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

Transmittal No: 91 LCM-91

Date: May 20, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: DSS-3214 "Claims Against Households" Retention Amounts

ATTACHMENTS: None

Due to changes in Federal Legislation, the retention percentages for the DSS-3214, Food Stamp Program Status of Claims Against Households report have been reduced. The new retentions are 6.25% for Intentional Program Violations and 2.50% for Inadvertent Household Errors. This change is retroactive to the October 1990 report.

The new rates must be used when preparing your reports starting with the April 1991 report. We will recalculate your district's reports for 10/90-3/91, and advise you of the adjusted amounts owed based on the new retention percentages.

If your district can identify transactions (adjustments, transfers, etc.) reported in Federal Fiscal Year 1991 (October 1990 - September 1991) involving prior year collections, you may request the additional retention rates which were in effect prior to October 1, 1990.

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In order to request the difference between the old and new retention rates, you must submit a letter to us identifying the transactions which have been reported on the DSS-3214 reports for October 1990 - March 1991. For pre 10/90 transactions reported in April - September 1991 period, the additional amounts may be requested by submitting an attachment to the monthly DSS-3214 reports detailing the category, amounts and month/year of the adjustments. Do not change the retention amounts on the DSS-3214. The requests have to be approved by USDA/FNS at the end of the Federal Fiscal Year. If approved by USDA, your district will receive the additional amounts requested.

If you have any questions, please call Laurie Lane at 1-800-342-3715, extension 4-7515.

Richard Radzynski
Director
Local Financial Operations
Office of Financial Management