

SAMPLE COPY OF FORM FNS-152

FORM APPROVED OMB NO. 0584-0283

Public reporting burden for this collection of information is estimated to average 25 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Office, OIRM, AO Box 7830, Washington, D.C. 20260.

U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND CONSUMER SERVICE  
MONTHLY DISTRIBUTION OF DONATED  
FOODS TO FAMILY UNITS

1. HOUSEHOLDS CERTIFIED \_\_\_\_\_ 5. NAME OF SDA/ITD \_\_\_\_\_ 6. DA CODE \_\_\_\_\_

2. HOUSEHOLDS PARTICIPATING \_\_\_\_\_ 4. STATE \_\_\_\_\_ 7. REPORT MONTH \_\_\_\_\_

LINE NO.	B. USDA COMMODITY		B. RECEIPTS			10. WITHDRAWALS			11. INVENTORY		14. DATE				
	COMMODITY (8a)	CODE (8b)	REPORTING UNIT (8c)	AMOUNT ON HAND AT END OF MONTH (9a)	AMOUNT RECEIVED (9b)	AMOUNT REDONATED IN (9c)	TOTAL AMOUNT DURING MONTH (9d) + (9c)	AMOUNT ISSUED (10a)	AMOUNT REDONATED OUT (10b)	AMOUNT USED FOR EDUCATION (10c)		FOOD LOSS (10d)	TOTAL DRAWS (10e) + (10d)	BOOK INVENTORY END OF MONTH (11a) (10a) - (10b)	PHYSICAL INVENTORY END OF MONTH (11b)
1	BEANS GREEN 300	A059	#300 ctn												
2	BEANS GREEN 303	A060	#303 ctn												
3	BEANS VEG. 300	A090	#300 ctn												
4	CARROTS	A095	#303 ctn												
5	CARROTS 300	A098	#300 ctn												
6	CORN KERNEL 300	A119	#300 ctn												
7	CORN CREAM	A120	#303 ctn												
8	CORN KERNEL	A121	#303 ctn												
9	CORN CREAM 300	A122	#300 ctn												
10															
11															
12	LENTILS	A135	2# pkg.												
13	PEAS 300	A144	#300 ctn												
14	PEAS 303	A145	#303 ctn												
15	PUMPKIN	A163	#303 ctn												
16	PUMPKIN 300	A164	#300 ctn												

SPECIMEN

I certify that this report is true and correct to the best of my knowledge and belief.

12. SIGNATURE OF APPROVING OFFICIAL \_\_\_\_\_ 13. TITLE \_\_\_\_\_

REMARKS \_\_\_\_\_

FNS HANDBOOK 501  
EXHIBIT G

FORM APPROVED OMB NO. 0584-0283

REPORT MONTH

DA CODE

SUM/110

LINE NO.	8. USDA COMMODITY		REPORTING UNIT	9. RECEIPTS			10. WITHDRAWALS				11. INVENTORY			ADJUSTMENTS POSITIVE NEGATIVE (1A)-(7)-(1B)-(C)
	COMMODITY (8a)	CODE (8b)		AMOUNT RECEIVED (9a)	AMOUNT REDONATED IN (9b)	AMOUNT AVAILABLE DURING MONTH (9c)	AMOUNT ISSUED (10a)	AMOUNT REDONATED OUT (10b)	AMOUNT USED FOR EDUCATION (10c)	FOOD LOSS (10d)	TOTAL WITHDRAWALS (10e)	BOOK INVENTORY END OF MONTH (99)-(100)* (11a)	PHYSICAL INVENTORY END OF MONTH (11b)	
17	SPINACH	A168	24/#303 can											
18	SPINACH 300	A167	24/#300 can											
19	POTATOES 303	A169	24/#300-303											
20	POTATOES SLC 300	A170	24/#300 can											
21	POTATOES DEHY 12	A196	12/1 # pk9											
22														
23	SWT POTATOES 303	A221	24/#303 can											
24	SWT POTATOES 300	A223	24/#300 can											
25	TOMATOES 300	A240	24/#300 can											
26	TOM SAUCE 300	A244	24/#300-303											
27	TOMATOES 303	A248	24/#303 can											
28	SYRUP P	A251	12/24 oz											
29	SYRUP P 12/24	A258	12/24 oz											
30														
31	GRAPEFRUIT J	A280	12/46 oz											
32	APPLE J	A282	12/46 oz											
33	GRAPE J	A285	12/46 oz											
34	PKE APPLE J	A286	12/46 oz											
35	TOMATO J	A290	12/46 oz											
36	ORANGE J	A300	12/46 oz											
37														
38	APPLESAUCE 303	A355	24/#303 can											
39	F COCKTAIL 303	A401	24/#303 can											
40	F COCKTAIL 300	A403	24/#300 can											
41	PEACHES CLG 300	A411	24/#300 can											
42	PEACHES CLG 303	A412	24/#303 can											
43														
44														

