

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 24, 1980

## ALL-COUNTY INFORMATION NOTICE I- 138-80

TO: ALL COUNTY WELFARE DIRECTORS  
FOOD STAMP STATISTICAL REPORTING UNITS

SUBJECT: FOOD STAMP STATISTICAL REPORTING

REFERENCE:

Recently, we have been receiving an increasing amount of correspondence from the Food and Nutrition Service (FNS) Regional Office in regards to statistical reporting problems in the Food Stamp Program. In order to avoid expending more time and dollars at the state and county level in answering these letters, we are taking this opportunity to effect corrective action. Below are the reporting problems FNS has brought to our attention and the correct procedures that are to be followed.

1. FNS, Washington, D.C., has not been receiving the original of the FNS 259 (Mail Issuance Report). Also, many of these reports are lost in the Washington, D.C., office or received late as they are addressed to the wrong person. As the address provided on the FNS 259 is inadequate, FNS Western Region has provided us with a complete address below. The FNS 259 is required to justify the mail replacements reported on the FNS 250 report. If an FNS 259 is not received, a bill is generated to the state and in turn the counties. In order to avoid this time-consuming and costly billing process, please follow these procedures regarding the FNS 259 report:

- a. Send the original FNS 259 direct to:

U.S.D.A. - Food and Nutrition Service  
West Auditors Building, Room 217  
14th and Independence S.W.  
Washington, D. C. 20250

Attention: Mel Robinson

- b. Send a copy to:

U.S.D.A. - Food and Nutrition Service  
Western Regional Office  
550 Kearny Street, Room 400  
San Francisco, CA 94108

Attention: Mike Spencer, Financial Operations

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and a copy to:

State Department of Social Services  
Statistical Services Branch  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

- c. This report must be submitted to FNS and the State no later than 45 days following the report quarter by all counties providing mail issuance. A report is to be sent even if mail losses did not occur.
2. According to FNS, a number of counties are not submitting the FNS 209 (Status of Claims Against Households). Please refer to All-County Information Notice I-125-80, dated November 26, 1980, which identifies this problem in more detail.
3. Many reports received by FNS are not identifiable. The county name and code must appear on all copies of all statistical reports and include a reference person, phone number and date.
4. FNS, in several letters, has identified counties who do not send their reports in on time. These reports include the FNS 250, 256, 259 and 209. As the state does not currently receive the FNS 209 and 250, we have been unable to monitor the timeliness of these reports. Since our All-County Information Notice I-73-80, dated July 14, 1980, the state has seen an improvement in the submission of timely FNS 256 and 259 reports with few counties outstanding. Most of the problems of untimely submission appear to be at the federal level and, with the exception of the FNS 209, are probably due to distribution problems.

Following are the federal requirements regarding due dates and distribution:

FNS 256 (Monthly Report of Participation and Coupon Issuance)

- a. The original of this report is to be mailed directly to:

U.S.D.A. -- Food and Nutrition Service  
Budget Division  
GHI Building, Room 598  
14th and Independence Avenue, S.W.  
Washington, D.C. 20250

- b. The green copy is to be mailed directly to:

U.S.D.A. -- Food and Nutrition Service  
Western Regional Office  
550 Kearny Street, Room 400  
San Francisco, CA 94108

Be sure not to include Washington D.C.'s copy with the copy to FNS, Western Region, as they will not forward any reports.

- c. The pink copy is to be mailed to the State at the address provided in Item 1.
- d. This report is due no later than 45 days after the report month to all those listed above.

FNS 259 (Food Stamp Mail Issuance Report)

Refer to Item 1 for distribution of this report.

FNS 250 (Food Coupon Accountability Report)

The original and copy "1" are to be sent direct to the FNS Western Regional Office, 550 Kearny Street, Room 400, San Francisco, CA 94108. Unless specifically requested, a copy is not to be sent to the State.

This report is due to FNS no later than 45 days following the end of the report month.

FNS 209 (Status of Claims Against Households)

The original of this report is to be mailed to U.S.D.A. - FNS, Central Accounting Division, Washington, D.C. 20250. A copy is to be sent to FNS Western Regional Office, 550 Kearny Street, Room 400, San Francisco, CA 94108.

The State does not receive a copy.

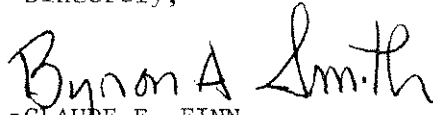
This report is to be sent to FNS by the 30th day following the end of the calendar month.

5. For those counties that phone in their data to the State, the same data must also be phoned into FNS Western Regional Office, Rebecca Valas, (415) 556-4683. A follow-up copy is to be sent to all distribution points. If a revision to your data is phoned in to the State, it must also be phoned in to the FNS Regional Office. A copy of any revisions to the statistical reports must be sent to all distribution points to insure that FNS and the State receive the same data.

Currently, the State is experiencing few problems with reporting on the FNS 256 and 259; however, we will continue to perform our edit and analysis functions on these reports. Although FNS allows a 15 percent variance on the total persons participating on the FNS 256 the counties must also meet the State's analysis requirements. In our analysis we compare current month data with prior month data. A significant or questionable fluctuation in any data item will prompt a phone call to the county for an explanation, even if the variance is under 15 percent. We ask your cooperation in providing an explanation of the variance as this is our only means of following the trends in the Food Stamp caseload.

We thank you for your patience and cooperation. If you have any questions, please contact Heidi Lasich in the Statistical Services Branch at (916) 323-2331.

Sincerely,

  
for CLAUDE E. FINN  
Deputy Director  
Administration Division

cc: CWDA