UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

MONTHLY REPORT OF THE COMMODITY SUPPLEMENTAL FOOD PROGRAM AND QUARTERLY ADMINISTRATIVE FINANCIAL STATUS REPORT

SEE INSTRUCTIONS ON REVERSE

1. REPORTING MONTH AND YEAR

2A. ST AGENCY NAME

2B. DA CODE

3. TYPE OF SUBMISSION
- ☐ (A) - INITIAL
- ☐ (B) - LATEST REV.
- ☐ (C) - CLOSEOUT INVENTORY

4. NUMBER OF PARTICIPANTS

INFANTS (0-3) MONTHS (A)	INFANTS (4-12) MONTHS (B)	CHILDREN (1-6) YEARS (C)	PREGNANT/BREAST FEEDING WOMEN (D)	POST-PARTUM WOMEN (E)	TOTAL NO. PART. (4A + B + C + D + E = 4F)	TOTAL NO. OF ELDERLY PART. (G)

5. REPORTING MEASUREMENTS
- (A) CASES ☐
- (B) UNITS ☐

STATE AND LOCAL DATA

6. COMMODITY NAME	6A. CODE	6B. PACK SIZE	7. STATE AND LOCAL BEGINNING INVENTORY	8. RECEIPTS	9. REDO-NATIONS IN	10. TOTAL INVENTORY AVAILABLE (7 + 8 + 9 = 10)	11. COMMODITY ISSUANCE TOTAL NUMBER ISSUED TO: W-I-C (A)	ELDERLY (B)	12. COMMODITY ACTIVITY TOTAL NUMBER ISSUED (11A + B = 12) (A)	REDO-NATIONS OUT (B)	FOOD LOSS (C)	AMT USED FOR NUT ED (D)	13. TOTAL ACTIVITY (12A + B + C + D = 13)	14. ADJUSTMENTS POSITIVE (A)	NEGATIVE (B)	15. STATE AND LOCAL ENDING INVENTORY ((10 - 13) +/- 14A & B = 15)
GREEN BEANS 300	A059	24/300 can														
GREEN BEANS 303	A060	24/303 can														
BEANS VEG 300	A090	24/300 can														
CARROTS	A095	24/303 can														
CARROTS 300	A098	24/300 can														
CORN KERNEL 300	A119	24/300 can														
CORN CREAM	A120	24/303 can														
CORN KERNEL	A121	24/303 can														
CORN CREAM 300	A122	24/300 can														
LENTILS	A135	12/2 lb.														
PEAS 300	A144	24/300 can														
PEAS 303	A145	24/303 can														
PUMPKIN	A163	24/300 can														
SPINACH	A166	24/303 can														
SPINACH 300	A167	24/300 can														
POTATOES 303	A169	24/303 can														
POTATOES SLC 300	A170	24/300 can														
POTATOES DEHY 12	A196	12/1 lb.														

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MONTHLY REPORT OF THE COMMODITY SUPPLEMENTAL

FOOD PROGRAM STATE AND LOCAL INVENTORY

REPORTING MONTH AND YEAR:	STATE AGENCY NAME:	REPORTING MEASUREMENT:
		CASES ( ) OR UNITS ( )

STATE AND LOCAL DATA

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SWT POTATOES 303	A221	24/303 can														
SWT POTATOES 300	A223	24/300 can														
TOMATOES 300	A240	24/300 can														
TOMATO SAUCE 300	A244	24/300 can														
TOMATOES 303	A248	24/303 can														
GRAPEFRUIT J	A280	12/46 oz.														
APPLE J	A282	12/46 oz.														
GRAPE J	A285	12/46 oz.														
PINEAPPLE J	A286	12/46 oz.														
TOMATO J	A290	12/46 oz.														
ORANGE J	A300	12/46 oz.														
APPLESAUCE 303	A145	24/303 can														
F COCKTAIL 303	A163	24/303 can														
F COCKTAIL 300	A166	24/300 can														
PEACHES CLING 300	A167	24/300 can														
PEACHES CLING 303	A169	24/303 can														
PEARS 300	A170	24/300 can														
PEARS 303	A196	24/303 can														
PINEAPPLE 2	A169	24/2 can														
PLUMS 303	A170	24/303 can														
PRUNES 24	A196	24/1 lb.														

