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Form FNS-292A Instructions (04-08)

Click this link to open the PDF file containing the FNS-292A (4-08) form and instructions in a new window: [FNS-292A.pdf](#)

INSTRUCTIONS FOR FNS 292A (DISASTER RELIEF)

The electronic form FNS-292A consists of four tabs. Each of the four tabs contains eight items (numbered 4 – 11) for each of the four disasters that can be entered per form. Data entry should be in sequence for each of the tabs. A short description appears on each tab on the FPRS screen to provide the user with information that can be used to determine whether to complete a specific tab.

SECTION #4. DISASTER DATE:

This cell contains a date field to allow the user to enter the date of the disaster. In a disaster that spans multiple days (e.g. hurricane, wildfire, etc.), this should be the first day of the disaster.

DISASTER NAME:

This cell contains a field allowing entry of up to 20 characters. If the user does not enter any name, the disaster name becomes whatever is entered in Section #7 below, "Type of Disaster."

SECTION #5. TOTAL NUMBER OF PERSONS RECEIVING COMMODITIES:

This cell contains a list to allow the user to enter a county and the total number of persons within that county. The system will add the total number of persons per county to provide the total number of persons served. A row insert button is included on this item, which allows additional rows to be added.

SECTION #6. TYPE OF FEEDING:

This cell contains a drop-down list that allows the user to select whether the type of feeding is congregate or household.

SECTION #7. TYPE OF DISASTER:

This cell contains two drop-down lists, Presidential Declaration and Primary Disaster Type, and a multi-selection area. The Secondary Types of Disaster identify disasters that result from the Primary Type of Disaster (example: Hurricane Katrina caused floods, as well as other miscellaneous disasters in 2005. Up to 10 secondary disasters can be identified (i.e. flood, hurricane, tornado, earthquake, plus six others). The secondary disasters are optional, and can only be entered once the primary disaster has been selected. When "Other" is selected, a text box is enabled for the user to manually enter the name of the Disaster.

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SECTION #8. NAME OF AGENCY(S) ISSUING COMMODITIES:

This cell contains a multi-select checkbox that allows the user to enter agencies that receive the commodities. The two primary agencies are the American Red Cross and the Salvation Army. If the user selects 'Other', then the system will enable a sub-list that allows entry of up to 30 miscellaneous agencies.

SECTION #9. PERIOD OF ISSUANCE:

The period or issuance date range fields allow the user to enter the date range (i.e. From date and To date) of the issuance of commodities. Based on the new "Pre-Landfall Disaster Declaration", the disaster relief can begin up to 7 days prior to the disaster date.

SECTION #10. COMMODITIES DISTRIBUTED:

This cell contains a list engine that allows the user to enter a Commodity, its Delivery Order Number (DO # – if applicable), the # of cases of that commodity, along with the weight and value per case. Once entered, the system will perform the following actions:

- Calculate the total weight (in pounds) of the commodity
- Calculate the total value (in US\$) of the commodity
- Add the total weight of the commodity to the Sum Total Weight
- Add the total value of the commodity to the Sum Total Value
- Display a new row for the user to enter a new Commodity

SECTION #11. REMARKS:

This cell contains a text box that allows the user to type in or cut and paste remarks of up to 2000 characters.