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# Form FNS-366A Instructions (7-03)

Click this link to open the PDF file containing the FNS-366A (7-03) form and instructions in a new window: [FNS-366A.pdf](#)

## PROGRAM AND BUDGET SUMMARY STATEMENT (Food Stamp Program) PART A – BUDGET PROJECTION

**GENERAL.** Part A of the Program and Budget Summary Statement is used to report projections of Federal funding needs for the upcoming Federal Fiscal Year. The quarterly budget projections should be developed in the same functional categories as those found on the SF-269 (Financial Status Report). The budget projections represent the best estimate of anticipated expenditures to be funded at the appropriate rate of Federal financial participation for that category. This report should be updated as needed. Each update will serve to project anticipated expenditures for the current year. Data for a category which was previously submitted but has not changed should be carried forward onto the updated report.

**DUE DATE:** Part A is to be submitted annually, no later than August 15 of each year. One copy each should be retained by the respondent State Program and Finance Directors and the remaining copies sent to the appropriate FNS Regional Office for approval.

A separate form FNS-366A is required for States to report any FNS-approved demonstration costs required to be reported separately. Specify the project in the Remarks block. Do not include such separate data in the Statewide FNS-366A for the regular (coupon/electronic benefit transfer (EBT)) program unless specifically instructed to do so by FNS.

**PROJECTING FUNDING NEEDS:** Those responsible for the form's completion will evaluate any factors of program activity that impact on program costs, determine the projected dollar impact of those factors and adjust the program budget accordingly.

Such analysis normally will take into account, but not be limited to, the following factors:

- The number and salary level of employees. Other factors affecting personnel costs including
- (1) Anticipated Increases in pay rates or benefits, and
  - (2) Reallocations of staff among units or functions, insofar as these might result in cost increases or decreases.

Costs for purchasing, leasing, and maintaining equipment and space, especially concerning

- (1) Any upcoming one-time-only purchases of new capital assets such as ADP equipment,
- (2) Renegotiation of leases,
- (3) Changes in depreciation rates or procedures.

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- (3) Changes in depreciation rates or procedures,
- (4) Relocation of offices,
- (5) Maintenance and renovation work, and
- (6) Inflation.

Issuance system costs including:

- (1) Renegotiation of issuing agent fee, and
- (2) Plans to change issuance systems.

Changes in case load and factors contributing to increases or decreases in the numbers of recipients and recertifications, including the anticipated impact of economic conditions (and in particular unemployment) and seasonality

Cost implications of corrective action plans Anticipated changes in program regulations and operating guides and instructions, Training needs, Travel costs, and Adjustments in insurance premiums.

A narrative justification should be attached to each Budget Projection Statement, documenting the assumptions used to arrive at the figures reported. The narrative should cover as many of the items listed above, and any other deemed relevant as having a significant impact on costs. The State agency is not required to address every contributing factor in every submission of a Budget Projection Statement. Rather, the narrative should concentrate on items that account for increases or decreases in costs from the preceding submissions and having greatest impact. Lengthy explanations are not necessary, but pertinent figures used in the analysis (for example, the inflation rate or salary rates and benefits) should be included.

1. **CERTIFICATION** – Project salaries and fringe benefits for full or part-time certification and multifunctional workers for their estimated time actually engaged in certification of households. Include salaries to be paid during travel status, estimated travel expenses, supervisory, clerical, or other support costs, including related salaries and benefits.
2. **COUPON ISSUANCE** – Project salaries and fringe benefits for full or part-time issuance and multifunctional workers for their estimated time actually engaged in coupon issuance transactions. Include salaries estimated for travel time spent traveling from work site to other issuance locations, estimated travel expenses, fees estimated to be paid or accrued under contracts which use a transaction rate, supervisory, clerical, or other support worker costs, including salaries and benefits. Include the direct costs for coupon and non-EBT issuance activities. Include any indirect costs charged as part of a public assistance cost allocation plan related to coupon issuance. Indirect costs assigned by cost rates are reported in "Issuance Indirect" (Row 25).
3. **PERFORMANCE REPORTING – QUALITY CONTROL**: Project salaries and fringe benefits for full or part-time Quality Control and multifunctional workers for their estimated time to be actually engaged in Quality Control activities. Include salaries estimated for travel, estimated travel expenses, supervisory, clerical, or other support worker costs, including salaries and benefits.



