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- Form FNS-683A Instructions (1-07)

# Form FNS-683A Instructions (8-07)

Click this link to open the PDF file containing the FNS-683A (8-07) form and instructions in a new window: [FNS-683A.pdf](#)

## INSTRUCTIONS FOR SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP) ANNUAL FINANCIAL AND PROGRAM DATA REPORT

### PURPOSE

Each State agency administering the Senior Farmers' Market Nutrition (SFMNP) Program must use the SFMNP Annual Financial and Program Data Report to report: (1) the composition and disposition of its authorized SFMNP Grant for the Federal fiscal year closed out (i.e., the "report year"); and (2) the number of participants served, authorized farmers and outlets.

### Part A – Heading.

1. Federal Agency. Identifies the Federal agency. Self-explanatory.
2. State 7-Digit Code. Enter the seven digit State agency identification code assigned by FNS.
3. DUNS Universal ID. OMB requires entities applying for Federal grants to provide government agencies with a Universal Identifier. The initial and annual SFMNP State Plan submissions are considered to be applications for a federal grant, and thus State agencies must comply with this requirement. Currently, the Universal Identifier system in use is the Data Universal Numbering System (DUNS).
4. State Agency identifies the State agency and address. Self-explanatory.

11. Federal Program Outlays. Self-explanatory.
12. Federal Unliquidated Obligations. Self-explanatory.
13. Federal Program Outlays and Unliquidated Obligations. (For each column add row 11 plus row 12).
14. Federal Funds to be Recovered. (Row 7 minus row 13)

### Part C – Program Data.

15. 60 or Older. Enter the number of persons or households that meet the eligibility requirements and to whom coupon or equivalent benefits have been issued.
16. Less than 60. Enter the number of persons or households that meet the eligibility requirements and to whom coupon or equivalent benefits have been issued. This may include participants from Indian Tribal Organizations (ITOs), and participants that are disabled.
17. Non-Federal. Enter the number of persons or households that meet the eligibility requirements and to whom coupon or equivalent benefits have been issued.
18. Total Participants. Self-explanatory.

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5. Basis. Check the block that identifies the reporting basis (cash or accrual) used to prepare the report.
6. Report Year. Enter the beginning and ending dates of the report year. This is the 12-month Federal fiscal year to which the report pertains.

**Part B – Analysis of Report Year Program Activity.**

This part analyzes the source(s) and applications of the funds available to the State agency for the report year SFMNP outlays. Column (A) captures this information with respect to food outlays (costs); column (B) captures administrative outlays (costs); and column (C) captures the sum of the two components (A&B).

7. Federal Grant. For each column, enter the total dollar amount FNS allocated to the State agency for the report year.
8. Gross Outlays and Unliquidated Obligations for Report year. For each column, enter the sum of the State agency's outlays and unliquidated obligations for report year. Include outlays and unliquidated obligations funded from all sources other than the Federal SFMNP grants, e.g. private funds, local funds, State funds.
9. Program Income. Enter the total amount of any income generated by SFMNP operations during the report year. If no program income was realized, enter "0." See 7 CFR 249.13 for information on program income.
10. Net Outlays and Unliquidated Obligations. (Row 8 minus row 9).

19. Number of Authorized Farmers. Self-explanatory.
20. Number of Authorized Farmers' Markets. Self-explanatory.
21. Number of Authorized Roadside Stands. Self-explanatory.
22. Number of Authorized CSAs. Self-explanatory.
23. Total Number of Authorized Outlets. Markets, roadside stands, and CSAs, but does not include the number of authorized farmers.
24. Bulk Purchases. Enter the amount of food funds used during the report year for bulk purchases. The amount of funds used for bulk purchases is a subset of (11A).
25. Total Value of Coupons Issued. Self-explanatory.
26. Total Value of Coupons Redeemed. Self-explanatory.

**Part D – Other.**

Remarks. Enter any additional information that FNS would need to interpret the information presented in Parts A through C.

Certification. These entries are self-explanatory.

Submissions. The State agency shall submit the FNS-683a, SFMNP Financial Report, to the applicable FNS regional office by January 31 of the Federal fiscal year following the report year.