


# Appendix N- FNS 152 Monthly Distribution of Donated Foods to Family Units

FORM APPROVED OMB NO.  
0584-0594 Expiration Date: XX/XX/XXXX

U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE

## MONTHLY DISTRIBUTION OF DONATED FOODS TO FAMILY UNITS

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis (0584-0594), Alexandria, VA 22302. Do not return the completed form to this address.

1. HOUSEHOLDS CERTIFIED				3. NUMBER OF PARTICIPANTS				5. NAME OF SDA/ITO				6. DA CODE				
2. HOUSEHOLDS PARTICIPATING				4. STATE								7. REPORT MONTH				
8. USDA COMMODITY				9. RECEIPTS				10. WITHDRAWALS				11. INVENTORY				
LINE NO.	COMMODITY	CODE	REPORTING UNIT	AMOUNT ON HAND FIRST OF MONTH (9a)	AMOUNT RECEIVED (9b)	AMOUNT RE-DONATED IN (9c)	TOTAL AMOUNT AVAILABLE DURING MONTH (9a) + (9b) + (9c) (9d)	AMOUNT ISSUED (10a)	AMOUNT RE-DONATED OUT (10b)	AMOUNT ON HAND FIRST OF MONTH (10c)	FOOD LOSS (10d)	TOTAL WITHDRAWALS (10a) + (10b) + (10c) + (10d) (10e)	BOOK INVENTORY END OF MONTH (9d) - (10e) (11a)	PHYSICAL INVENTORY END OF MONTH (11b)	ADJUSTMENTS POSITIVE/NEGATIVE (11a) +/- (11b) (11c)	LINE NO.
1	BEANS GREEN 30	A059	#300 can													1
2	BEANS GREEN 303	A060	#303 can													2
3	BEANS VEG/ 300	A090	#300 can													3
4	CARROTS	A095	#303 can													4
5	CARROTS 300	A098	#300 can													5
6	CORN KERNEL 300	A119	#300 can													6
7	CORN CREAM	A120	#303 can													7
8	CORN KERNEL	A121	#303 can													8
9	CORN CREAM 300	A122	#300 can													9
10																10
11																11
12	LENTILS	A135	2# pkg.													12
13	PEAS 300	A144	#300 can													13
14	PEAS 303	A145	#303 can													14
15	PUMPKIN	A163	#303 can													15
16	PUMPKIN 300	A164	#300 can													16
I certify that this report is true and correct to the best of my knowledge and belief. 				12. SIGNATURE OF APPROVING OFFICIAL				13. TITLE				14. DATE				
REMARKS																

SDA/ITO				DA CODE				REPORT MONTH								
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17	SPINACH	A166	24#303 can													17
18	SPINACH 300	A167	24#300 can													18
19	POTATOES 303	A169	24#300-303													19
20	POTATOES SLC 300	A170	24#300 can													20
21	POTATOES DHY 12	A196	12/1 # pkg													21
22																22
23	SWT POTATOES 303	A221	24#303 can													23
24	SWT POTATOES 300	A223	24#300 can													24
25	TOMATOES 300	A240	24#300 can													25
26	TOM SAUCE 300	A244	24#300-303													26
27	TOMATOES 303	A248	24#303 can													27
28	SYRUP P	A251	12/24 oz													28
29	SYRUP P 12/24	A258	12/24 oz													29
30																30
31	GRAPEFRUIT J	A280	12/46 oz													31
32	APPLE J	A282	12/46 oz													32
33	GRAPE J	A285	12/46 oz													33
34	PINEAPPLE J	A286	12/46 oz													34
35	TOMATO J	A290	12/46 oz													35
36	ORANGE J	A300	12/46 oz													36
37																37
38	APPLESAUCE 303	A355	24#303 can													38
39	F COCKTAIL 303	A401	24#303 can													39
40	F COCKTAIL 300	A403	24#300 can													40
41	PEACHES CLG 300	A411	24#300 can													41
42	PEACHES CLG 303	A412	24#303 can													42
43																43

SDA/ITO	DA CODE	REPORT MONTH
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44																44
45	PEARS 300	A437	24#300 can													45
46	PEARS 303	A439	24#303 can													46
47	PINEAPPLE 2	A446	24/#2 can													47
48	PLUMS 303	A461	24#303 can													48
49																49
50	PRUNES 1	A480	24/#1 can													50
51																51
52	RAISINS 48	A502	48/#1 can													52
53																53
54																54
55	CARROTS 5	F111	10/5 lb.													55
56	CARROTS 1	F113	48/1 lb.													56
57	ONIONS 3	F120	16/3 lb.													57
58	POTATOES RUS BIN	F130	200/5 lb.													58
59	POTATOES RUS 5	F131	8/5 lb.													59
60	POTATOES RED	F140	16/3 lb.													60
61	SQUASH YEL	F151	1/24 lb.													61
62	TURIPS 3	F171	16/3 lb.													62
63	APPLES FRESH	F511	8/5 lb.													63
64	GRAPEFRUIT 5	F521	8/5 lb.													64
65	ORANGE FRESH	F530	8/5 lb.													65
66																66
67																67
68	CHICKEN CND	A562	24/29 oz.													68
69	EGG MIX 6	A570	48/6 oz.													69
70	STEW CND	A587	24/24 oz.													70

