

SUMMER EBT REPORTING SUBMISSION REQUIREMENTS

What	When	Submission Details	Requirements	What does this accomplish for the State/ITO?
Notice of Intent (NOI)	NLT January 1	Each <u>State or ITO</u> submits one NOI to the <u>RO</u>	<ul style="list-style-type: none"> Designation of coordinating and partnering Summer EBT agencies (if applicable) Statement of intent to administer the Program 	<ul style="list-style-type: none"> Meets statutory requirement for January 1 notification <i>(2024 only: Allows access to initial administrative funds)</i>
Affirmative Statement	NLT January 1	Each <u>State or ITO</u> submits one affirmative statement to the <u>RO</u>	<ul style="list-style-type: none"> Affirmation that funds are available for the match for each Summer EBT agency which will receive administrative funds 	<ul style="list-style-type: none"> Confirms administrative funding match availability <i>(2024 only: Allows access to initial administrative funds)</i>
Interim POM	NLT August 15 <i>(2024 only: Requested by December 15, or as soon as is practicable)</i>	Each <u>State or ITO</u> submits one iPOM to the <u>RO</u> Each <u>Summer EBT agency</u> submits one 366A via <u>FPRS</u> *	<ul style="list-style-type: none"> 366A from each Summer EBT agency drawing administrative funds from FNS Tentative participation estimates Tentative plan information 	<ul style="list-style-type: none"> Allows Summer EBT agencies to draw administrative funds <i>(2024 only: Initial funds are an option but the iPOM is required to access full administrative funds)</i>
Final POM	NLT February 15	Each <u>State or ITO</u> submits one POM to the <u>RO</u> Each <u>Summer EBT agency</u> submits one 366A via <u>FPRS</u>	<ul style="list-style-type: none"> 366A from each Summer EBT agency drawing administrative funds from FNS Final participation estimates Final plan information Inter-agency agreement 	<ul style="list-style-type: none"> Allows Summer EBT agencies to draw benefit funds
Federal-State agreement	TBD	Each <u>Summer EBT agency</u> submits one permanent agreement to the <u>RO</u> **	<ul style="list-style-type: none"> Agreement to administer the Program Terms and conditions for Program funds 	<ul style="list-style-type: none"> Establishes agencies as Summer EBT agencies Includes terms and conditions required for Summer EBT agencies to access Program funds
FNS-529	2024 Only***	Each <u>Summer EBT agency</u> submits a 529 to the GMAS Director in your region with the State or ITO's signature	<ul style="list-style-type: none"> Agreement to receive administrative funds from FNS Terms and conditions for administrative funds 	<ul style="list-style-type: none"> Provides administrative funds to Summer EBT agencies Establishes terms and conditions of Federal grant award
FNS-778	Quarterly	Each <u>Summer EBT agency</u> submits quarterly 778 reports via <u>FPRS</u>	<ul style="list-style-type: none"> Report of incurred administrative expenses 	<ul style="list-style-type: none"> Primary method of reporting allowable incurred expenses

* The **Food Programs Reporting System (FPRS)** is a web-based national reporting system (FPRS) used by the Food and Nutrition Service (FNS) program administrators to submit data to the United States Department of Agriculture (USDA)/FNS.

** **Federal-State agreements** are permanent and may be amended in accordance with the terms of the agreement

*** **FNS-529** submission requirements are subject to change after FY 2024