

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 7, 1981

ALL-COUNTY LETTER NO. 81-35

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: NEW FORM FNS-46, FOOD STAMP PROGRAM ATP RECONCILIATION REPORT

REFERENCE:

The USDA/Food and Nutrition Service (FNS) has published final regulations in the January 9, 1981, Federal Register which contain a provision which requires all states using an ATP system for issuing food stamp coupons to prepare and submit to FNS a new monthly Form FNS-46 (Food Stamp Reconciliation Report). Since the Food Stamp Program is administered by the counties in California, the FNS-46 report must be completed at the county level and submitted to the State Department of Social Services (SDSS).

For your information, we have attached a copy of these regulations. As you will notice, the new provision for the FNS-46 requires that ATP counties begin submitting the FNS-46 report for the month of February 1981. The provision further specifies that the FNS-46 report must reach FNS within 90 days after the end of the report month. For the February report month this would be May 31, 1981.

Since the month of February has already passed, we have received authorization from FNS Western Region office to begin reporting for the month of March 1981. Since the March report must reach FNS by June 30, 1981, counties must prepare the FNS-46 report and submit the report to SDSS by May 31, 1981. This would allow SDSS staff sufficient time to review, validate, and submit a statewide FNS-46 report by the June 30, 1981 due date. All subsequent monthly FNS-46 reports must be submitted to SDSS by 60 days after the end of the report month. This will allow SDSS staff 30 days to perform their functions.

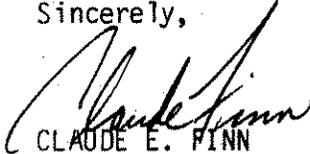
To ensure immediate attention, counties should submit the completed FNS-46 reports to the following address:

California Department of Social Services
Fiscal Policy and Procedures Bureau
744 P Street, MS 13-81
Sacramento, CA 95814

The Form FNS-46 is currently available at the FNS Western Region office. However, for your convenience we are enclosing copies of the form for your initial use. Counties that are required to submit FNS-46 reports must requisition additional forms from the Food and Nutrition Service through regular channels.

Thank you for your continued cooperation. If you should have any further questions regarding the Form FNS-46, please contact Mr. Leighton Lai at 323-0268.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration

Attachment

cc: CWDA
Carol Fahey, FNS/WRO

FOOD AND NUTRITION SERVICE

Reprint from Federal Register of January 9, 1981 (45 FR 2332)

7 CFR Parts 272 and 273

[Amendment Nos. 177]

Food Stamp Issuance and
Participation Reporting Systems;
Reconciliation ReportAgency: Food and Nutrition Service;
USDA.

Action: Final rule.

SUMMARY: The Food Stamp Act of 1977 (Public Law 95-113, 91 Stat. 952, September 29, 1977) specifies that State agencies shall, among other things, be responsible to the Secretary for any financial losses involved in the issuance of coupons. Additionally the 1979 Amendments to the Food Stamp Act of 1977 (Pub. L. 96-52, 93 Stat. 386, Aug. 14, 1979) require that the Secretary report monthly to Congress on the status of program funds obligated and whether or not such obligations will exceed appropriations. If so, the Secretary is required, within 60 days of such a report, to take steps to reduce or terminate program benefits to keep obligations within amounts appropriated.

This final rule provides new procedures for States to report on the reconciliation of Authorization to Participate (ATP) cards to enable State agencies and the Department to identify unauthorized issuance of benefits in order to establish liabilities for overissuance of coupons; and changes the procedures for States' reporting of food stamp issuance and participation data to provide program managers with more up-to-date information on the expenditure of food stamp appropriations for reporting to the Congress.

To carry out these new reporting procedures, two new forms are being established—Form FNS-46, *Food Stamp Reconciliation Report*, and Form FNS-356, *State Coupon Issuance and Participation Estimates*. Additionally, Form FNS-256, *Project Area Participation and Coupon Issuance*, is being revised.

EFFECTIVE DATE: This rule is effective February 1, 1981.