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CHICKEN CND	A562	24/29 oz.														
EGG MIX 6	A570	48/6 oz.														
STEW CND	A587	24/24 oz.														
STEW 24/15	A589	24/15 oz.														
BEEF NJ	A610	24/29 oz.														
PORK NJ	A630	24/29 oz.														
TUNA 12.25	A740	24/12.5 oz.														
SALMON 24	A803	24/14.7 oz.														
BEANS DK R KIDNEY	A906	12/2 lb.														
BEENS BLKEYE 2	A910	12/2 lb.														
BEANS B LIMA 2	A912	12/2 lb.														
BEANS PINTO 2	A914	12/2 lb.														
BEANS R KIDNEY 2	A915	12/2 lb.														
BEANS GRT NORTH 2	A917	12/2 lb.														
BEANS NAVY PEA 2	A918	12/2 lb.														
BEANS LT KIDNEY 2	A920	12/2 lb.														
PEAS SPLIT 2	A922	12/2 lb.														

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STATE AND LOCAL DATA

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EVAP 12	B081	48/12 Fl oz.														
INSTANT 24	B090	6/4 lb.														
EVAP 24	B117	24/12 Fl oz.														
CORNMEAL 5 DEG	B137	10/5 lb.														
CORNMEAL 8/5 DEG	B138	8/5 lb.														
CORNMEAL 10 DEG	B141	5/10 lb.														
CORNMEAL 40 DEG	B142	5/10 lb.														
FORMULA POWDER 14.1	B158	24/14 oz.														
FARINA	B160	24/14 oz.														
CEREAL INFANT R8	B161	12/8 oz.														
FORMULA SOY DRY 6/14	B162	6/14 oz.														
FORMULA SOY 12	B163	12/13 Fl oz.														
FORMULA 12	B164	12/13 Fl oz.														
FORMULA	B165	24/13 Fl oz.														
FORMULA SOY	B166	24/13 Fl oz.														
FORMULA POWDER	B167	12/1 lb.														
FORMULA POWDER 6	B168	6/1 lb.														
FORMULA SOY PWDR 6	B169	6/1 lb.														

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STATE AND LOCAL DATA

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							W-I-C (A)	ELDERLY (B)	TOTAL NUMBER ISSUED (11A + B = 12) (A)	REDO- NATIONS OUT (B)	FOOD LOSS (C)	AMT USED FOR NUT ED (D)		POSITIVE (A)	NEGATIVE (B)	
GRITS CW 5	B381	10/5 lb.														
GRITS CW 40	B382	8/5 lb.														
HONEY 24	B403	24/24 oz.														
MACARONI 1	B425	24/1 lb.														
OATS 3	B445	12/3 lb.														
PB 2	B470	24/2 lb.														
PB RDU-FAT 2	B471	24/2 lb.														
CHUNKY RDU-FAT 2	B488	24/2 lb.														
RICE 2	B510	24/2 lb.														
CEREAL CORN RTE 17.5	B847	14/17.5 oz.														
CEREAL RICE 15	B848	12/15 oz.														
CEREAL CORN 18	B849	12/18 oz.														
CEREAL CORN 16	B851	12/16 oz.														
CEREAL CORN 17.5	B852	12/17.5 oz.														
CEREAL OATS 15.5	B854	12/15.5 oz.														

