

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



December 22, 2003

COUNTY FISCAL LETTER (CFL) No. 03/04-37

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS

SUBJECT: FEDERAL AND STATE REPORTING FOR STATEWIDE  
ELECTRONIC BENEFIT TRANSFER PROJECT FOR THE  
DFA 885 A, B & C REPORTS

REFERENCE: County Fiscal Letter (CFL) No. 02/03-18

The purpose of this letter is to inform counties of changes to the Statewide Electronic Benefit Transfer (EBT) reporting process for the DFA 885 A, B and C reports. On September 23, 2002, County Fiscal Letter No. 02/03-18 was issued requiring statewide EBT counties to complete the new DFA 885 A, B and C reports to identify food stamp issuance, returns and over issuance liabilities for each month. These reports are to be submitted by the 30<sup>th</sup> day following the report month.

The Health and Human Services Data Center has notified the California Department of Social Services (CDSS) that counties now have the ability to enter the DFA 885 A, B and C data through the Statewide Automated Reconciliation System (SARS). CDSS has access to retrieve the county information from SARS after each county has entered and certified their DFA 885 A, B and C data. By reporting through SARS, counties are no longer required to submit paper reports to CDSS.

Effective with the January, 2004 DFA 885 reports (due Feb. 29, 2004), CDSS requires all statewide EBT counties to enter and certify their DFA 885 report information through the SARS reporting process.

Any questions regarding the DFA 885 A, B and C reporting instructions should be directed to James Cortes, at (916) 657-3131 or Cindy Smith, at (916) 654-1642. Any technical questions on the SARS data entry process should be directed to the SARS help desk at (916) 263-4036.

Sincerely,

**Original Document Signed by  
MARGE DILLARD on 12/23/04**

MARGE DILLARD, Chief  
Fiscal Systems and Accounting Branch