SPECIMEN

FORM APPROVED OMB NO. 0584-0293

SIAM/IO DA CODE REPORT MONTH

LINE NO.	8. USDA COMMODITY		REPORTING UNIT (9c)	9. RECEIPTS			10. WITHDRAWALS			11. INVENTORY			ADJUSTMENTS POSITIVE OR NEGATIVE (11a - 11b)
	COMMODITY (8a)	CODE (8b)		AMOUNT RECEIVED (9a)	AMOUNT RECEIVED IN (9b)	TOTAL AVAILABLE DURING MONTH (9a) + (9b) + (9c) + (9d)	AMOUNT ISSUED (10a)	AMOUNT RELATED OUT (10b)	AMOUNT FOR NUTRITION EDUCATION (10c)	FOOD LOSS (10d)	TOTAL WITHDRAWALS (10a) + (10b) + (10c) + (10d)	BOOK INVENTORY MONTH (9d-10a)	
45	PEARS 300	A437	24/8300 csn										
46	PEARS 303	A439	24/8303 csn										
47	PINEAPPLE 2	A446	24/812 csn										
48	PLUMS 303	A461	24/8303 csn										
49													
50													
51													
52	FGS 24	A476	24/1 lb.										
53	PRUNES 1	A480	24/1 lb.										
54	PRUNES 24	A489	24/1 lb.										
55													
56													
57	RAISINS 48	A502	48/81 csn										
58													
59													
60	CARROTS 5	F111	10/5 lb.										
61	CARROTS 1	F112	48/1 lb.										
62	ONIONS 3	F120	16/3 lb.										
63	POTATOES RUS BN	F130	200/5 lb.										
64	POTATOES RUS 5	F131	8/5 lb.										
65	POTATOES RED	F140	16/3 lb.										
66	SQUASH YEL	F151	1/24 lb.										
67	TURNIPS 3	F171	16/3 lb.										
68	APPLES FRESH	F511	8/5 lb.										
69	GRAPEFRUIT 5	F521	8/5 lb.										
70	ORANGE FRESH	F530	8/5 lb.										
71													
72													

SPECIMEN





FORM APPROVED OMB NO. 0584-0293

REPORT MONTH

DA CODE

SUA/110

LINE NO	8. USDA COMMODITY			9. RECEIPTS			10. WITHDRAWALS			11. INVENTORY			C ADJUST- POSITIVE/ NEGATIVE (11A - 7 - 11B - 8)	
	COMMODITY (8a)	CODE (8b)	REPORTING UNIT (8c)	AMOUNT RECEIVED (9a)	AMOUNT REDONATED IN (9c)	TOTAL AMOUNT DURING MONTH (9a) + (9b) + (9c) = (9d)	AMOUNT ISSUED (10a)	AMOUNT REDONATED OUT (10b)	AMOUNT USED FOR NUTRITION EDUCATION (10c)	FOOD LOSS (10d)	TOTAL DRAWALS (10a) + (10b) + (10c) + (10d)	BOOK INVENTORY END OF MONTH (11a)		PHYSICAL INVENTORY END OF MONTH (11b)
101	EVAP 24	B117	24/12 fl oz.											73
102	CORNMEAL 5 DEG	B137	10/5 lb.											74
103	CORNMEAL 8/5 DEG	B138	8/5 lb.											75
104	CORNMEAL 10 DEG	B141	5/10 lb.											76
105	CORNMEAL 40 DEG	B142	4/10 lb.											77
106														78
107	FORMULA POWDR 14.1	B158	24/14 oz.											79
108														80
109	FARRIA	B160	24/14 oz.											81
110														82
111	CEREAL INFANT RB	B161	12/8 oz.											83
112	FORM SOY DRY 6/14	B162	6/14 oz.											84
113	FORMULA SOY 12	B163	12/13 fl oz.											85
114	FORMULA 12	B164	12/13 fl oz.											86
115	FORMULA	B165	24/13 fl oz.											87
116	FORMULA SOY	B166	24/13 fl oz.											88
117	FORMULA POWDER	B167	12/1 lb.											89
118	FORMULA POWDER 6	B168	6/1 lb.											90
119	FORM SOY POWDR B	B169	6/1 lb.											91
120														92
121	FLOUR AP 5	B179	10/5 lb.											93
122	FLOUR AP 10	B180	5/10 lb.											94
123	FLOUR AP 10 UNBL	B181	5/10 lb.											95
124	FLOUR AP 8/5	B182	8/5 lb.											96
125	FLOUR AP 40	B183	4/10 lb.											97
126	FLOUR AP 40 UNBL	B188	4/10 lb.											98
127	FLOUR B 10	B230	5/10 lb.											99
128	FLOUR B 8/5	B272	8/5 lb.											100

SPECIMEN

Electronic Form Version Designed in E-Form 2.5 Version

FORM FCS-162 (8-88) Previous editions obsolete.