FOR FURTHER INFORMATION CONTACT:

Larry Carnes, Chief, Policy and Regulations Section, Program Standards Branch, Program Development Division, Family Nutrition Programs, Food and Nutrition Service, USDA, Room 678, 500 12th Street, S.W., Washington, D.C. 20250, 202-447-6076. The Final Impact Statement describing the options considered in developing this final rule and assessing the impact of implementing each option is available on request from Mr. Carnes.

SUPPLEMENTARY INFORMATION: This final action has been reviewed under USDA procedures established in Secretary's Memorandum 1955 to implement Executive Order 12044, and has been classified "not significant".

Introduction

This final rule addresses certain provisions contained in the proposed rule of November 9, 1979 (44 FR 65318) and all the provisions contained in the proposed rule of May 27, 1980 (45 FR 35335).

44 FR 65318: One of several proposed rules issued by the Department on November 9, 1979, provided for a reconciliation report for the use of States to identify unauthorized issuances of benefits. The comment analysis and changes to that portion of the November 9, 1979 proposed rules are being incorporated into this final rulemaking.

The Department received 14 comments, all from program administrators, on the reconciliation report. Based on those comments, the due date for submission of form FNS-46 report was changed from 45 days to 90 days following the end of the report month. The preamble to this rulemaking explains other suggested changes made to the proposed form.

Other provisions of the November 9 rule will be addressed in later final rulemaking packages.

45 FR 35335: On May 27, 1980, the Department published proposed rules to revise its present systems for States to report food stamp issuance and program participation. The revisions are being made to improve the timeliness and accuracy of issuance and participation data used in: (1) measuring the use and availability of food stamp bonus funds; (2) making decisions regarding benefit reductions which may be required to avoid expenditure of benefits in excess of appropriations; and (3) reporting nationwide program expenditures and participation to Congress and the general public.

The Secretary's decision on whether program benefits must be reduced to keep program spending within the amount appropriated is based upon a comparison of issuance at a given time in a fiscal year to funds available for the remainder of the fiscal year. Section 18 of the Food Stamp Act of 1977 (as amended, P.L. 96-52, 93 Stat. 386, August 14, 1979) requires the Department to submit to the House and Senate Agriculture Committee by the 15th of each month a report of program benefit expenditures for the fiscal year through the end of the second month preceding the reporting month. The Department must also report whether there is reason to believe that reductions in benefits during the year will be necessary. The new reporting system set out in § 274.2(a)(5) will provide the Department with an accurate basis for reporting food stamp expenditures and for assessing the need to reduce benefits. Also, this system will permit any necessary reduction in food stamp benefits to be tailored as closely as possible to available funds.

Prior to preparing the May 27, 1980 proposed rule, the Department established a task force consisting of State program officials; FNS National and Regional personnel; and representatives of the Department's Office of Budget, Planning and Evaluation. The task force solicited comments from State agencies and members of the American Public Welfare Association. Additionally, ten State welfare agencies participated in a pilot test of the proposed reporting system. Later all States voluntarily participated in an expanded test of the new system. The task force's analysis and recommendations and pilot test

results served as the foundation for proposed rules.

During the comment period, the Department received 21 comment letters and one telephone comment. Thirteen State welfare agencies, one local welfare agency and six FNS Regional Offices commented.

In light of the comments received, the final rules are only slightly modified from the proposed rules. This preamble addresses the changes made to the proposed regulations and a few areas of concern where changes were not made. Because the explanation of many of this rule's provisions is set forth in the proposed rule of May 27, 1980, it may be necessary to refer to that publication for a full understanding of these reporting procedures.

FNS-46 Reconciliation Report

Eight State agencies, one local agency, one Federal agency, and 4 FNS Regional Offices, commented on this portion of the November 9, 1979 proposed rule. Some commenters felt the FNS-46 was unnecessary. The Department continues to believe that a report which identifies and distinguishes authorized from unauthorized issuances is of major importance and will be of considerable value in tightening program accountability. The Department also believes that existing forms cannot be revised to solicit the information to be reported on FNS-46 without adding greatly to the complexity of these forms. Also, FNS-46 is a report of specialized information and because of its due date, could not be made compatible with existing forms.