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STATE AND LOCAL DATA

6. COMMODITY NAME	6A. CODE	6B. PACK SIZE	7. STATE AND LOCAL BEGINNING INVENTORY	8. RECEIPTS	9. REDO-NATIONS IN	10. TOTAL INVENTORY AVAILABLE (7 + 8 + 9 = 10)	11. COMMODITY ISSUANCE — W-I-C (A)	COMMODITY ISSUANCE — ELDERLY (B)	12. COMMODITY ACTIVITY — TOTAL NUMBER ISSUED (11A + B = 12) (A)	REDO-NATIONS OUT (B)	FOOD LOSS (C)	AMT USED FOR NUT ED (D)	13. TOTAL ACTIVITY (12A + B + C +D = 13)	14. ADJUSTMENTS POSITIVE (A)	NEGATIVE (B)	15. STATE AND LOCAL ENDING INVENTORY ((10 - 13) +/- 14A & B = 15)
CEREAL OATS	B860	24/15 oz.														
CEREAL OATS 16	B861	12/16 oz.														
CEREAL RICE 12	B866	12/13 oz.														
CEREAL RICE 17.5	B867	12/17 oz.														
CEREAL RICE RTE 17.5	B868	14/17.5 oz.														
CEREAL WHEAT 16	B871	12/16 oz.														
CEREAL WHEAT RTE 16	B872	14/16 oz.														

16. REMARKS (Provide Explanation as Requested by Instructions.) (Attach Additional Sheets as Deemed Necessary.)

17. SIGNATURE	18. TITLE	19. DATE	20. CSFP ADMINISTRATION	OUTLAYS (A)	UNLIQ. OBLIGATION (B)	TOTAL (C)	UNLIQ. BAL. OF ADVANCES (D)

FNS-153 REPORTING INSTRUCTIONS

Reporting Measurements - Data reported on ths FNS-153 form can be shown in either "case/remaining" or "units." Reporting data in "cases/remaining units" for some columns and just "units"for other columns or vice versa is prohibited on the same form. Prior FNS approval is required for a State agency to switch one reporting measurement to another. The choice of the measurement "cases/remaining units" or "units" is left to the discretion of the reporting State agency. Rounding the count is unacceptable.

"Cases" means the container size in which the commodity is shipped. For example, the pack size for egg mix is 48/6 oz. foils. If reporting "cases/remaining units," 48 cases and 3 units would be shown on the FNS-153 as "48/3." Any number appearing to the left of the slash will represent the number of cases. In contrast, any number to the right of the slash will represent the actual number of units. When a number appears with no slash, FNS will automatically assume it is whole cases when 5A is checked.

"Unit" means individual cans, boxes, packages, etc., not cases. For example, 1 case of egg mix would be reported as "48," and 5A would be checked.

Submission - The CSFP State agency shall collect the necessary data for this report from the local certification, State and local warehouse sites within its jurisdiction and combine the data so that only one FNS-153 report would be submitted by the CSFP State agency to the appropriate FNS regional office no later than 30 days after the end of the month being reported for. Financial status data (item 20) shall be completed quarterly and submitted on the FNS-153 for December, March, June, and September. A final closeout SF-269 for CSFP must be submitted to FNS within 90 days after the end of the fiscal year.

1. Reporting Month and year - Enter month and year for which data is reported.

2A &2B. State Agency name & DA Code - Self-explanatory.

3. Type of Invent/Part Submission - Indicate type of submission for month being reported. The initial submission of this report should be such by checking (A). Any subsequent revisions for the report month should be indicated by checking 3(b). The submission of the annual physical inventory which is due for the report month of September should be indicated by checking 3(c). If the September report is submitted with 3(c) checked, FNS will automatically consider it the final report for September.

4. Number of Participants - (A through E) Enter the toal number of participants by category, to whom commodities were actually issued.

4(F). Self-explanatory.

4(G). Enter the total number of elderly participants to whom commodities were actually issued.

5. (A and B) - Reporting Measurement - (see above explanation) Check appropriate clock 5A or 5B.

6. (A and B) - Commodity name, code and shipping pack size - Where the code and name of a commodity is not preprinted on this form, enter that information on the next available blank line.

7. State and Local Beginning Inventory - Enter the number appearing in item 15 in the previous month's report. (This number must reflect all foods physically located at State and local storage and distribtion site(s).

