

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



May 4, 1983

ALL-COUNTY LETTER NO. 83-38

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP REGULATIONS ON ATP/COUPON REPLACEMENTS

REFERENCE: SECTION 63-605

This is to provide information regarding emergency regulations that became effective March 3, 1983, which clarify the Replacement of ATPs/Coupons regulations that were effective January 1, 1983. In addition, a stuffer notice providing instructions for household responsibilities is included. Only two provisions of the proposed emergency regulations were accepted by DAL. Current regulations were silent on the issue of allowing credits for returned ATPs/Coupons. The adopted regulation 63-605.134 specifies that households will be given a credit when the original unredeemed ATP or coupons, which have been replaced, are returned to the CWD. The adopted regulation, 63-605.313(a) also allows counties the option of completing all replacement transactions through the mail instead of limiting mail replacement to just those unable to come into the office because of age, disability or distance.

The emergency ATP/Coupon replacement regulation provisions that were rejected by DAL are as follows: (Refer to All-County Welfare Directors' letter of March 23, 1983).

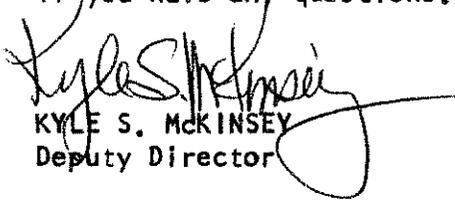
- 63-605.311 Changing request to report
- 63-603.313 The requirement of verification of the signature
- 63-605.313(c) Allowing only the head of household or authorized representative to sign the DFA 303
- 63-605.316 & .317 Changing the report of the loss to the signed DFA 303
- 63-605.326 Changing an alternate issuance system to an over-the-counter issuance whereby both ATPs and coupons are picked up by the household.
- .326(c) Retaining a household on an alternate issuance system for six months after the first replacement

- 63-504.34 Changing the action to determine the legitimacy of replacement request from the time of receiving the request to prior to the replacement.
- 63-605.357 Clarification of disasters eligible for replacements.
- 63-605.358 Unmatched verification of signature on a DFA 303 as reasons for a denial.

The Department has resubmitted the rejected provisions as a non-emergency regulation package and anticipates implementation by September 1, 1983.

New applicants should be informed of their replacement responsibilities at the time of the interview. To assist CWDs in advising applicants and recipients of current food stamp responsibilities for replacement, master copies (English and Spanish) of a stuffer notice are attached. CWDs shall be responsible for printing the stuffer notice and shall provide a copy of the attached stuffer notice to all currently certified households as soon as possible. The attached copy is designed so that it can be used for direct printing of a 3-7/8 x 9-1/2 stuffer notice. CWDs which use another format for printing the notice must use the language contained in the attached notice.

Please contact your Food Stamp Program Operations Consultant at (916) 322-5475, if you have any questions.



KYLE S. MCKINSEY  
Deputy Director

cc: CWDA

Attachments

**IMPORTANT**  
**NEW FOOD STAMP REQUIREMENTS FOR OBTAINING ATP OR COUPON REPLACEMENTS**  
**(Read Carefully)**

You have new responsibilities for obtaining a replacement of ATPs or coupons. You are now required to:

- (1) Report ATPs or coupons lost in the mail during their period of intended use, (generally the month in which you receive it).
- (2) Report ATPs that are stolen or destroyed within 10 days of the incident or within the period of their intended use, whichever is earlier.
- (3) Report food destroyed in a disaster within 10 days of the incident.
- (4) Report coupons destroyed in a disaster within 10 days of the incident or within the period of their intended use, whichever is earlier.
- (5) Sign a Replacement Affidavit and provide verification of your signature when requested.

You must meet these timeframes in order to be eligible for a replacement. Losses may be reported by contacting the CWD in person, by mail, or by telephone.

**IMPORTANTE**  
**NUEVOS REQUISITOS EN EL PROGRAMA DE ESTAMPILLAS PARA COMIDA PARA OBTENER REEMPLAZOS DE ATP O CUPONES**  
**(Léase cuidadosamente)**

Usted tiene nuevas responsabilidades para obtener un reemplazo para ATP's o cupones. Ahora se le requiere que:

- (1) Reporte los ATP's o cupones perdidos en el correo durante el período fijado para su uso (generalmente el mes en el cual usted los reciba).
- (2) Reporte los ATP's que hayan sido robados o destruidos dentro de 10 días del incidente o dentro del período fijado para su uso, lo que ocurra primero.
- (3) Reporte los alimentos destruidos en un desastre dentro de 10 días del incidente.
- (4) Reporte los cupones destruidos en un desastre dentro de 10 días del incidente o dentro del período fijado para su uso, lo que ocurra primero.
- (5) Firme una Declaración Jurada de Reemplazo (Replacement Affidavit) y proporcione verificación de su firma, cuando se le pida.

Usted debe cumplir con estos requisitos dentro de las fechas indicadas para poder calificar para un reemplazo. Puede reportar esta clase de pérdidas comunicándose con el Departamento de Bienestar del Condado (CWD) en persona, por correo, o por teléfono.