

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 2, 2004

COUNTY FISCAL LETTER (CFL) NO. 04/05-21

TO: ALL COUNTY WELFARE DIRECTORS
ALL EBT COORDINATORS
ALL FOOD STAMP COORDINATORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: CONVERTING FOOD STAMP COUPONS TO ELECTRONIC
BENEFIT TRANSFER (EBT) BENEFITS

REFERENCE: ALL-COUNTY INFORMATION NOTICE (ACIN) NO. I-18-04

The purpose of this fiscal letter is to outline the process and procedures for converting unusable food stamp coupons to EBT benefits. This need may arise now that counties have converted to EBT and local retailers may refuse to honor food coupons. The California Department of Social Services (CDSS) has received approval from the Food and Nutrition Service (FNS) to convert food stamp coupons to EBT benefits, when necessary. Therefore, county clients who are in possession of food stamp coupons but are unable to redeem them at any authorized retailer may convert the coupons to EBT benefits.

To convert coupons to EBT benefits, the county client must return their coupons to the County Welfare Department (CWD) and the CWD will complete the Form FNS-135, Affidavit of Return or Exchange of Food Coupons. The Form FNS-135 shall be attached to a completed Coupon Account and Destruction Report (Form FNS-471) and the County shall destroy the unusable coupons in accordance with Food Stamp Regulations 63-706.1. The Form FNS-135 with the Form FNS-471 shall be maintained by the CWD in accordance with normal retention schedules for future review and audit purposes. The county shall create a new issuance on their EBT card for the same amount of benefits returned.

If you have any questions, please contact James Cortes of the Fund Accounting and Reporting Bureau at (916) 657-3131.

Sincerely,

Original Document Signed By Margie
Chan For:

DOUGLAS D. PARK, CHIEF
Fiscal Systems and Accounting Branch

C: CWDA