



California Department of Food and Agriculture
Senior Farmers' Market Nutrition Program

LOST OR STOLEN CHECK(S)/ BOOKLETS FORM

INSTRUCTIONS:

Lost or stolen checks cannot be replaced under any circumstances. AAAs and service providers are responsible for reporting lost or stolen check booklets to CDFA. Service providers must notify AAAs when checks or check booklets are discovered lost or stolen.

AAAs should follow the steps below when reporting lost or stolen checks:

- Complete the Lost or Stolen Check Booklets Report Form
- Document the check(s) or booklet on the Check Control Log and send CDFA a copy
- Document check(s) or booklet on the original Check Issuance form and send CDFA a copy

REPORT FORM:

AAA (PSA _____) Completing the Report: _____

Street Address: _____

City: _____ State: CA Zip Code: _____

AAA Staff Reporting: _____ Phone Number: _____

MISSING CHECK(S)/ BOOKLET INFORMATION:

Sequence numbers of missing SFMNP Check(s) or booklets:

Beginning Check Number: _____ Ending Check Number: _____

Date discovered missing: _____

Briefly describe the circumstance of how the SFMNP check(s)/ booklets were lost, or stolen:

PLEASE SUBMIT WITHIN THIRTY (30) DAYS FROM REPORTING TO:
Federal Funds Management Office, Attn: SFMNP, 1220 N Street, Room 120, Sacramento, CA 95814