



About FPRS

This FPRS production application supports the following Food Stamp and Special Nutrition Program forms (showing **current**, prior, and *display-only* form versions).

Food Stamp Program Forms

- FNS-46 (**12-97** & 8-89) Issuance Reconciliation Report
- FNS-101 (**10-06** & 9-95, 2-80) Participation in Food Programs by Race
- FNS-209 (**7-00** & 10-96, 6-86) Status of Claims Against Households
- FNS-250 (**10-98** & 6-89) Food Coupon Accountability Report
- FNS-259 (**12-98** & 8-96, 5-83) Food Stamp Mail Issuance Report
- SF-269 (FS) (**7-03** & 9-93, 9-92, 9-91, 12-89, 9-88) Financial Status Report-Food Stamp Program
- SF-269A (**4-88**) Financial Status Report (Short Form) for FSP-PART and FSP-OR Grants
- FNS-366A (**7-03** & 2-00, 8-96, 10-95, 6-93, 6-91, 6-89) Program and Budget Summary Statement Part A: Budget Projection
- FNS-366B (**1-07** & 4-01, 8-96, 10-95, 4-87) Program and Budget Summary Statement Part B: Program Activity Statement
- FNS-388 (**3-04** & 8-00, 11-95, 8-92, 8-90, 5-85) State Issuance and Participation Estimates
- FNS-388A (**10-85**) Food Stamp Program Project Area Data
- FNS-583 (**3-05** & 6-03, 9-98, 4-96, 7-92, 5-87) Employment and Training (E&T) Program Report

Special Nutrition Program Forms

~Child Nutrition Programs

- FNS-10 (**10-99** & 10-96, 10-90, 10-88) School Program Operations
- FNS-13 (**5-98** & 4-97, 3-92, 6-83) State Revenue Matching
- FNS-42 (**7-99** & 7-97, 11-92, 9-82) Nutrition Education and Training Report
- FNS-44 (**10-99** & 5-97, 10-90, 10-86) Child and Adult Care Food Program
- SF-269 (CN) (**4-90** & 10-89) Financial Status Report-Child Nutrition
- SF-269A (**4-88**) Financial Status Report (Short Form) for CN-FSMI, CN-TN, SBP, CN-FFVP, and CN-FFVP-ITO
- SF-269L (**4-88**) Financial Status Report (Long Form) for NET
- FNS-418 (**3-00** & 7-97, 6-90, 5-84) Summer Food Service Program
- FNS-665 (**11-96** & 4-95, 8-89) Nutrition Education and Training Administrative Costs
- FBCI (**10-05**) Faith-Based and Community Initiatives for CN-CACFP, CN-NSLP, CN-SBP, and CN-SFSP

~Commodity Supplemental Food Program (CSFP)

- FNS-153 (**5-00** & 8-97, 6-95, 3-93, 3-89) CSFP Participation and Food Distribution for CSFP and CSFP-SUP
- FNS-191 (**10-06** & 9-95, 11-89) CSFP Participation by Race
- SF-269A (**4-88**) Financial Status Report (Short Form) for CSFP and CSFP-SUP
- FBCI (**10-05**) Faith-Based and Community Initiatives

~Food Distribution Program on Indian Reservations (FDPIR)

- FNS-101 (**10-06** & 9-95, 2-80) Participation in Food Programs by Race
- FNS-152 (**6-05** & 5-00, 7-97, 8-96, 6-95, 4-90, 9-81) Monthly Distribution of Donated Food to Family Units
- SF-269A (**4-88**) Financial Status Report (Short Form) for FDPIR-CE and FDPIR-NET
- SF-269L (**4-88**) Financial Status Report (Long Form)

~Nutrition Services Incentive Program

- SF-269A (**4-88**) Financial Status Report (Short Form) for NSIP/NPE
- FNS-586A (4-95 & 3-89) Monthly Report of Meal Counts for Title III
- FNS-586B (4-95 & 3-89) Quarterly Report of Monthly Meal Counts for Title IV

~Food Distribution Programs

- FNS-292 (**1-05** & 2-92) Report of Food Stamp Benefit Issuance and Commodity Distribution for Disaster Relief
- FNS-667 (**2-93** & 11-89) Report of TEFAP Administrative Costs
- FNS-706-1 (**10-87**) (CI) Charitable Institutions Annual Report
- FNS-706-1 (**10-87**) (SC) Summer Camps of Children Annual Report
- FBCI (**10-05**) Faith-Based and Community Initiatives for TEFAP

