

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



August 18, 1988

ALL COUNTY INFORMATION NOTICE NO. I-78-88

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP FORMS LIST

Attached for your information is a list of Food Stamp forms used by County Welfare Departments (CWDs) to administer the Food Stamp Program. There are three parts to the list:

- Forms used by program staff
- Fiscal forms
- Statistical report forms.

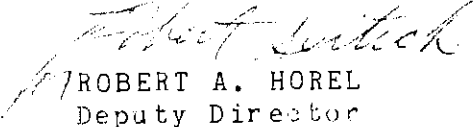
Each part classifies the following data: form number, title, revision date, form designation (whether it is a required form), and reference data on the implementation or most recent revision, if available.

MPP 63-202.5 requires the CWD to use the State developed forms which have the designation "Required Form - No Substitutes Permitted" or "Required Form - Substitutes Permitted". The CWD must submit a request for waiver and receive approval from DSS to use any county developed alternative or modification to the State forms. Guidelines for the content of a county modification request are contained in the Food Stamp Handbook, MPP Sections 63-1250 and 63-1251. Requests for approval of alternative or modified program forms should be forwarded by the county to the attention of Ronald G. Merrill, Chief, AFDC and Food Stamp Policy Implementation Bureau, 744 P Street, M.S. 16-31, Sacramento, CA 95814.

NOTE: The CWD is not required to use State developed forms which have the designation "Recommended Form". The CWD may modify a "Recommended Form" or may develop an alternative without obtaining approval from the State.

We plan to update this list on an annual or as needed basis; it is recommended that counties update their lists as changes are made.

Please contact Donna Roussan at (916) 323-2865 or ATSS 473-2865 or Elizabeth Allred at (916) 323-4954 or ATSS 473-4954, if you have any questions or to determine whether an approval for a county form has been issued. Statistical Services Report Forms and some of the Fiscal Forms come under the direction of other Bureaus. The contact persons for these forms are annotated by footnotes on the respective lists.


ROBERT A. HOREL
Deputy Director

Attachment

cc: CWDA

August 1988

FOOD STAMP
PROGRAM FORMS

Form #	Title	Rev. Date	Required *	Reference
CA 1 <u>1/</u>	Application for Public Assistance	11/85	R-NS	ACIN I-22-86
CA 6	Alien Status Verification	3/82	R-NS	
CA 7	Monthly Eligibility Report	7/87	R-NS	ACL 87-36
CA 7A	CA 7 Informing Notice	7/87	R-NS	ACL 87-36
CA 8 <u>2/</u>	Statement of Facts for Additional Persons	2/84	R-NS	
CA 22	Alien Sponsor's Statement of Facts Regarding Income and Resources	10/85	R-NS	ACL 85-119
CA 31	Receipt for Documents	1/88	Rec.	ACL 88-09
CA 63 **	Income/Eligibility Verification	5/88	Rec.	ACIN I-44-88
CA 331/333	Notice of Actions (NOA between EDD & CWD)	11/80	R-NS	
JFA 280 **	Coversheet for Meal Providers Certification	7/87	Rec.	ACL 87-116
DFA 280 **	Meal Provider's Certification	7/87	Rec.	ACL 87-116
DFA 285-A1	Application for Food Stamps - Part 1	7/88	R-NS	ACL 87-50
DFA 285-A2	Application for Food Stamps - Part 2	2/87	R-NS	ACL 87-50
DFA 285-B	Food Stamp Budget Worksheet	4/86	R-SP	ACL 86-91
JFA 285-C	Application for Food Stamps - Special Medical/Sheiter Deductions	10/87	R-NS	ACL 88-29

* Abbreviations

R-NS = Required Form - No Substitutes

R-SP = Required Form - Substitutes Permitted

Rec. = Recommended Form

** Master Only - DSS Warehouse does not stock.

1/ Currently being revised. Revising to include the new Welfare Rights League (WRL) Immediate Need regulations. Proposed implementation 4-1-89.

2/ Currently being revised. This will become two forms. One for adding newborns and the unaided father in the home, and one to add other individuals. Proposed implementation 10-1-88.

FOOD STAMP PROGRAM FORMS - Continued

DFA 285-0	Food Stamp Budget Worksheet - Special Medical/Shelter Deductions	6/86	R-SP	ACL 86-91
DFA 285.1	Income From Farm Operations and Other Self-Employment Sheet	8/73	R-SP	
DFA 287	Food Stamp Program Identification Card	4/80	R-SP	
DFA 288	Notice of Change to Authorization to Participate - Master File or Household Issuance Record	5/79	R-SP	
DFA 299	Authorization to Participate Card	5/79	R-NS	ACIN I-72-86
DFA 301	Mail Issuance Request	3/80	R-SP	
DFA 303	Replacement Affidavit/Authorization	1/83	R-SP	
DFA 332.1	Verification of Food Stamp ATP Usage	8/79	R-SP	
DFA 377.1	Notice of Approval	1/88	R-NS	ACL 88-22
DFA 377.1A	Notice of Denial or Pending Status	1/88	R-NS	ACL 88-22
DFA 377.2	Food Stamp Notice of Expiration of Certification	12/83	R-NS	ACL 83-110
DFA 377.4	Food Stamp Notice of Change	12/83	R-NS	ACL 83-110
DFA 377.5	Food Stamp Household Change Report	1/87	R-NS	ACL 87-50
DFA 377.7A 3/	Food Stamp Notice of Administrative Disqualification	3/84	R-NS	ACL 84-37
DFA 377.7B	Food Stamp Repayment Notice	3/84	R-NS	ACL 84-37
DFA 377.7C	Food Stamp Repayment Agreement	3/84	R-NS	ACL 84-37
DFA 377.9 3/	Notice of Restoration of Lost Food Stamp Benefits	3/81	R-SP	ACL 80-66

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3/ Currently being revised.

