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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 98 LCM-41

Date: September 14, 1998

Division: OBM/Financial
Services

TO: Local District Commissioners

SUBJECT: Reconciliation of the DSS-3214, Food Stamps Claims Against
Households Report

ATTACHMENTS: None

As you are probably aware, USDA has mounted a concerted effort to substantiate the reported figures on the DSS-3214. This is a result of an Office of the Inspector General audit that uncovered wide discrepancies. This information has been communicated to local districts via letters from then Deputy Commissioner for Program Support and Quality Improvement, David Avenius, dated April 15, 1997 and October 2, 1997.

Since that time, 97-ADM-19, Reporting and Monitoring of the DSS-3214, Food Stamps Claims Against Households Report was issued requiring the completion of a self-assessment survey. Results of the completed survey were evaluated and corrective action plans were requested when necessary. Local districts that received an initial site visit were exempt from the survey (Erie, Monroe, Nassau, NYC, Onondaga, Rockland, Suffolk and Westchester). Exempt districts also were required to submit corrective action plans when necessary.

This LCM is intended to remind local districts that the DSS-3214 must be reconcilable by December 31, 1998. There is no possibility of an extension of this requirement. Failure to have a reconciled report will subject individual local districts to an, as yet, undefined sanction from USDA.

Local districts are also required to have an acceptable accounting system for Food Stamps Claims Against Households. The use of CAMS, the Cash Management Subsystem, is an acceptable procedure. Local districts are not required to utilize CAMS. However if they choose not to, the local system must be acceptable to USDA. A manual or PC-based system is acceptable as long as it is documented (e.g., amounts reported on the DSS-3214 are supported by monthly documentation) and deemed acceptable.

Local districts that have contemplated utilizing CAMS, but who have not yet accomplished successful implementation, must either finalize implementation or provide for an acceptable local system. Local districts that have not yet formally requested CAMS implementation must do so no later than September 15, 1998. The time frame for a successful implementation prior to December 31, 1998 is severely limited. The effort required by both State and local staff is considerable and must be commenced as soon as possible to have any chance of success.

Should you wish to request CAMS implementation, please notify the listed contacts as soon as possible. Requests for CAMS implementation made past September 15, 1998 will have very little chance of implementation prior to December 31, 1998.

Any questions or requests for CAMS implementation should be addressed to:

Regions 1-4 - Roland Levie - (518) 474-7549 (FMS001)

Region 5 - Marvin Gold - (212) 383-1733 (OFM270)

Thaddeus S. Ziemba
Director
Financial Services