The most frequent comment on FNS-46 concerned the due date. Many commenters stated that an accurate report could not be prepared within the proposed 45-day timeframe provided in 274.8(a)(5), of the proposed rule. Therefore the due date has been changed to 90 days from the end of the report month.

Several other recommendations for changes to the form were adopted. The form was revised to provide space for reporting the total number and value of all ATP's transacted, and total replacements for ATP's. Also, the form was reorganized to include a section for reporting unmatched ATP's for which State agencies are liable (blank, lost or stolen, expired, out-of-State, or duplicate ATP's transacted erroneously by the State Agency) and a section for other unmatched ATP's (duplicates in which both original and replacement ATP's were redeemed, counterfeit, altered, and others). Unmatched ATP's are those that cannot be matched to the State agency's master record.

FNS-388 Reporting System

Thirteen State welfare agencies, one local welfare agency and six FNS Regional Offices commented on this action of the May 27, 1980 proposed rule. The majority of the comments dealt with four issues: (1) the effectiveness of the FNS-388 report form, (2) the estimator procedures used by the States in determining the level of participation, (3) the timeframe for submission of the form, and (4) the accuracy standards.

Thirteen commenters (7 State welfare agencies, 1 local agency, and 5 FNS Regional Offices) favored the system. Some commenters stated they liked the rules as proposed. They stated they believed the system would reduce the reporting burden; they found the form to be working satisfactorily under the pilot test; and they had no problem meeting accuracy standards under the pilot test.

Three States expressed some disfavor with the reporting timeframe and/or the accuracy standards. California stated that during the pilot test they were able to meet the accuracy standards consistently when they submitted the FNS-388 on the twenty-fifth instead of nineteenth of the month. Maryland also reported trouble meeting the accuracy standards continually. Nebraska was concerned that they would have difficulty meeting the four percent accuracy standard due to unemployment changes and the seasonal participation of migrants.

Reporting Timeframes and Accuracy Standards

The final rule retains the 19-day reporting timeframe and the accuracy standards as specified in 274.8(a)(6) (i) and (ii), respectively, of the proposed rules. As stated earlier, the majority of State agencies commenting indicated they had no significant problem meeting the reporting timeframe and the accuracy standards for the FNS-388.

The pilot test of the system showed that very few States were not meeting the requirement that the data on the FNS-388 be telephoned to the Regional Office on the 19th of each month.

Additionally, the latest test month (May 1980) for which all data required by the form were reported showed that the majority of States are meeting the accuracy standards ($\pm 4\%$ for current month estimates and $\pm 2\%$ for previous month estimates).

For May 1980, FNS-250/256 actual data were available to perform an accuracy test on issuance estimates for 36 out of the 54 States, and an accuracy test on participation (persons and households) for 52 out of the 54 States. Of the 32 States for which an accuracy

test was done on issuance estimates, 30 met the $\pm 4\%$ standard and 32 met the $\pm 2\%$ standard. For the 52 States for which an accuracy test was done on the estimated number of persons, 45 met the $\pm 4\%$ standard and 43 met the $\pm 2\%$ standard. For the 52 States for which an accuracy test was done on the estimated number of households, 43 met the $\pm 4\%$ standard and 37 met the $\pm 2\%$ standard.

Estimation Procedures

The proposed rule provided that States could develop their own estimation procedures. The Department did not receive any negative comments on this provision. Two commenters asked that this provision be retained in the final rule. The provision has been adopted in the final rule.

Submission of Actual Data on the FNS-388

One State agency suggested that the rules be changed to allow a State to provide actual figures when available for the preceding month rather than revised estimates. The Department has adopted this change in § 274.8(a)(6)(i) of the final rule.