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4. **PERFORMANCE REPORTING – MANAGEMENT EVALUATION:** Project salaries and fringe benefits for full or part-time Management Evaluation and multifunctional workers for their estimated time to be actually engaged in Management Evaluation activities. Include salaries estimated for travel, estimated travel expense, supervisory, clerical, or other support worker costs, including salaries and benefits.

5. **50% FUNDING – FRAUD CONTROL:** Project all expenses for payroll, equipment, space, and other support costs of qualified employees that will be engaged specifically in the investigation and prosecution of Food Stamp Fraud Activity. Include only costs which are to be reimbursed at the 50 percent Federal Financial Participation rate.

6. **75% FUNDING – FRAUD CONTROL:** Project all expenses for payroll, equipment, space, and other support costs of qualified employees that will be engaged specifically in the investigation and prosecution of Food Stamp Fraud Activity. Costs for fraud hearings will also be included, as well as costs generated through formal agreements with agencies other than the State agency. Training costs specifically related to this job function will be reported in this column. Include only costs which are to be reimbursed at the 75 percent Federal Financial Participation rate.

7. **ADP OPERATIONS:** Include funding activity for operational costs of computer systems which are charged under an approved cost allocation plan. Also include any special applicable indirect costs.

8. **FAIR HEARINGS:** Project salaries and fringe benefits for full or part-time Fair Hearing or multifunctional workers for their estimated time to be actually engaged in Fair Hearing activities. Include salaries estimated for travel time, estimated travel expenses, supervisory, clerical, or other support costs.

9. **OTHER ACTIVITIES (20 + 30):** Include funding of costs for all other activities. Include costs for the E&T program, workfare, SAVE, ADP Development costs at the 50%, 63% or 75% rates, and outreach costs and also report these costs in items 11-30 on Pages 2 and 3 of this form. Include costs of any other activity in item 27 and attach a detailed listing of these costs. These should include but not be limited to the following where applicable: Indian Administration costs (show reimbursement level), Wage Matching, etc. The total of items 20 and 30 must be reported in item 9.

10. **TOTAL:** For each quarter, enter the total cost projection for items 1-9.

11. **EMPLOYMENT AND TRAINING (E&T) PROGRAM GRANT ALLOCATION (100% GRANT):** Project for each quarter of the next Federal fiscal year the amount of 100% Federal E&T funding the State expects to spend. The projected amount may not exceed the State's annual E&T grant allocation. **NOTE: If applicable, do not include projections for line 28: E&T ABAWD GRANT in this category.** Do not include participant reimbursements in this category.

12. **E&T ADMINISTRATIVE COSTS (50% MATCHING):** Project for each quarter of the next fiscal year the amount in excess of the E&T Program grant allocation (line 11) and, if applicable, the additional E&T grant allocation for "pledge" States (line 28), needed to operate the E&T program in accordance with FNS-approved State E&T plan. Do not include participant reimbursements in this category.

