February 18, 2005

RE: Electronic Benefits Transfer Program Training, DSS-8216

Dear County Director of Social Services:

Attention:  Food Stamp Supervisors
           EBT Coordinators

Recently, there have been many questions concerning the requirement to use the DSS-8216, Electronic Benefit Transfer (EBT) Program Training. The purpose of this letter is to clarify the necessity for EBT Program Training. Federal Regulations require only that training be provided to each household, as needed, to ensure that users understand how to use the EBT system. There is no requirement for documentation of EBT training, using the DSS-8216. This form will no longer be available for order.

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Jane Schwartz, Chief
Economic Services Section

cc: Rhonda McLamb
    Food Assistance and Energy Programs Representatives
    Program Compliance Monitors

FAEP-02-2005