Relationship Between the FNS-388 and FNS-360

One State asked if the FNS-388 would replace the FNS-360, Federal Outlay Report. The FNS-388 does not replace the FNS-360. The FNS-388 contains Statewide estimates of issuance and participation. The FNS-360 contains Federal outlays by counties and cities with populations over 25,000.

Revisions to FNS-388 Estimates and Remeasurement of Accuracy

One commenter suggested that FNS add a provision to clarify that a State need not submit a revised FNS-388 when the State submits a revised FNS-250 or FNS-256. The commenter also suggested that FNS not remeasure the accuracy of the FNS-388 estimate when a State submits a revised FNS-250 or FNS-256.

The Department agrees that there is no need for a State to submit a revised FNS-388 with a revised FNS-250 or FNS-256; however, the Department does not see the need to add such a provision to the regulations.

With regard to the remeasurement of accuracy of estimates when revised FNS-250's and FNS-256's are submitted, FNS will use the latest data available at a particular point in time for which accuracy standards are evaluated to determine if a State can switch from monthly to quarterly reporting for the FNS-256. Any revised data available at the time the determination is made

would be included. The latest available data will also be used at the time a determination is made to require a State to reinstate monthly reporting of the FNS-256.

Explanation of Significant Changes in FNS-388 Estimates

One commenter suggested that the final rule mandate that a State explain significant changes in FNS-388 estimates of participation. The commenter said that if there were no requirement to explain significant changes, there should be no follow up when they occur.

The Department does not believe it is necessary to mandate that significant changes be explained. However, each month FNS will check the accuracy of past estimates and also analyze those currently reported. In this analysis, FNS may find significant changes in the estimates. These changes could be the first indication that a State needs to adjust its estimation procedures, or the change could indicate that something unusual happened; e.g., high unemployment in the State. In either case, FNS would like to know the reason for the significant changes. Therefore, the Department has retained the option to follow-up on significant changes and will contact States when it determines that such information is needed.

Submission of the FNS-388

One commenter stated that the instructions for submitting the FNS-388 form to FNS were not clear. The Department has revised the instructions to indicate that the States send the completed form to the FNS Regional Offices. The States are not required to send a copy to the National Office.

FNS-256 Reporting System

Fifteen commenters raised questions or concerns about the FNS-256 reporting system described in the May 27, 1980 proposed regulations (11 State welfare agencies and 4 FNS Regional offices). The main issues addressed in the comment letters related to elimination of the monthly submission of the FNS-256 or information required on the report.

Monthly Reporting of the FNS-256

Several States requested that the Department retain the requirement to continue monthly reporting of the FNS-256. Implementation of the new reporting system is intended to reduce the States' Federal reporting burden and the Department has an obligation to carry out that intent. Therefore, the Department has retained the provision in § 274.8(a)(6)(iii) which requires States to submit the FNS-256 monthly until

FNS accuracy standards for the FNS-388 are met. States meeting those accuracy standards will be given approval to submit the FNS-256 only for the months of January, April, July and October each year.

Reporting PA and NPA Participation

Several States requested that the Department retain the requirement to continue reporting both PA and NPA participation. Since the 1977 Food Stamp Act eliminated the categorical eligibility provision, the Department no longer needs separate PA and NPA participation data on the FNS-256. Should the need arise, the Department can obtain this information through other data collection means. However, if States want to continue to have the PA and NPA data broken down separately for internal use, they are free to do so.

Reporting on the Form FNS-256

The Department is eliminating the requirement that participation and issuance data be submitted only on the FNS-256. The Department does not want to interfere with a State's system for collecting program data the State needs. With approval from FNS, a State may submit a State-designed form or other type of document (e.g., computer printout) in lieu of the FNS-256 forms. However, the State's document must contain all of the data required on the FNS-256 form.

Elimination of the FNS-256 Report

One State suggested that the Department eliminate the FNS-256 reporting requirement for those States that can provide actual issuance and participation data for the previous month on the FNS-388. The FNS-388 and FNS-256 provide data at different levels of detail. The FNS-388 provides data at a Statewide level while the FNS-256 provides data at the project area level. The Department needs project level data reported on the FNS-256 for the months of January, April, July, and October. Therefore, the Department will retain the requirement for the FNS-256 report.