FNS HANDBOOK 501  
EXHIBIT G

FORM APPROVED OMB NO. 0584-0293

LINE NO	8. USDA COMMODITY		REPORTING UNIT	9. RECEIPTS			10. WITHDRAWALS			11. INVENTORY			E F M Y			
	COMMODITY	CODE		AMOUNT ON HAND FIRST OF MONTH	AMOUNT RECEIVED	AMOUNT REDONATED IN	TOTAL AMOUNT AVAILABLE DURING MONTH	AMOUNT ISSUED	AMOUNT REDONATED OUT	AMOUNT USED FOR NUTRITION EDUCATION	FOOD LOSS	TOTAL WITHDRAWALS		BOOK INVENTORY END OF MONTH	PHYSICAL INVENTORY END OF MONTH	ADJUSTMENTS NEGATIVE
	(8a)	(8b)	(8c)	(9a)	(9b)	(9c)	(9d)	(10a)	(10b)	(10c)	(10d)	(10e)	(11a)	(11b)	(11c)	(12)
129	FLOUR B 40	B233	4/10 lb.													129
130	FLOUR WW 10	B350	5/10 lb.													130
131	FLOUR WW 40	B351	4/10 lb.													131
132	FLOUR MK	B367	6/5 lb.													132
133	FLOUR MK LOFAT	B368	6/5 lb.													133
134																134
135	GRITS CW 5	B381	10/5 lb.													135
136	GRITS CW 40	B382	8/5 lb.													136
137																137
138	HONEY 24	B403	24/74 oz.													138
139																139
140	MACARONI 1	B475	24/1 lb.													140
141	MAC N CHEESE	B436	12/76 oz.													141
142	OATS 3	B445	17/3 lb.													142
143	PB 2	B470	24/2 lb.													143
144	PB ROU-FAT 2	B471	24/2 lb.													144
145	CHICKY ROU-FAT 2	B488	24/2 lb.													145
146	ROASTED 12	B501	24/12 oz.													146
147	RICE 2	B510	24/2 lb.													147
148																148
149	VEG OIL 48	B656	8/48 oz.													149
150	SHORT 5	B720	12/3 lb.													150
151	SPAGHETTI 2	B835	12/2 lb.													151
152																152
153	CER CORN RIE 175	B847	14/175 oz.													153
154	CEREA RICE 15	B848	12/15 oz.													154
155	CEREA CORN 18	B849	12/18 oz.													155
156	CEREA OATS 18	B851	14/18 oz.													156

SPECIMEN



SDA/110 FORM APPROVED OMB NO. 0584-0293

LINE NO.	8. USDA COMMODITY		REPORTING UNIT	9. RECEIPTS			10. WITHDRAWALS			11. INVENTORY		ADJUST- MENTS NEGATIVE (11A - / + 11B -)	L F Z
	COMMODITY (8a)	CODE (8b)		AMOUNT RECEIVED (9a)	AMOUNT REDONATED IN (9c)	TOTAL AVAILABLE DURING MONTH (9a) - (9b) + (9c) =	AMOUNT REDONATED OUT (10b)	AMOUNT USED FOR NUTRITION EDUCATION (10c)	FOOD LOSS (10d)	TOTAL ON HAND (10a) + (10b) (10c) + (10d)	BOOK INVENTORY END OF MONTH (9b - 10a) =		
157	CEREAL CORN 175	8852	12/175 oz.										157
158	CEREAL OATS 155	8854	12/155 oz.										158
159	CEREAL OATS 16	8861	12/16 oz.										159
160	CEREAL RICE 17	8866	12/17 oz.										160
161	CEREAL RICE 175	8867	12/175 oz.										161
162	CER RICE RIE 175	8868	14/175 oz.										162
163	CEREAL WHEAT 16	8871	12/16 oz.										163
164	CER WHEAT RIE 16	8872	14/16 oz.										164
165													165
166													166
167													167
168													168
169													169
170													170
171													171
172													172
173													173
174													174
175													175
176													176
177													177
178													178
179													179
180													180
181													181
182													182
183													183

SPECIMEN

Electric Form Version Designed in E-Form 2.5 Version

FORM FCS-182 (7-88) Previous editions obsolete.

FCS-152 INSTRUCTIONS

**SUBMISSION:** Forward the original of this document to the appropriate Food and Consumer Service (FCS) 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 FDFR 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 SHIPS 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, folia, 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 participants, (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 (11b).

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.