8. Receipts - Enter the total number of commodities actually accepted in good condition from USDA during the reported month. (This column should not reflect commodity movement between State and local agencies.)

9. Redonations In - Enter the total number of redonated commodities received by the State from another State agency or another USDA program from the CSFP. Specify in the remarks section the name of the State and program those commodities were redonated from and their commodity code.

10. Total Inventory Available - Enter the total number of commodities available for issuance for the CSFP. (The sum of items 7, 8, and 9 should equal item 10.)

11. CSFP Issuance - Enter the total number of commodities actually issued to and accepted by participants during the reporting month as specified below. This figure should exclude those commodities not accepted by the participant at the time of food pick-up. If a participant has refused a commodity at pick-up it should not be considered issued.

(A) Reflect the total number of commodities that were actually issued and accepted by Women, Infants and Children (W-I-C).

(B) Reflect the total number of commodities actually issued and accepted by elderly during the reporting month.

12. Commodity Activity.

12A. Total number issued - Self-explanatory (11A + 11B = 12A).

12B. Redonations Out - Enter the total number of commodities shipped by the reporting State to another State agency or to another USDA food program. Specify in the remarks section the name of the State and program those commodities were redonated to and their commodity code.

12C. Food Loss - Enter the number of commodities that are actual food losses. These would include foods that: (1) after consignee receipt were found to have concealed damaged; (2) were damaged in the warehouse or during transit from the State warehouse to the local sites; (3) were found to be out-of-condition or unfit for human consumption; or (4) were known to have been stolen or lost due to fraud, misuse or embezzlement. (The reasons for food loss must be detailed in the REMARKS section. Attach additional pages if necessary.)

12D. Food Used for Nutrition Education - Enter the number of commodities used for CSFP nutrition education purposes.

13. Total Activity - Self-explanatory (sum 12A thru 12D = 13).

14. Inventory Adjustments - Enter the actual number of commodities adjusted. A partial list of such adjustments are provided below as examples. (Note: the reasons for adjustments must be detailed in "Remarks," item 16). This column should not reflect the movement of commodities between the State and its local agencies.

REPORTING INSTRUCTIONS - CONTINUED

(a) A "Positive" Commodity adjustments could be the result of a bookkeeping error or previous inaccurate inventory count. Any commodity still in good condition which was returned to a distribution site by a participant should be reflected as a positive adjustment.

(b) A "Negative" Commodity adjustment could be caused by a bookkeeping discrepancy.

15. State and Local Ending Inventory - Enter the combined total number of CSFP commodities in inventory at the end of the reporting month at all State and local storage and distribution sites (10-13) plus or minus 14A and 14B = 15.

16. Remarks - Self-explanatory.

17. Signature - Self-explanatory.

18. Title - Self-explanatory.

19. Date - Self-explanatory.

20. Complete item number 20 for CSFP as follows.

(a) Outlays - Show the administrative outlays for State and local agencies, administrative outlays are the cumulative year-to-date payments, or invoices certified by the program for payment, for administrative costs incurred through the quarter being reported for. (Do not report advances as outlays.)

(b) Unliquidated Obligations - Show the unliquidated obligations for the State and local agencies. Unliquidated administrative obligations are the cumulative year-to-date dollars which the State agency expects to pay out for administrative cost incurred through the quarter being reported for but not yet paid or certified for payment. (Only obligations to be paid with Federal funds should be shown.)

(c) Total - Show the sums of (A) and (B).

(d) Unliquidated Balances of Advances - where applicable show the unliquidated balance of advances as of the end of the report quarter. This should be calculated as follows:

(1) Determine the total amount of payments provided to local agencies and contract agents for administration year-to-date.

(2) Determine the total amount of outlays made by local agencies and contract agents for administration for the year-to-date.

(3) Subtract (2) from (1) and record the result as the unliquidated balances of advances.

Advances for Administration are actual payments made by the State agency to a local agency or contract agent which are not administrative costs already paid or fees for goods/services already provided.