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Form FNS-388A Instructions (10-09)

Click this link to open the PDF file containing the FNS-388A (10-09) form and instructions in a new window: [FNS-388A.pdf](#)

FNS-388A Instructions

Form FNS-388A is a project area report of issuance and participation in the Supplemental Nutrition Assistance Program. Each State or local agency shall submit the Form FNS-388A data to the FNS regional office twice a year only for the report months of January and July. The January and July project area data should be submitted on the FNS-388A with (or at the same time for electronic reports) the FNS-388 Statewide report due March 19th, or September 19th, respectively provided that the Statewide report will not be delayed. Otherwise, the January and July project area data shall be submitted to FNS by April 19 and October 19, respectively, or within 30 days from the due date of the FNS-388 Statewide report.

More than one project area may be included on an FNS-388A report as long as the form is reporting the same type of benefit data. However, a separate Form FNS-388A must be submitted for an Electronic Benefit Transfer (EBT) system, coupon issuance (FSP) system, and each approved alternative issuance (noncoupon) demonstration or operational project. Alternative projects include Supplemental Security Income (SSI) Elderly Cash-out, Welfare Reform Initiative (WRI) Cash-out, Pure Cash-out (PCO), etc., and for any other type of demonstration project under the Supplemental Nutrition Assistance Program, when specified by FNS. Do not include such separate data in a consolidated Form FNS-388A.

Each block of the form FNS-388A report should be completed as follows:

1. Enter the State name; and the issuance system or demonstration project abbreviation (e.g., EBT, FSP, SSI, WRI, PCO) for which the report is being completed.
2. Enter the year behind the appropriate report month to show the report month and year (e.g., January 2004 or July 2004).
3. Enter the 7-digit project area code for the project area. If a printout is being used to report the individual project area data, enter "See attached."
4. Enter in the appropriate blocks the number of participating persons who are public assistance (PA) and non-assistance

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for which the report is being completed.

2. Enter the year behind the appropriate report month to show the report month and year (e.g., January 2004 or July 2004).
3. Enter the 7-digit project area code for the project area. If a printout is being used to report the individual project area data, enter "See attached."
4. Enter in the appropriate blocks the number of participating persons who are public assistance (PA) and non-assistance (NA) for the project area for the report month. (See PA and NA definitions below)
5. Enter in the appropriate blocks the number of participating households who are PA and NA for the project area for the report month.
6. Enter the actual net issuance value for the project area for the report month.

If there is more than one project area, go to the next line and enter data for the next project area with the same benefit or demonstration type.

Special Instructions – Items 4 and 5:

PA households are those SNAP households in which all members are receiving income or benefits from Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or means-tested General Assistance (GA) program. All other SNAP households are considered NA.

Complete the date and authorizing official blocks.