to the designated county agency. One copy is to be returned to the meal provider who must attach it to the FNS application package. Although there is no requirement that counties keep a copy of their determination, it is recommended that the other copy be retained for county records.

FNS has asked each county to forward as soon as possible the name, address, contact person, and contact phone number for the county or county's designated agency to: Mr. David Bailey, Compliance Management Section, Family Nutrition Program, Western Region Office, 550 Kearny Street, San Francisco, CA 94108.

If you have any questions or comments regarding the forms, please contact Elizabeth Allred, AFDC and Food Stamp Policy Implementation Bureau at (916) 323-4954. Other questions should be directed to the Food Stamp Policy Interpretation Unit at (916) 322-5330.



ROBERT A. HOREL
Deputy Director

Attachments

cc: CWDA

REPLY TO:

MEAL PROVIDER'S CERTIFICATION

(SEE BACK FOR INSTRUCTIONS)

TELEPHONE: ()

NAME AND MAILING ADDRESS OF PROVIDER		CITY	ZIP CODE	TELEPHONE ()
NAME AND ADDRESS OF MEAL SITE		CITY	COUNTY	ZIP CODE
				TELEPHONE ()
TYPE OF ESTABLISHMENT <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE NONPROFIT		DAYS AND HOURS OF MEAL SERVICE		
PERSON IN CHARGE OF MEAL SERVICE		TITLE	TELEPHONE ()	
PERSON IN CHARGE OF MEAL SITE (IF DIFFERENT)		TITLE	TELEPHONE ()	

PROVIDER CERTIFICATION

I declare under penalty of perjury under the laws of the United States and the State of California that the above named meal provider is currently in operation serving prepared meals to the homeless at the above named meal site and that the statements on this certification are true and correct to the best of my knowledge.

SIGNATURE	TITLE	DATE

DESIGNATED COUNTY AGENCY

The above named meal provider has certified that prepared meals are served to the homeless at the above named meal site.

This county agency accepts this certification and, therefore, determines that prepared meals are served to the homeless at the above named meal site. This certification will remain in effect unless withdrawn by the county or the meal provider loses its authorization to accept food stamps from the Department of Agriculture, Food and Nutrition Service.

This county agency does not accept this certification as the following information contradicts the statements on this certification that prepared meals are currently being served to the homeless: _____

NAME OF COUNTY AGENCY		
NAME OF AGENCY REPRESENTATIVE (PLEASE PRINT)	TITLE	TELEPHONE ()
SIGNATURE OF AGENCY REPRESENTATIVE	DATE	

COUNTY USE ONLY

INSTRUCTIONS FOR COMPLETION OF MEAL PROVIDER'S CERTIFICATION FORM DFA 280

INSTRUCTIONS FOR COMPLETION BY MEAL PROVIDERS FOR THE HOMELESS: Type or print clearly. If you need more space, attach a sheet of paper. Prepare certification in triplicate. The county may return this form if the meal site is in a different county, the meal site is not in operation serving meals to the homeless, or all items are not completed in full. Return original and one copy to the county agency listed on the front. Maintain a copy for your records. (If you need help, you may call the county agency listed on the front of the form.)

Name and Mailing Address of Provider: Enter the name of the sponsoring person, agency or organization which provides the prepared meals at the meal site. Enter the address where all mail should be sent. Enter area code with telephone number.

Name and Address of Meal Site: Enter the name and address of the site where prepared meals are provided. Enter area code with telephone number. A separate application must be completed for each meal site.

Type of Establishment: Check whether the meal provider is a public or private nonprofit establishment.

Days and Hours of Meal Service: Enter days of the week and times the meal provider is in operation offering prepared meals to the homeless.

Person in Charge of Meal Service: If different than meal provider, enter the name and title of person who is responsible for the operation of meal services at the meal site. Enter area code with telephone number.

Person in Charge of Meal Site (If different): Enter the name and title of the person who is responsible for the meal site, if different than the person in charge of meal service operations. Enter area code with telephone number.

Provider Certification: A certification under penalty of perjury by the meal provider that prepared meals are currently served to the homeless at the meal site.

Signature and Title: Sign and provide title of the person with the authority to contract for the meal service. Enter the date the Meal Provider's Certification (DFA 280) was signed.

INSTRUCTIONS FOR COMPLETION BY DESIGNATED COUNTY AGENCY

Enter name and address of designated county agency in upper right after "Reply To."

In the "Designated County Agency" section:

- Check the first box and enter the ending date of verification if the county agency accepts the certification that prepared meals are served to the homeless at the meal site.
- Check the second box and provide a summary of reasons if the county agency does not accept the certification as prepared meals are not served to the homeless at the meal site.
- Enter the name of the designated county agency.
- Enter the name and title of the designated county representative. Enter area code with telephone number.
- Signature of designated county representative with date determination was made.