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71	STEW 24/15	A589	24/15 oz.													71
72	BEEF 1	A598	36/#1													72
73	BEEF NJ	A610	24/29 oz.													73
74	LUNCHMEAT P 24	A617	24/30 oz.													74
75	PORK NJ	A630	24/29 oz.													75
76	TUNA 12.5	A640	24/12.5 oz.													76
77	TUNA 12.25	A741	24/12.25 oz.													77
78	SALMON PINK	A800	48/14.75 oz.													78
79	SALMON 24	A803	24/14.75 oz.													79
80																80
81	BEANS DK R KIDNEY	A906	12/#2													81
82	BEANS BLKEYE 2	A910	12/#2													82
83	BEANS B LIMA 2	A912	12/#2													83
84	BEANS PINTO	A914	12/#2													84
85	BEANS R KIDNEY 2	A915	12/#2													85
86	BEANS Grt NORTH 2	A917	12/#2													86
87	BEANS NAVY PEA 2	A918	12/#2													87
88	BEANS LT KIDNEY 2	A920	12/#2													88
89	PEAS SPLIT 2	A922	12/#2													89
90																90
91	BUTTER 36	B050	36/1 lb.													91
92	CHEESE 30	B060	6/5 lb.													92
93																93
94	EVAP 12	B081	48/12 fl oz.													94
95	INSTAT 24	B090	6/4 lb.													95
96	EVAP 24	B117	24/12 fl oz.													96
97	CORNMEAL 5 DEG	B137	10/5 lb.													97

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98	CORNMEAL 8/5 DEG	B138	8/5 lb.													98
99	CORNMEAL 10 DEG	B141	5/10 lb.													99
100	CORNMEAL 40 DEG	B142	4/10 lb.													100
101	FORMULA PWD 14.1	B158	24/14 oz.													101
102																102
103	FARINA	B160	24/14 oz.													103
104																104
105	CEREAL INFANT R8	B161	12/8 oz.													105
106	FORM SOY DRY 6/14	B162	6/14 oz.													106
107	FORMULA SOY 12	B163	12/13 fl oz.													107
108	FORMULA 12	B164	12/13 fl oz.													108
109	FORMULA	B165	24/13 fl oz.													109
110	FORMULA SOY	B166	24/13 fl oz.													110
111	FORMULA POWDER	B167	12/1 lb.													111
112	FORMULA PWDR 6	B168	6/1 lb.													112
113	FORM SOY PWDR 6	B169	6/1 lb.													113
114																114
115	FLOUR AP 5	B179	10/5 lb.													115
116	FLOUR AP 10	B180	5/10 lb.													116
117	FLOUR AP 10 UNBL	B181	5/10 lb.													117
118	FLOUR AP 8/5	B182	8/5 lb.													118
119	FLOUR AP 40	B183	4/10 lb.													119
120	FLOUR AP 40 UNBL	B188	4/10 lb.													120
121	FLOUR B 10	B230	5/10 lb.													121
122	FLOUR B 8/5	B232	8/5 lb.													122
123	FLOUR B 40	B233	4/10 lb.													123
124	FLOUR WW 10	B350	5/10 lb.													124

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125	FLOUR WW 40	B351	4/10 lb.													125
126	FLOUR MIX	B367	6/5 lb.													126
127	FLOUR MIX LOFAT	B368	6/5 lb.													127
128																128
129	GRITS CW 5	B381	10/5 lb.													129
130	GRITS CW 40	B382	8/5 lb.													130
131																131
132	HONEY 24	B403	24/24 oz.													132
133																133
134	MACARONI 1	B425	24/1 lb.													134
135	MAC N CHEESE	B436	12/26 oz.													135
136	OATS 3	B445	12/3 lb.													136
137	PB 2	B470	24/2 lb.													137
138	PB RDI-FAT 2	B471	24/2 lb.													138
139	CHUNKY RDU-FAT 2	B488	24/2 lb.													139
140	ROASTED 12	B501	24/12 oz.													140
141	RICE 2	B510	24/2 lb.													141
142																142
143	VEG OIL 48	B666	8/48 oz.													143
144	SHORT S	B720	12/3 lb.													144
145	SPAGHETTI 2	B835	12/2 lb.													145
146																146
147	CER CORN RTE 17.5	B847	14/17.5 oz.													147
148	CEREAL RICE 15	B848	12/15 oz.													148
149	CEREAL CORN 18	B849	12/18 oz.													149
150	CEREAL OATS 16	B851	14/16 oz.													150
151	CEREAL CORN 17.5	B852	12/17.5 oz.													151

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152	CEREAL OATS 15.5	B854	12/15.5 oz.													152
153	CEREAL OATS	B860	12/15 oz.													153
154	CEREAL OATS 16	B861	12/16 oz.													154
155	CEREAL RICE 12	B866	12/13 oz.													155
156	CEREAL RICE 17.5	B867	12/17.5 oz.													156
157	CER RICE RTE 17.5	B868	12/17.5 oz.													157
158	CEREAL WHEAT 16	B871	12/16 oz.													158
159	CER WHEAT RTE 16	B872	14/16 oz.													159
160																160
161																161
162																162
163																163
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177																177
178																178

## FORM 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 FDPIR 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.

**(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 participant s, (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.