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# Form FNS-152 Instructions (6-05)

**Note:** The 6-05 version of the FNS-152 can only be submitted electronically in FPRS.

## FNS-152 INSTRUCTIONS

**SUBMISSION:** Forward the original of this document to the appropriate Food and Nutrition Service (FNS) office no later than 30 calendar days following the last day of the month being reported. SDAs do not complete Items 1, 2, 3, or Column 10c. SDAs are those facilities which hold FDIPIR inventory but do not issue commodities to program participants.

### ITEM

1. **Number of Households Certified.** Enter the number of **households** (not individual persons) which have been certified eligible to receive commodities from this Distribution Center during the report month.
2. **Number of Households Participating.** Enter the total number of **households** (not individual persons) which actually received commodities from this Distribution Center during the report month.
3. **Number of Participants.** Enter the total number of **persons** in households which actually received commodities from this Distribution Center during the report month.
4. **State.** Enter the name of the State in which the SDA or ITO is located.
5. **Name of State Distributing Agency (SDA) or Indian Tribal Organization (ITO).** Enter the name of the SDA or the reporting ITO acting as the SDA.
6. **Distributing Agency Code.** Enter the 4 digit SNPIIS code for the reporting SDA or ITO.
7. **Report for the Month of.** Enter the month and year for which data is reported.

### COLUMNS

(8a) (8b) & (8c) Preprinted.

All commodities being reported must agree with the commodity title and commodity code as preprinted on the form. If a specific commodity is not preprinted, it must be written in along with the correct commodity short title, commodity code and reporting unit (e.g., #300 can, 16 oz. box, 2 lb. bag). Blank spaces are provided for this purpose. For all commodities, report the number of **individual units**, such as bags, boxes, cans, foils, etc., not the number of containers in which multiple units are packed.

(9a) **Amount on hand first of month.** This amount must be the same as the previous month's "Physical inventory end of month (11b)." Include all foods held in storage by the SDA or reporting ITO.

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**(9b) Amount received.** Indicate in this column the quantity of **individual units** received in good condition from USDA during the month.

**(9c) Amount redonated in.** Indicate the quantity of **individual units** redonated from another SDA, program or ITO.

**(9d) Total amount available during month.** Enter the total of columns: (9a) amount on hand first of month, (9b) amount received, and (9c) amount redonated out.

**(10a) Amount issued.** ITOs enter the total number of commodity units actually issued to and accepted by participants during the report month as specified below. This figure should exclude (1) those commodities not accepted by the participant at the time of food pick-up, and (2) any commodities returned to the ITO by participants during the report month. If a participant has refused a commodity at pick-up, it should not be considered issued. SDAs enter commodity units delivered to ITOs for distribution to program participants.

**(10b) Amount redonated out.** When a commodity is redonated to another SDA, program or ITO, indicate the amount redonated.

**(10c) Amount used for nutrition education.** When a commodity is used for food demonstrations or taste testing as part of the SDA's or ITO's nutrition education program, indicate the amount (in units) used for this purpose.

**(10d) Food loss.** Provide the appropriate explanation code for all lost food. Enter the number of commodities that are **actual** food losses. These would include foods that: (A) after consignee receipt were found to have concealed damage; (B) were damaged in the warehouse or during transit from the State warehouse to the local site; (C) were found to be out of condition or unfit for human consumption; or (D) were known to have been stolen or lost due to fraud, misuse or embezzlement. Additional details may be provided in the **REMARKS** section. (Attach additional pages if necessary.)

**(10e) Total withdrawals.** Enter the total of columns: (10a) issued to participants, (10b) redonated out, (10c) used for nutrition program, and (10d) lost.

**(11a) Book inventory end of month.** Column (9d) minus Column (10e).

**(11b) Physical Inventory end of month.** Report total number of individual units for each commodity which a physical inventory determines to be in warehouse.

**(11c) Inventory Adjustments – Positive/Negative.** Column (11a) minus/plus equal Column (11c).

**12. Signature.** The approving official signs the form here to certify that a physical inventory was taken and that the report is true and accurate.

**13. Title.** Enter the approving official's title.

**14. Date.** Enter the date the report is signed.