

EBT Food Stamp Benefit Conversion Transmittal

County Code _____

Case Number _____ Case Name _____

Case Payee _____

Social Security Number - -

Benefit Conversion Amount

Effective immediately, I hereby give _____ County DSS permission to convert the benefits in my food stamp account to cash benefits.

Balance of Food Stamp Account _____

Transfer Amount \$, .

Client Signature _____ Date _____

Worker Signature _____ Date _____

Accounting Use Only

Date Entered on _____

Admin Screen: / / Transaction Amount \$.

Entered by: _____ Date Verified / /
Signature

Instructions for Completing the EBT Food Stamp Benefit Conversion Transmittal Form

The LDSS worker must complete the following:

County Code: Fill in the appropriate county code.

Case Number: Enter the case number (preceded by the 2 digit county code). If the case number is not valid, an error message will appear on the Admin PC and no further action can be taken until the correction is made.

Case Name: Enter the case name, not the payee's name.

Case Payee's Social Security Number: List the payee's social security number. If the incorrect social security number is entered, a warning message will appear on the Admin PC.

Benefit Conversion Amount: Enter the county name field. Enter the amount of the food stamp benefits the payee has authorized to be converted into a cash benefit.

Client Signature: Obtain the account holder's (payee) signature and date the authorization form. If the client has already moved out of state, state how and when the client requested the conversion and note in the Client Signature space.

Worker Signature: The worker is required to sign and date this form.

Send the completed form to Accounting for processing the transaction.

Accounting worker must complete the following:

Date entered on the Admin Screen: The date that the accounting worker enters the transaction in the Admin System.

Transaction Amount: The benefit conversion amount entered in the Admin System. This amount cannot be greater than the amount authorized by the payee nor the balance in the account.

Entered by: Signature of the accounting worker entering the benefit conversion in the Admin System.

Date Verified: Date the benefit conversion is verified on the daily EBT Exceptions Report. Verify that these benefit conversions show up for both cash (+) and food stamps (-). (The converted benefits will be drawn from USDA's account rather than from the local district's cash account.)