

**FSIS 1000 - Commodity Distribution**

**Change #1-2011**

**August 1, 2011**

**1000.01 GENERAL**

The FSIS support system is designed to automate the application and certification functions necessary to authorize Food and Nutrition Services households for participation in the USDA Temporary Emergency Food Assistance Program. The system further facilitates the accountability process and distribution function by the addition of the system flexibility to print authorized product amounts which conform to the number of product units the county anticipates having available for distribution. The system includes the functions and procedures outlined below.

- A. An authorization notice is printed for each Food and Nutrition Services household certified at the time of selection. The notice serves as the official application form, as well as verification of the receipt of the indicated quantities of food. Any household eligible for Food and Nutrition Services benefits at the time of selection remains eligible for the distribution month, even if the certification period expires at the end of the selection month. For example, if a household receives an authorization notice, it is eligible to receive commodities in the distribution month shown, even if it is no longer eligible for food stamp benefits. The authorization notice for commodity distribution is the issuance document that is mailed to all Food and Nutrition Services households certified at the time of the FSIS selection. Notices are printed the night of the cutoff date for foods to be distributed the following month. The notices are mailed directly to the households with the county's return address. The notice contains the name and address of the head of household, county name and number, Food and Nutrition Services county case number, FSIS case ID number, household size, month of commodity distribution, authorized foods to be distributed, quantity of food to be distributed (or a blank line), and a message.
  
- B. Counties must use the SLCD function to initiate the commodity process. The SLCD allows entry of:
  - 1. Month of Next Issuance
  - 2. Foods to be Distributed
  - 3. Quarterly Distribution Only
  - 4. Reduction Factor (\*RED\*) to indicate Authorized Quantity of Product
  - 5. A County Level Individualized Message

The county must key which commodities will be distributed by entering an X by each commodity selected for the distribution date. Only the commodities selected are displayed on the authorization notice under 'Authorized Foods'. Based on the reduction factor indicator keyed, the notice displays beside each commodity selected the USDA authorized unit of product, any lower amount or a blank line.

If a county chooses to have the standard (or lower) quantity printed, and must change that quantity at distribution, the distributing official must mark through the printed amount and indicate the amount actually distributed. If the county chooses not to have the quantity entered by the system, the distributing official must write in the amount distributed.

- C. An inquiry screen (SLDI) is available to obtain information that has been entered into FSIS for commodity distribution.
- D. A register containing similar information to that printed on the notice is created and mailed to the counties at the same time the notices are created.
- E. After the notices are created, the issuance function is disabled for counties issued. The system does not print notices again unless new entries are made. At least a new distribution month must be entered, with foods, quantities, frequency, and message changed as needed. The issuance function is activated with the entry of a new distribution month. If foods, quantities, and message changes are needed, a new entry can be made on any or all of these items; however, it is not necessary to make a new entry on these items if there is no change from the immediately preceding distribution.
- F. Date, time, and locations of distribution must be disseminated locally. These items can be included as part of the message and is printed on the notice.
- G. The cutoff date for commodity distribution entry via the SLCD function is the third working day prior to the end of the month. The authorization notices are mailed by the 5th calendar day of the distribution month.
- H. If a county does not make a selection for the distribution month before the cutoff date, entry of distribution is not possible. For example, if the 'next distribution date is 12/00, entry is not possible after November 28. In this situation, enter the code letter 'O' in the 'override distribution code' field and change other distribution information if needed. The Food and Nutrition Services Automation Unit must be contacted before authorization notices can be created.

**1000.02 SLCD TRANSACTION ACCESS**

From the FOOD STAMP UPDATE MENU, enter the transaction number for the SLCD transaction. The following screen is displayed.

SLCD	COUNTY XX	FSIS COMMODITY DISTRIBUTION	03/19/2001
DATE KEYED	03/19/2001	FOR	NEXT DISTRIBUTION DATE 042001
FREQUENCY Q			OVERRIDE DISTRIBUTION CODE
	*RED*		*RED*
CEREAL		CRANAPPLJUIC	CRANBERRY SA
FIGS		FLOUR	GRAPEJUICE
PEANUT BUTTE		PEARS	RICE
SPAGHETTI	STRAWBERRIES		TOMATOES
TOMATO SAUCE	VEGETABLE OI		
ENTER MESSAGE ==>			
KEY DISTRIBUTION INFORMATION AND PRESS ENTER TO PROCESS.			
PRESS PF3 TO END TRANSACTION.			

A. Frequency - Enter 'Q' (quarterly) only.

Next Distribution Date – Enter the month of the next commodity distribution, MMCCYY.

Commodity Selection – Enter an 'X' beside each commodity selected for the distribution month.

B. \*RED\* - Enter a two digit reduction factor for each commodity selected. The amount of product authorized for each household size is reduced by the number entered in the reduction factor field, except that no amount is reduced to less than one. For example, to reduce a USDA authorized quantity of 13 units to only one unit, the county must enter a reduction factor of '12'. To accommodate instances in which the county cannot anticipate the amount of commodity it will have available, enter a 'B' next the commodity selection. A blank line is displayed on the report. If the county wants the USDA authorized amount to be unchanged, a reduction factor of '00' must be entered by the commodity selection.

C. Message – Enter any message that is to be printed on the authorization notice. The message allows 12 lines of text with 44 spaces available for each line.

D. Press ENTER to process. The SLCD screen displays the message: 'UPDATE SUCCESSFUL'.

If a previously selected product must be deleted, move the cursor to the 'X' by the product to be deleted and press the space bar to remove the 'X'. Then move the cursor to the \*RED\* field and press the space bar twice to remove the double digit reduction fact. Press ENTER.

E. Commodity Distribution Register (SLER755-01)

The Commodity Distribution Register is created the night the authorization notices are created. The report lists all Food and Nutrition Services households certified at the time commodity authorization notices are created. It lists these households in alphabetical order, last name first, the address, Food and Nutrition Services county case number, household size, each type of commodity available with the presence of a quantity printed beside or a blank line (FSIS prints XXXs for all commodities the county does not select for distribution.), issue date, and a line for the initials of the distributing official.