DISTRIBUTION OF FORM DFA 280:

The original and one copy are forwarded to the county agency listed on the front of the form. The meal provider retains one copy. The county agency completes the original and one copy. The original is returned to the meal provider. **IF APPROVED BY THE COUNTY, THE MEAL PROVIDER SHALL SEND THE ORIGINAL DFA 280 WITH FORM FNS-252-2, THE FEDERAL MEAL SERVICE APPLICATION, TO THE FOOD AND NUTRITION SERVICE (FNS) FIELD OFFICE FOR THE MEAL SITE'S SERVICE AREA LISTED ON THE SECOND PAGE OF THE COVERSHEET AND SHALL RETAIN A COPY OF THE ORIGINAL DFA 280 RETURNED BY THE COUNTY.** Form FNS-252-2 may be obtained from an FNS field office by telephone request.

IMPORTANT INFORMATION FOR MEAL PROVIDERS FOR THE HOMELESS

- All meal providers for the homeless wishing to accept food stamps from homeless persons must be authorized as retailers by the Department of Agriculture, Food and Nutrition Service (FNS). In order to qualify for authorization as a meal provider, as a first step, must provide FNS with a county agency determination (approval) that prepared meals are served at a meal service site by a public or private nonprofit establishment. (Proof of federal or state tax exempt nonprofit status may be requested by FNS.) If you have questions, please call the county agency or the FNS Field Office for the meal site's service area.
- Only homeless food stamp households are permitted to use food stamps to purchase prepared meals.
- Homeless food stamp recipients must be given the option of eating free or of making a donation in money or food stamps, if others have the option of eating free or making a monetary donation.
- When there is a charge, the prepared meals must include foods purchased by the provider.
- The charge for a prepared meal cannot exceed the average cost of the food contained in the meal. (Average cost refers to direct costs of food purchases and must not include the cost of donated food, or costs associated with the acquisition, storage, or preparation of the foods used in the meal.)
- Homeless households using food stamps to purchase prepared meals cannot receive cash change in any amount or a credit slip. Only uncanceled \$1.00 coupons can be used for change.
- Food stamps received from homeless food stamp households can only be redeemed through authorized wholesale food outlets and retail food stores for food purchases and cannot be redeemed through financial institutions for cash.
- All meal providers for the homeless must obtain a determination (approval) from the county servicing the meal site. The process for obtaining a determination varies from county to county. In some counties the verification will be the completion of the Meal Provider's Certification (DFA 280); in other counties it may be the completion of an application process. The authorized county agency listed below can tell you how to obtain a determination from this county.
- Once you have received a determination from the county servicing the meal site, it will be your responsibility to forward the determination with the FNS-252-2, the federal meal service application, to the FNS Field Office for the meal site's service area. See the back page of this coversheet for the list of field offices.
- Prior to authorization, FNS may conduct an onsite visit of the meal service site and make a determination that all federal requirements are met.
- If authorized by FNS as a retailer approved to receive food stamps from homeless food stamp households, you will be required to comply with federal regulations, including monthly reporting requirements.
- Meal providers for the homeless cannot serve as authorized representatives for homeless food stamp households.
- Once authorized, if you discontinue serving prepared meals to the homeless, you must notify FNS and the county.

In this county the designated county agency is:

[]

TELEPHONE: ()

**UNITED STATES AGRICULTURE
USDA FOOD AND NUTRITION SERVICE FIELD OFFICES**

NORTHERN CALIFORNIA:

San Francisco Field Office

USDA Food and Nutrition Service
550 Kearny Street, Room 330
San Francisco, CA 94108
(415) 556-8574

Service Areas:

Alameda	Mendocino	San Francisco	Solano
Contra Costa	Monterey	San Mateo	Sonoma
Lake	Napa	Santa Clara	
Marin	San Benito	Santa Cruz	

Fresno Field Location

USDA Food and Nutrition Service
1313 P Street, Suite 101
Fresno, CA 93721
(209) 487-5336

Service Areas:

Fresno	Madera
Kern	San Luis Obispo
Kings	Tulare

Sacramento Field Office

USDA Food and Nutrition Service
2424 Arden Way, Room 67
Sacramento, CA 95825
(916) 978-4257

Service Areas:

Alpine	Mariposa	Sacramento	Tuolumne
Amador	Merced	San Joaquin	Yolo
Calaveras	Mono	Sierra	Yuba
El Dorado	Nevada	Stanislaus	
Inyo	Placer	Sutter	

Redding Field Location

USDA Food and Nutrition Service
1135 Pine Street, Suite 203
Redding, CA 96001
(916) 246-5333

Service Areas:

Butte	Humboldt	Shasta
Colusa	Lassen	Siskiyou
Del Norte	Modoc	Tehama
Glenn	Plumas	Trinity

SOUTHERN CALIFORNIA:

San Diego Field Office

USDA Food and Nutrition Service
880 Front Street, Room 4-S-25
San Diego, CA 92188
(619) 557-5291

Service Areas:

Imperial
Orange
Riverside
San Bernardino
San Diego

Los Angeles Field Office

USDA Food and Nutrition Service
845 South Figueroa Street, Room 311
Los Angeles, CA 90017
(213) 894-3179
(213) 894-3178 (recording)

Service Areas:

Los Angeles
Santa Barbara
Ventura