Responsibility for Determining When a State can Change FNS-256 Reporting Frequency

Commenters indicated that the rule was not clear as to who has the responsibility to determine when a State is to change the FNS-256 reporting frequency. The Department has revised § 274.8(a)(6)(iii) of the rule to indicate that the FNS National Office will make that determination.

Effective Date for Discontinuing Monthly FNS-256 Reporting

Commenters indicated that the rule was not clear as to the effective date on which a State may discontinue monthly FNS-256 reporting. FNS will notify a State to switch to submitting the FNS-256 one month each quarter if its FNS-388 estimates meet accuracy standards for any three consecutive months.

The Department has checked the accuracy of the estimates on FNS-388's submitted during the pilot test of the new reporting system. Based on the test results the Department believes that the States have been providing FNS-388 reports that are reliable for determining whether a State should reduce its FNS-256 reporting. The Department, therefore, wants to provide an opportunity for those States now meeting the accuracy standards to switch to submitting the FNS-256 one month each quarter effective with the publication of these final rules.

Although States may begin submitting the FNS-256 for one-month each quarter following three consecutive months for which their estimates on the FNS-388 meet accuracy standards, FNS must wait until the third month's report is received before the accuracy check can be completed. That report is not due until 45 days after the end of the report month. FNS will make a determination on whether a State has met the accuracy standard and notify the States as soon as practicable after the submission of the third report if the State is no longer required to submit FNS-256's monthly.

For example, it would be mid-December, at the earliest, before FNS would have the August, September, and October reports on hand to conduct an accuracy test. If these months did meet accuracy standards, it would be late December before the State would be notified that they could switch to reporting one month each quarter. The notice to the State would explain that the State need not send a report for November or December and that the next report due would be for January. A State notified at this point might have a November FNS-256 report in preparation or may have already submitted that monthly report. However, the State would not be held accountable for the November or December reports.

On the other hand, if the October, November, and December reports were the three consecutive FNS-388 reports meeting the accuracy standards, the first month for which an FNS-256 report would not be required would be the following February, since January is a required quarterly report month. The

State would be required to submit the January report.

Resumption of FNS-256 Monthly Reporting

The Department did not receive any comments on the proposed provision regarding resumption of monthly FNS-256 reporting. However, the provision is slightly modified in the final rule.

The proposed rule provided that FNS may require resumption of monthly reporting on the FNS-256 if a State refuses to improve its estimation procedures or fails to meet the tolerances in reporting estimates for bonus dollar amounts for three consecutive months.

The primary purpose of the FNS-388 is to report participation data. Therefore, § 274.8(a)(6)(ii) has been changed in the final rule to reflect that resumption of monthly reporting would be based on refusal to improve estimation procedures or failure to meet accuracy standards for reporting participation data for two consecutive quarters on the FNS-388.

Completing the Form FNS-256

In light of questions raised by commenters, the following are further clarifications of needed information to be reported on the FNS-256:

(1) *Altered ATP's.* The State shall count the altered amount not the original amount for reporting on the FNS-256.

(2) *Supplemental, Duplicate, or Expired ATP's.* The State shall count households and associated persons only once for reporting on the FNS-256 even though the household may have been erroneously issued and may have transacted more than one ATP in the month. These may have been supplemental, duplicate or expired ATP's. However, the State shall report the total value of all ATP's transacted by a household.

(3) *ATP's Issued After the Twentieth.* The State shall count all ATP's transacted in the month regardless of when they were issued.

(4) *Out-of-Project ATP's.* The State shall count ATP's transacted in a project area whether they were issued within or outside of the project area.

(5) *Dollar Amount of Coupons.* States are to include all issuances made on which documentation exists (even though that documentation may be erroneous; i.e., expired, counterfeit, duplicate, etc.) Cashier errors would not be included on the FNS-256 since documentation for cashier errors would not exist. Cashier errors are accounted for on the FNS-250.