FOOD STAMP PROGRAM FORMS - Continued

DFA 385 **	Application for Emergency Food Stamp Assistance	11/87	R-NS	ACL 87-158
DFA 385A **	Notice of Action - Emergency Food Stamp Assistance	11/87	Rec.	ACL 87-158
DFA 448	Verification of Physical or Mental Disability (Food Stamp Program)	4/86	Rec.	ACL 86-91
DFA 842 **	Claim Determination Worksheet	2/87	R-SP	ACL 87-89
NA 960X	Notice of Action (CA 7 Not Received - Discontinuance)	5/87	R-NS	ACL 86-57
NA 960Y	Notice of Action (CA 7 Incomplete - Discontinuance/Reminder)	5/87	R-NS	ACL 86-57
NA BACK 6	Back for all NOA Form 4/	5/87	R-NS	ACL 86-57
FVS 524	Disqualified Recipient Report	3/83	R-NS	ACIN I-72-86
FS 3	Food Stamp Policy Question	3/88	Rec.	ACIN I-31-88
FS 4	General Mass Change Notice (October Changes)	8/87	Rec.	ACL 87-121
FS 5	General Mass Change Notice (SUA)	1/88	N/A	ACL 87-157
PUB 170	Document Receipt Poster	12/87	R-NS	ACL 88-27
TEMP 1591	Food Stamp Retrospective Budgeting Requirements	4/84	R-NS	
TEMP 1696	Educational Grants and Loans	4/87	R-NS	ACIN I-52-87
TEMP 1727	Household Composition	1/88		ACL 87-167

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4/ Not all Food Stamp NOAs have the NA Back 6. It is being updated as the NOA forms are revised.

FOOD STAMP PROGRAM
FISCAL FORMS

Form #	Title	Rev. Date	Required *	Reference
DFA 286	Household Issuance Record (HIR Card)	4/79	R-SP	ACIN I-72-86
DFA 289	Food Stamp Program - Receptionist's Daily Tally Sheet	4/79	R-SP	ACIN I-72-86
DFA 290	Food Coupon Book Issuance Register	10/79	Rec.	ACIN I-72-86
DFA 293	Cashier's Daily Report	4/79	R-SP	ACIN I-72-86
DFA 293.1	Summary of Daily Reports	1/75	R-SP	ACIN I-72-86
DFA 299	Authorization to Participate Card	5/79	R-NS	ACIN I-72-86
DFA 300	Mail Issuance Log	1/80	R-SP	ACIN I-72-86
FNS 46 <u>1/</u>	ATP Reconciliation Report	10/80	R-NS	ACIN I-72-86
FNS 135 <u>1/</u>	Affidavit of Return or Exchange of Food Coupons	8/85	R-NS	ACIN I-72-86
FNS 209 ** <u>1/</u>	Status of Claims Against Households	6/86	R-NS	ACL 88-42
FNS 250 <u>1/</u>	Food Stamp Coupon Accountability Report	10/78	R-NS	ACIN I-72-86
FNS 259 <u>1/</u>	Food Stamp Mail Issuance Report	5/83	R-NS	ACIN I-72-86
FNS 260	Requisition for Food Coupon Books	1/82	R-NS	ACIN I-72-86

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1/ Contact Jan Johnson at (916) 323-0266 if you have any questions regarding this form.

FOOD STAMP PROGRAM FISCAL FORMS - Continued

FNS 292 2/	Report of Coupon Issuance and Commodity 10/87 Distribution for Disaster Relief	R-NS	ACIN I-72-86	
FNS 300	Advise of Transfer (Food Coupons)	8/81	R-NS	ACIN I-72-86
FNS 471 1/	Coupon Account and Destruction Record	4/86	R-NS	ACIN I-72-86
FNS 524	Disqualified Recipient Report	3/83	R-NS	ACIN I-72-86

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1/ Contact Jan Johnson at (916) 323-0266 if you have any questions regarding this form.

2/ Contact AFDC/FS Policy Implementation Bureau, Forms Unit, to request copies of this form, not the DSS Warehouse.

FOOD STAMP PROGRAM
STATISTICAL SERVICES REPORT FORMS

August 1988

Form #	Title	Rev. Date	Required*	Reference
STAT 40 <u>1/</u>	Food Stamp Employment & Training (FSET) Program Statistical Report (Quarterly)	9/87	R-NS	ACIN I-98-87
DFA 296X <u>2/</u>	Food Stamp Program Expedited Service Quarterly Statistical Report	5/88	R-NS	ACL 88-49
DFA 296 <u>3/</u>	Food Stamp Program Monthly Caseload Movement Statistical Report	5/84	R-NS	
DFA 256	Participation & Coupon Issuance Report	3/88	R-NS	ACL 85-122
DFA 358	Food Stamp Program Participants by Ethnic Group	6/85	R-NS	

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1/ Currently being revised, proposed implementation by 10/1/88.

2/ New report to be implemented by 7/1/88.

3/ Currently being revised, proposed implementation by 10/1/88.

Contact Anthony Armenta at (916) 323-4942 if you have any questions regarding the Statistical Service Report forms.