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# Form FNS-46 Instructions (12-97)

Click this link to open the PDF file containing the FNS-46 (12-97) form and instructions in a new window: [FNS-46.pdf](#)

## 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 phrase, "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 issuance system(s) 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.

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**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.

- 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.
- 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.
- When both an original and an authorized replacement issuance have been issued/transacted, show only the value of the replacement(s).
- Benefits issued with no documentation (household record) on the Master File.
- When both an original and an unauthorized replacement or duplicate issuance have been issued/transacted, show only the value of the replacements.
- All issuances which have not been documented and reconciled by submission of the month's final report.
- Altered and counterfeit authorization documents which are transacted, to include ATPs, electronic benefit transfer cards, authorization register, which are reconciled, etc.
- Benefits issued through authorization documents after the expiration dates shown on the documents.
- Benefits issued through transacted authorization documents which have been lost or accidentally destroyed before reconciliation,

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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.
17. 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.
18. 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.
19. The value of all other invalid issuances.
20. Benefits erroneously issued during the effective period of an order to reduce, suspend or cancel allotments (7 CFR 271.7)
21. Coupons issued as the result of a court order or settlement agreement not reported to FNS.
22. Benefits, if any, which were overissued (total Lines 10-21).
23. Enter the amount representing net issuance minus over- issuance (Line 8 minus line 22).
24. If any entries above require an explanation please enter the information here.
25. Enter the date this form is signed.
26. Signature of individual authorized to account for the issuance of benefits.
27. Show the full title of the individual signing in Line 26.