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# Form FNS-583 Instructions (3-05)

Click this link to open the PDF file containing the FNS-583 (3-05) form and instructions in a new window: [FNS-583.pdf](#)

## FOOD STAMP EMPLOYMENT AND TRAINING (E&T) PROGRAM ACTIVITY REPORT (FNS-583) GENERAL INSTRUCTIONS

This report covers State agency E&T program activities during the report period. Each State agency must submit a consolidated State level report to the Food and Nutrition Service (FNS). Submit the original and one copy of this report to the FNS Regional Office no later than the 45th day following the end of the report period. For the 2nd, 3rd and 4th quarters, add the quarterly total to the total from the previous quarter(s) and list cumulative total under "FISCAL YEAR TO DATE." State agencies must retain a copy of the report for audit purposes.

**NOTE:** Items 3 and 4 below require a monthly count of component participation. An individual who participates each month must be counted 12 times during the fiscal year. In Item 6, that same individual should be counted once for each component in which he/she participated. For example, an ABAWD participated the entire fiscal year—6 months in a workfare component and 6 months a training component. That ABAWD must be counted each month in Item 3. At the end of the fiscal year the same ABAWD must be counted twice in Item 6—once in the workfare component and once in the training component. However, in Item 7 count the individual only once for the fiscal year.

**ITEM 1**—Record the total number of work registrants in the State on October 1 of the new fiscal year. **Do not count these registrants again during the fiscal year.**

**ITEM 2**—Record the number of individuals registered for work each month, beginning with October. **Count individuals as work registrants only once during the fiscal year.**

**ITEM 3**—Record the number of able-bodied adults without dependents (ABAWDs), both applicants and recipients, subjects to the 3-month food stamp time limit that participated in **qualifying** ABAWD E&T activities each month of the report period. **NOTE:** Qualifying ABAWD E&T activities maintain food stamp eligibility for those subject to the time limit. To remain eligible, ABAWDs must:

- Participate for 20 hours or more each week in qualifying activities in:
  1. A program under title I of the Workfare Investment Act of 1998.
  2. A program under section 236 of the Trade Act of 1974.
  3. An E&T program. However, job search and job search training are not qualifying activities unless they make up less than half of the required 20 hours.
- Participate in workfare. Job search counts as a qualifying activity during the first 30 days after initial certification, before assignment to a workfare position.

**ITEM 4**—Record the number of all other applicants and recipients who participated in an E&T activity each month of the report period. Include

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- Participate in workfare. Job search counts as a qualifying activity during the first 30 days after initial certification, before assignment to a workfare position.

**ITEM 4**—Record the number of all other applicants and recipients who participated in an E&T activity each month of the report period. Include ABAWDs who participated in non-qualifying activities.

**ITEM 5**—Record the number of ABAWDs who are exempted each month of the report period under the State agency's 15 percent exemption allowance, in accordance with section 6(o)(6) of the Food Stamp Act.

**ITEM 6**—On the 4th quarter report, list the E&T components offered during the fiscal year and record the number of ABAWDs and non-ABAWDs who participated in each.

**ITEM 7**—On the 4th quarter report, record the number of ABAWDs and non-ABAWDs who participated in the E&T Program during the fiscal year. **Count each individual only once.**