Omitting the Total Value of Coupons Issued

One commenter suggested that the Department not require reporting of the total value of coupons issued on the FNS-256. The commenter stated that the FNS-250 is due at the time as the FNS-256.

The FNS-250 contains data by project area, and the FNS-256 contains data by reporting point. In most instances project areas and reporting points are not the same. The Department needs issuance data from both of these. Therefore, the Department will remain the requirement to report issuance data on the FNS-256.

Accordingly, 7 CFR Parts 272 and 274 are being amended by this final action.

PART 272—REQUIREMENTS FOR PARTICIPATING STATE AGENCIES

7 CFR Part 272 is amended as follows:

In § 272.1, a new paragraph (23) is added to paragraph (g) to read as follows:

§ 272.1 General terms and conditions.

(g) Implementation:

(23) Amendment No. 171. (i) All States operating an ATP issuance system shall submit the first Form FNS-46, Food Stamp Reconciliation Report, in accordance with Amendment No. 171, for the month of February 1981. This report shall be submitted to the FNS Regional Office within 90 days from the end of the report month.

(ii) All States shall submit the Form FNS-388, State Coupon Issuance and Participation Estimates, for February 1981 and each month thereafter. Those States that have not submitted procedures for estimating program participation, shall submit them to the FNS Regional Office on or before February 6, 1981.

PART 274—ISSUANCE AND USE OF FOOD COUPONS

7 CFR Part 274 is amended as follows:

In § 274.8 a new paragraph (5) is added (previously reserved) and paragraph (6) is revised.

The addition and revision read as follows:

§ 274.8 State agency reporting and destruction of unissued coupons.

(a) State agency reporting.

(5) Each State agency operating an ATP issuance system shall report monthly to FNS on the reconciliation of

the transacted ATP's against the HIR Master File. This report shall be made by completing Form FNS-46, Food Stamp Reconciliation Report. The report shall be prepared at the level of the State agency where the actual reconciliation of the transacted ATP's to the HIR Master File takes place. This report shall be submitted to FNS no later than 90 days following the end of the report month. The first report shall be due for the month of February 1981.

(6) The State agency shall report on coupon issuance and participation on the Food Stamp Program as follows:

(i) The State agency shall mail the FNS-388, State Coupon Issuance and Participation Estimates, to the FNS Regional Office by no later than the 19th of each month. The FNS-388 shall contain statewide estimates of the dollar value of coupons issued, and estimates of the number of households and persons who have participated based on the State's estimating procedures evaluated by FNS as required in paragraph (a)(6)(ii) of this section. The FNS-388 shall contain estimates for the current month and revised estimates for the preceding month. If a State agency has the ability to report actual figures for the preceding month rather than revised estimates, it may use the actual figures on the FNS-388. The FNS-388 shall be signed by a designated State agency official (preferably the person responsible for completing the report). The State agency shall telephone the FNS-388 data to the appropriate FNS Regional Office on the 19th of each month prior to mailing the report to that office. When the 19th falls on a weekend or holiday, the FNS-388 data shall be reported by telephone and mailed on the first working day after the 19th.

(ii) The State agency shall submit the estimation procedures to be used in producing the FNS-388 to the FNS Regional Office for review and comment. The estimation procedures shall be documented by FNS. FNS shall monitor on a monthly basis the accuracy of the estimated dollar value of coupons issued as reported on the FNS-388 against the total dollar value of coupons issued as reported by the State agency for all issuance agents on the FNS-250 for the corresponding month. FNS shall monitor periodically the accuracy of the estimated numbers of households and persons participating as reported on the FNS-388 against the actual total participation for all project areas as reported on the FNS-256 for the corresponding month. Current month's estimates shall be within ± 4 percent and previous month's estimates shall be

within ± 2 percent of actual amounts. If the degree of accuracy falls outside of these tolerances, FNS shall notify the State agency and assist the State agency in revising its estimation procedures to improve the degree of accuracy. In no event shall the failure to meet these tolerances result in an administrative or fiscal sanction against the State agency. FNS may require resumption of monthly project area reporting on the FNS-258 by withdrawing its approval in paragraph (a)(8)(III) of this section under two conditions: (A) the State agency refuses to improve its estimating procedures, or (B) the current and previous months' estimates on the FNS-258 for persons participating exceeds accuracy standards for two consecutive quarters.