~WIC Programs

- FNS-203 (**3-98** & 7-93) WIC Farmers' Market Nutrition Program Report
- FNS-227 (**5-99** & 7-95, 4-92) WIC Program Annual Closeout Report
- FNS-227A (5-99 & 7-95, 4-92) Addendum to WIC Program Annual Closeout Report-NSA Expenditures - **Combined with FNS-227**
- SF-269A (**4-88**) Financial Status Report (Short Form) for WIC-BFPC, WIC-CDC, WIC-EBT, WIC-INF, WIC-INF.SAM, WIC-S2S, WIC-SAM, WIC-SPG.CONC, and WIC-SPG.FULL
- SF-269L (**4-88**) Financial Status Report (Long Form) for WIC-FMNP
- SF-269WIC (7-76) Financial Status Report (WIC)
- FNS-498 (**7-97** & 4-92, 9-89, 11-88) WIC Monthly Financial Management and Participation Report
- FNS-648 (**8-95**) WIC Local Agency Directory Report
- FNS-654 (4-92 & 12-89, 2-88) WIC Annual Participation Report
- FNS-683 (**3-98** & 10-94, 9-93) WIC FMNP Annual Financial Report
- FNS-798 (**7-02** & 5-00) WIC Financial Management and Participation Report
- FNS-798A (5-00) Addendum to WIC Financial Management and Participation Report-NSA

- Expenditures - **Combined with FNS-798**
- FBCI (**10-05**) Faith-Based and Community Initiatives

~Senior Farmers' Market Nutrition Program

- SF-269A (**4-88**) Financial Status Report (Short Form)

This production system creates permanent Food Stamp and Special Nutrition Programs submissions that are reflected in the National Data Bank (NDB) the following day.

This is FPRS Build 4.5.3056, created Jun 13 2008.

Food Programs Reporting System (FPRS) Frequently Asked Questions (FAQs)

1. How do I enter a New Submission in FPRS?

- Click the "Online Forms" tab at the top of the screen.
- Click the "New Submission" link under the "Online Forms" tab.
- Select:
 - Program
 - Form
 - State
 - Agency (if applicable)
 - Operating Period
- Click the "Next" button.
- In the box that appears at the bottom of the screen click "New" next to the appropriate revision and/or submission type.
- Consult the User Manual, Part B, regarding your form for more information on entering data into the fields.
- Once you have completed your form select "Save", or if you have the option available you can select "Certify". This will complete your form submission to someone who can "Certify" or "Post" it.

2. I have opened up a New Submission and the "Previously Reported Balance" entries are not filled in. How do I proceed?

- Do not continue with data entry if the "Previously Reported Balance" fields are not showing.
- You should select "Cancel" and follow the procedures described in Question 1, above.

3. I have finished entering data and saved the form, but when I went back into the form later, the cells were blank. Why?

- Although rare, the three most common reasons for this are:
 - You are using a pop-up blocker that prevents validation. Validation must complete for the form to be saved. You need to deactivate your pop-up blocker.
 - When the validation box appeared you did not click the "OK" button, which tells FPRS to save the form. Always be sure to hit the "OK" button.
 - You allowed FPRS to time out. This disconnects your computer from FPRS, preventing the form from being saved. Always remember to save your form at least once every ten minutes.
- If none of these solutions applies to you, please contact FPRS Support. The Contact details are at the bottom of this list.

4. Am I supposed to enter data in the gray cells?

- No. Those cells are for system use only.

5. Why are the gray cells empty?

- The gray cells are sometimes filled out automatically as you type. Other times the gray cells are calculated only when the form is validated by clicking either the "Save" button or the "Validate" button.

6. What if I have other questions or concerns?

- Call the FPRS Help Desk to get assistance with your issue. The Help Desk can be reached by phone at # or by email at e-address

Submission Expert Search

<u>Program</u>			
<u>Form</u>			
<u>Location</u>			
<u>Time Range</u>			
<u>Submission Status</u>	<input type="checkbox"/> <u>W</u> ork In Progress (W)	<input type="checkbox"/> Rejected Before Certifying (RC)	
	<input type="checkbox"/> <u>V</u> alidated (V)	<input type="checkbox"/> Rejected Before Posting (RP)	
<input checked="" type="checkbox"/> <u>A</u> ll (A)	<input type="checkbox"/> <u>C</u> ertified (C)	<input type="checkbox"/> Rejected After Posting (R)	
	<input type="checkbox"/> <u>P</u> osted (P)		

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