FORM APPROVED OMB NO. 0584-0080 Expiration Date: 03/31/2014

U.S. DEPARTMENT OF AGRICULTURE - Food and Nutrition Service

ISSUANCE RECONCILIATION REPORT

NOTE: Report is due 90 days after end of report month.

According to the Paperwo OMB control number. The collection is estimated to needed, and complete an	ne valid OMB control num average 4 hours per resp	ber for this i	nformation c	ollection is 05	84-0080	The	time required to c	omple	ete this	
needed, and complete and review the information collection. 1. NAME AND ADDRESS OF RECONCILIATION POINT 2. TYPE OF			REPORT				4. CONSOLIDATED RECONCILIATION REPORT			
	Initial F		MO YEAR			n	NUMBER OF PROJECT AREAS			
		FOR			NT	NUMBER OF ISSUANCE POINTS				
5. SNAP Issuance Sys	stems Used		EBT ISS	UANCE	C	ASH IS	SUANCE		OTHER ISSUANCE	
FEDERAL OBLIGATIONS										
6. Issuance this month										
7. Disaster SNAP issuance this month										
Returns during current month										
9. Net Issuance (Line 6 plus Line 7 minus Line 8)										
10. Value of authorized replacement(s) transacted										
MASTER FILE RECONCILIATION										
11. Issuance record not found on Master Iss. File										
12. Value of unauth. duplicate/replace. transacted										
All other Issuances not documented and reconciled by final report										
TRANSACTION RECON										
14. Altered/counterfeit auth. docs. transacted										
15. Lost/stolen blank auth. docs. transacted										
16. Out-of-State auth. doc. or card transacted										
17. Auth. doc. with no photo-ID no. transacted										
18. Unsigned/unstamped auth. doc. transacted										
19. Other invalid issuance										
OTHER ISSUANCE LIABILITIES										
20. Unauthorized Issuance after FNS directive										
21. Unauthorized Issuance in court order/settlement										
TOTALS										
22. Total overissuance (Add lines 11 through 21)										
23. Total valid issuance (Line 9 minus Line 22)										
24. REMARKS (* Specify a	nd/or describe)									
I CERTIFY that this report and correct and I understand				rth in the SNA	P Regula	ations.	I further certify that	this re	eport is true	
	26. SIGNATURE	nons under pe	many of law.	<u> </u>			27. TITLE			

INSTRUCTIONS (Form FNS-46)

General: Form FNS-46, Issuance Reconciliation Report is used to account for benefits issued during a report month. This report shall be completed at each issuance reconciliation point. For each type of issuance system, there should be 1) a Master Issuance File having a composite of all certified households; 2) a Record-for-issuance File (generated from the Master issuance File) containing all authorized issuances to be made for the report month; and 3) a procedure for posting issuances made to a Record -for-issuance File to the Master Issuance File. For lines 10-21 below, the phase, "Enter total value of all..." applies. The number of occurrences may be added in parentheses after the description on each line, if so desired.

- 1. Show the complete name and address of the reconciliation point where this report is prepared.
- 2. Indicate the month and year for which the report is being prepared, and whether the report being submitted is the initial, final, or a revision.
- 3. Enter the project code for the reconciliation point.
- 4. Indicate the number of project areas and issuance points involved.
- 5. Check the column(s) which describes your SNAP issuance system(s) used and in which you will report your losses. If this is a consolidated report, losses may be reported under more than one type of issuance system. Do not enter amounts in shaded blocks.

AUTHORIZATION DOCUMENT - Any system using an authorization document which has to be signed by the household, and which has to be reconciled.

DIRECT ACCESS - Any system in which an issuance agent is able to access the Master Issuance File (or the Record-for-issuance File) directly, either through a terminal, or manually, as in a Household Issuance Record (HIR) system.

DIRECT MAIL - A system in which benefits are mailed directly to participating households.

- OTHER For reporting reconciliation in SSI cash-out areas; on-line and off-line electronic benefits transfer (EBT) systems (Federally-approved demonstrations, state-operated pilots, and permanent); any new issuance system developed under a welfare reform initiative; and, any system in use and not described above, including systems which may use a form of benefits other than coupons. Specify and/or describe any other issuance systems used. More than one "other" system should be reported on a separate FNS-46.
- 6. Coupons (benefits) issued this month, to include all new Federal obligations from initial, supplemental, restored and replacement benefits and obligations resulting from exchanges of coupons for any reason, regardless of whether or not any portion of this total was improperly issued.
- 8. Coupons (benefits) returned for any reason, to include coupons for which an exchange was made, coupons which; were unclaimed or undeliverable, and mutilated or improperly manufactured coupons. This total includes coupons officially destroyed, as well as those returned to inventory, and represents coupons which are no longer Federal obligations.

- Net issuance, determined by subtracting benefits returned from total issuance.
- 10. When both an original and an authorized replacement issuance have been issued/transacted, show **only** the value of the replacement(s).
- 11. Benefits issued with no documentation (household record) on the Master File.
- 12. When both an original and an unauthorized replacement or duplicate issuance have been issued/transacted, show **only** the value of the replacements.
- 13. All issuances which have not been documented and reconciled by submission of the month's final report.
- 14. Altered and counterfeit authorization documents which are transacted, to include ATPs, electronic benefit transfer cards, authorization register, which are reconciled, etc.
- 15. Benefits issued through transacted authorization documents which have been lost or accidentally destroyed before reconciliation, and the value of all stolen blank authorization documents which are transacted.
- 16. Benefits issued from authorization documents or electronic cards not issued in this State.
- 18. Benefits issued from authorization documents in photo-ID required area, for which there were no photo-ID serial number annotations, and for which the authorization documents were found to be not valid.
- 19. Benefits issued from authorization documents which were not signed by the household, or date-stamped by the issuance agent, and which were found to be not valid.
- 20. The value of all other invalid issuances.
- 21. Benefits erroneously issued during the effective period of an order to reduce, suspend or cancel allotments (7 CFR 271.7)
- 22. Coupons issued as the result of a court order or settlement agreement **not** reported to FNS.
- 23. Benefits, if any, which were overissued (total Lines 11-21).
- 24. Enter the amount representing net issuance minus overissuance (Line 9 minus line 22).
- 25. If any entries above require an explanation please enter the information here.
- 26. Enter the date this form is signed.
- 27. Signature of individual authorized to account for the issuance of benefits.
- 28. Show the full title of the individual signing in Line 26.