(iii) The State agency shall mail to the FNS Regional Office the Form FNS-258, Project Area Participation and Coupon Issuance, for each project area by the 45th day following the end of the report month. The FNS-258 shall contain each project area's actual participation by the number of households and persons and the dollar value of coupons actually issued. With prior approval of FNS, the State agency may substitute their own form or other reporting document provided that the alternative reporting format contains all the information required by the FNS-258. The State agency shall submit an FNS-258 monthly for each project area until approval is received from FNS to discontinue monthly reporting.

If the State agency achieves the degree of accuracy on the FNS-388 specified in paragraph (a)(8)(ii) of this section for at least three consecutive months for "current" and "previous" months and for all three categories of dollars, persons, and households, FNS shall notify the State agency to discontinue the FNS-258 as a monthly report starting with the next report month. Thereafter, the State agency shall submit the FNS-258 for the months of January, April, July, and October each year.

Notes.—The reporting and/or recording keeping requirements in this amendment have been approved by the Office of Management and Budget in accordance with the Federal Reports Act of 1942. Additionally, Federal Register policy does not permit the final forms to be reprinted in the Federal Register. However, supplies will be available. (91 Stat. 958 (7 U.S.C. 2011-2027)) (Catalog of Federal Domestic Assistance Programs No. 10.551 Food Stamps)

Dated: December 31, 1980.

Carol Tucker Foxman,

Assistant Secretary for Food and Consumer Services.

[FR Dec. 31-1981 Filed 1-4-82; 8:48 am]
BILLING CODE 3410-30-01

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

1. PROJECT
CODE

2. REPORT FOR:

Month | Year

ATP RECONCILIATION REPORT

(FNS Handbook 301)

NOTE: Reconciliation of ATP's to Master File due 90 days after end of Report Month.

3. REORDER OF FORM

4. RECONCILIATION POINT

5. PROJECT AREAS & ISSUANCE AGENTS FOR WHICH THIS POINT PERFORMS RECONCILIATION

Type	Number
PA's	
IA's	

6. TYPE ("X" One)

- Initial Submission
- Resubmission of FNS Rejected
- Report
- Revised Report (Complete Item 7)

FOR REVISED REPORTS ONLY

7A. INDICATE SECTION(S) CONTAINING CORRECTION

- I
- II
- III

7B. NO. OF REVISED REPORTS SUBMITTED (Including this one)

I. ISSUANCE AND TRANSACTION SUMMARY

	NO. OF ATP's	VALUE OF ATP's
8. Total ATP's transacted		
9. Total replacement ATP's transacted		
10. Total unmatched ATP's		

II. UNMATCHED ATP SUMMARY - STATE AGENCY LIABILITIES

	NO. OF ATP's	VALUE OF ATP's
11. Blank ATP's lost or stolen from the State Agency and subsequently transacted		
12. Expired ATP's transacted		
13. Out-of-State ATP's transacted		
14. Duplicate ATP transactions caused by State Agency error		
15. TOTAL		

III. OTHER UNMATCHED ATP's

	NO. OF ATP's	VALUE OF ATP's
16. Duplicate ATP transactions in which both original and replacement ATP's were redeemed		
17. Counterfeit ATP's transacted		
18. Altered ATP's transacted		
19. Other (Explain below, Item 21)		
20. TOTAL		

21. EXPLANATION OF "OTHER" (Item 19)

REMARKS

I CERTIFY that this report was compiled in accordance with the procedures set forth in the Food Stamp Program Regulations. I further certify that this report is true and correct and I understand that I make these certifications under penalty of law.

DATE	SIGNATURE	TITLE
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