

Send one copy to: California Department of Social Services
 Data Systems and Survey Design Bureau, M.S. 9-081
 P.O. Box 944243
 Sacramento, CA 94244-2430
FAX: (916) 657-2074

**FOOD STAMP PROGRAM
 PARTICIPATION AND COUPON ISSUANCE REPORT**

This report is: Original Submission
 or
 _____ Revision
 (NUMBER)

COUNTY	COUNTY CODE	PROJECT CODE
REPORT MONTH AND YEAR		

1. TOTAL PARTICIPATION	A. Public Assistance			B. Non-Public Assistance			C. Total (A+B)		
	Federal	Federal/State	State	Federal	Federal/State	State	Federal	Federal/State	State
a. Number of Households.....									
b. Number of persons in federal only households.....									
c. Number of federal and state persons in Federal/State households.....									
d. Number of persons in state only households.....									

2. TOTAL ISSUANCES.....	A. MAIL	B. CONTRACTED OVER THE COUNTER	C. OTHER OVER THE COUNTER	D. TOTAL (A+B+C)

ROUND TO NEAREST WHOLE DOLLAR, DO NOT SHOW CENTS

3. VALUE OF DOCUMENTED COUPON ISSUANCES.....	Federal	Federal/State		State
		Federal	State	
	\$	\$	\$	\$

REMARKS: (a) Explain month to month participation changes in Item1, Columns A and B, of plus or minus 5 percent.
EXAMPLE: Strikes, disaster, plant shut downs, migrant influx, etc.
 (b) Explain month to month changes of \$2 or more per person (item 3 Federal divided by Item 1b, column C)

COMMENTS:

NAME OF AUTHORIZED OFFICIAL	TITLE	TELEPHONE NUMBER	DATE
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DFA 256 (3/98) INSTRUCTIONS
(ACL 97-77 [12-11-97] as revised by ACL 98-13 [3-3-98])

The DFA 256 is due by the 20th day following the last day of the report month. These reports should be mailed to the address listed below or faxed to (916) 657-2074:

California Department of Social Services
Data Systems and Survey Design Bureau, MS 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

Data to be used in preparing this report must come from ATP cards transacted by households in the reporting county, HIR cards used by the county to provide issuance during the month, or mail issuance data if direct mail issuance is employed. Cashier errors shall not be reported. In counties using ATP issuance systems, the following procedures shall be used to determine how transacted ATPs shall be counted:

1. Altered, counterfeit, duplicate, expired and stolen ATPs shall be included.
2. Duplicate ATPs, supplements, retroactive benefits, etc., issued to the same household in the month shall count as one transaction for Item 1. For Item 2, all ATPs transacted by the household shall be counted separately. For Item 3, the value of all coupons issued as a result of these ATP cards' transactions shall be reported.
3. Transacted, out-of-state ATP cards shall be counted as participation in the county agency and the value of coupons included in Item 3.
4. ATPs issued on or after the 20th of the month shall be counted in the month transacted.
5. Out-of-county ATP cards shall be counted in the county where they are transacted.
6. Disaster issuances shall be counted.

COMPLETE THE FORM AS FOLLOWS:

1. Check if the report is an original submission or enter the number if it is a revision.
2. Enter the name of the county.
3. Enter the 2-digit county code.
4. Enter the 9-digit project code number assigned to the county.
5. Enter the report month and year.
6. Enter in Item 1a the number of households that participated during the report month by assistance classification. Each assistance classification is subdivided into federal, federal/state (combined), and state categories.
7. Enter in Item 1b the number of federal persons in federal-only households that participated in the report month by assistance classification.
8. Enter separately in Item 1c the number of federal and state persons in federal/state combined households that participated in the report month by assistance classification.
9. Enter in Item 1d the number of state persons in state-only households that participated in the report month by assistance classification.

NOTE: Report the household and persons count only once. This is to be an unduplicated count. If a household applies for Food Stamp benefits in June, is determined eligible for benefits in July for both June and July, the household is counted in Item 1 only once in July. The total coupon value for June and July, however, is counted in Item 3 in July.

DFA 256 (3/98) Instructions - continued

10. Enter in Item 2 the number of actual issuances of food coupons to participating households. Report these issuances according to whether the coupons (rather than the authorizing documents - i.e., the ATPs) were issued by mail, by contracted over-the-counter agents (agents outside of state/local government – e.g., banks, post offices, private entities) or by other over-the-counter agents (state/local government agents, including those using HIR systems). Regular, duplicate, supplemental and retroactive issuances should be counted separately unless they are authorized by the same document or unless they are included in the same issuance when no authorizing document is used.
11. Enter in Item 3 the value of documented coupon issuances to Federal, Federal/State and State households. Enter the actual federal and actual state amounts issued during the month to federal/state combined households. Round all dollar amounts to the nearest whole dollar.
12. In the Remarks section:
 - a. Explain month-to-month participation changes in Item 1, Columns A and B, of plus or minus 5 percent. This only applies to counties with a household participation of 500 or more.
 - b. Explain month-to-month changes of \$2 or more per person unless caused by changes in Basis of Issuance Tables.
13. The report should be signed by the designated official responsible for the accuracy of the data.