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13. E&T PARTICIPANT REIMBURSEMENT – DEPENDENT CARE: Project for each quarter of the next Federal fiscal year the funds needed to reimburse E&T participants for the costs of dependent care incurred as a result of E&T participation. **NOTE: The Federal contribution may not exceed one-half of the lesser amount of either the actual cost of dependent care or the applicable payment rate for child care established in accordance with the Child Care and Development Block Grant provisions of 45 CFR 98.43.**
14. E&T PARTICIPANT REIMBURSEMENT – TRANSPORTATION AND OTHER COSTS: Project for each quarter of the next Federal fiscal year the funds needed to reimburse E&T participants for the costs of transportation and other reasonable and necessary costs (other than dependent care) incurred as a result of E&T participation.
15. OPTIONAL WORKFARE: For each quarter of the next Federal fiscal year, enter the operational costs for workfare programs operated under Section 20 of the Food Stamp Act. These are only programs which are not included in Employment and Training Programs. Include the cost when the participant will be reimbursed for workfare-related expenses such as transportation, child care, or the cost for personal safety items or equipment required for performance of work if these items are also purchased by regular employees. (Do not include enhanced reimbursement which should be reported on the SF-270.)
16. OUTREACH: Enter for each quarter of the next Federal fiscal year the estimated outreach costs. Include as outreach costs only those costs for Program informational activities which are included in the State's outreach plan.
17. NUTRITION EDUCATION: Enter for each quarter of the next Federal fiscal year the estimated nutrition education costs. Include as nutrition education costs only those costs for nutrition education activities which are included in the State's nutrition education plan.
18. REINVESTMENT: No entry is required as there is no Federal share for reinvestment costs.
19. SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE): Project for each quarter of the next Federal fiscal year, the administrative costs of planning, implementing and operating a SAVE system.
20. PAGE 2 SUBTOTAL: Enter the total of items 11 through 19.
21. 50% FUNDING – ADP DEVELOPMENT: Enter the computer system development costs which are to be reimbursed at the Federal Financial Participation rate of 50%. On an attachment provide for each project, the project name, project ceiling, and amount budgeted.
22. 63% FUNDING – ADP DEVELOPMENT: Enter the computer system development costs which are to be reimbursed at the Federal Financial Participation rate of 63%. On an attachment provide for each project, the project name, project ceiling, and amount budgeted.
23. 75% FUNDING – ADP DEVELOPMENT: Enter the computer system development costs which are to be reimbursed at the



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amount budgeted.

23. 75% FUNDING – ADP DEVELOPMENT: Enter the computer system development costs which are to be reimbursed at the Federal Financial Participation rate of 75%. On an attachment provide for each project, the project name, project ceiling, and amount budgeted.

24. EBT ISSUANCE: Enter the salaries and fringe benefits for full or part time workers engaged in Electronic Benefit Transfer (EBT) issuance. Include costs to be paid for EBT issuance under contracts. Enter direct costs and the indirect costs charged through a public assistance cost allocation plan. Report indirect EBT issuance costs charged through an indirect cost rate in "Issuance indirect."

25. ISSUANCE INDIRECT: Enter the indirect costs for coupon and EBT issuance that are approved for cost charging through an indirect cost rate. Indirect issuance costs charged through a public assistance cost allocation plan are reported under "Coupon issuance" or "EBT issuance" as appropriate.

26. EBT STARTUP: Enter the EBT system startup costs incurred after the implementation APD is approved and prior to issuance of benefits by the EBT system. Costs approved for planning an EBT system are to be included in the appropriate ADP Development category. Startup costs are design, development, and implementation costs excluding system planning approved by FNS. Operational costs, including equipment costs, are included in the "EBT issuance" row.

27. UNSPECIFIED PORTION OF OTHER: Enter that portion of item 9 "Other Activities" not specifically identified and recorded in items 11-26 and 28. Include Wage Matching, etc.

28. E&T ABAWD GRANT: If applicable, project for each quarter of the next Federal fiscal year the amount of the unmatched additional Federal grant allocated under section 16(h)(1)(E) of the Food Stamp Act needed to provide qualifying education/training or workfare opportunities to every able-bodied adult without dependents (ABAWD) applicant and recipient subject to the 3-month food stamp time limit. Since the \$20 million E&T ABAWD allocation will not be made before the required due date of this form FNS-366A, a participating pledge State must submit a revised FNS-366A when its grant is allocated. **NOTE: This projection is separate from – and must not be included as part of – the EMPLOYMENT AND TRAINING (E&T) PROGRAM GRANT ALLOCATION (100% GRANT) on line 11.** Do not include participant reimbursements in this category.

30. PAGE 3 SUBTOTAL: Enter the total of items 21 through 28.

NOTE: The totals from item 30 must be reported in item 9.

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