

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, which is a composite of the issuance records of all certified SNAP 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 recording issuances that were actually made available to households, based on the Record -for-issuance File, back to the Master Issuance File. For lines 9-13 below, the phrase, "Enter total value of all..." applies.

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 issuance system(s) and in which you will report your losses.

EBT – An on-line or off-line Electronic Benefits Transfer system.

OTHER - For reporting reconciliation in SSI cash-out areas; any new issuance system developed under a welfare reform initiative; and any system in use and not described above. Specify and/or describe any other issuance systems used. More than one "other" system should be reported on a separate FNS-46.

6 a – Regular Ongoing: includes all Federal obligations from initial daily, monthly, supplemental and restored benefits provided under normal eligibility rules covered by 7 CFR 273, regardless of whether or not any portion of this total was improperly issued. If this value is not readily available, but Line 6, Total Issuances is known, subtract Lines 6b through 6f from Line 6 and enter remainder in Line 6a.

6 b – D-SNAP (New Participation): includes obligations from initial benefits issued through a Disaster SNAP program, authorized under the Stafford Act, to households that ARE NOT currently certified to receive ongoing SNAP benefits under Line 6a, regardless of whether or not any portion of this total was improperly issued.

6 c – Disaster Supplements: includes obligations from supplemental benefits issued through a Disaster SNAP program, authorized under the Stafford Act, to households that ARE currently certified to receive ongoing SNAP benefits under Line 6a, regardless of whether or not any portion of this total was improperly issued.

6 d – Replacements: includes obligations for replacement issuances when a certified household reports that food purchased with Program benefits was destroyed in a household misfortune or FNS approves mass replacements in a widespread disaster situation, regardless of whether or not any portion of this total was improperly issued.

6 e – State/Federal Investigator Benefits: includes obligations for special accounts used by authorized State and Federal staff to conduct compliance investigations.

6 f – Other Issuances: includes any other obligation that does not meet the definitions of Lines 6a through 6e.

6. **ISSUANCES** – All new benefit issuances that became Federal obligations during the reporting month, regardless of whether or not any portion of them was improperly issued. Total All Issuance determined by adding Lines 6a through 6f.

7 a – Total D-SNAP Returns: includes all full or partial D-SNAP benefits, originally reportable as issuances on Lines 6b or 6c, that were returned during the reporting month, including expungements and claims repayments.

7 b - Total Non-D-SNAP Returns: includes all full or partial non-D-SNAP benefits, originally reportable as issuances on Lines 6a, 6d, 6e, or 6f, that were deobligated during the reporting month, including expungements, claims repayments and returned investigator benefits.

7. **RETURNS** – All full or partial benefits deobligated during the reporting month. Total All Returns determined by adding Lines 7a and 7b.
8. **NET TOTAL ISSUANCES** – Determined by subtracting benefits returned, Line 7, from total issuance, Line 6.
9. Benefits issued with no documentation (authorization record) on the Record-for-issuance File.
10. When both an original and an unauthorized replacement or duplicate issuance have been issued and made available to the household, show only the value of the replacement/duplicate(s).
11. All other issuances which have not been validated and reconciled by submission of the month's final report. Provide explanation under 16. *Remarks*.
12. Benefits erroneously issued during the effective period of an order to reduce, suspend or cancel allotments (7 CFR 271.7).
13. Benefits issued as the result of a court order or settlement agreement not reported to FNS.
14. Benefits, if any, which were overissued (total Lines 9-13).
15. Enter the amount representing net issuance minus over-issuance (Line 8 minus Line 14).
16. If any entries above require an explanation please enter the information here.
17. Enter the date this form is signed.
18. Signature of individual authorized to account for the issuance of benefits.
19. Show the full title of the individual signing in Line 18.