TABLE OF CONTENTS

Table of Contents i
Exhibits iii
Acronyms iv

CHAPTER I GENERAL PROVISIONS

SECTION 1 - Background 1-1
SECTION 2 - Administration 1-4
SECTION 3 - General Requirements 1-9
SECTION 4 - Nutrition Education 1-11
SECTION 5 - Records and Reporting 1-12
SECTION 6 - FNS Reviews of Program Operations 1-14
SECTION 7 - Audits 1-15

CHAPTER II FINANCIAL MANAGEMENT

SECTION 1 - General Provisions 2-1
SECTION 2 - Funding and Budget Procedures 2-3
SECTION 3 - Methods of Payment 2-4
SECTION 4 - Financial Management System 2-6

CHAPTER III APPLICATION PROCESSING PROCEDURES

SECTION 1 - The Application Process 3-1
SECTION 2 - Special Application Process 3-4
SECTION 3 - Processing Time Standards 3-6
SECTION 4 - Household Concept 3-8
SECTION 5 - Verification and Documentation of Eligibility Criteria 3-12
SECTION 6 - Interviewing 3-20

CHAPTER IV ELIGIBILITY CRITERIA

SECTION 1 - Determining Household Eligibility 4-1
SECTION 2 - Nonfinancial Eligibility Criteria 4-2
SECTION 3 - Financial Eligibility Criteria-Categorically Eligible Households 4-4
SECTION 4 - Resources 4-5
SECTION 5 - Income 4-8

SECTION 6 - Determining Household Income 4-16
SECTION 7 - Determining Income of Special Households 4-20

CHAPTER V CERTIFICATION PROCEDURES

SECTION 1 - Actions Resulting From Eligibility Determinations 5-1
SECTION 2 - Actions Resulting From Determinations of Ineligibility 5-7
SECTION 3 - Recertification 5-8
SECTION 4 - Choice of Programs 5-9
SECTION 5 - Fair Hearings 5-11
SECTION 6 - ITO/State Agency Claims Procedure Against Households 5-19
SECTION 7 - Disqualifications 5-24
SECTION 8 - Intentional Program Violations 5-25

CHAPTER VI ORDERING AND RECEIPT OF USDA COMMODITIES

SECTION 1 - USDA Commodity Ordering Procedures 6-1
SECTION 2 - USDA Commodity Receipt Procedures 6-5

CHAPTER VII WAREHOUSING AND INVENTORY CONTROL

SECTION 1 - Warehousing of USDA Commodities 7-1
SECTION 2 - Stacking USDA Commodities 7-4
SECTION 3 - Housekeeping Practices 7-5
SECTION 4 - Inventory Control 7-8

CHAPTER VIII DISTRIBUTION OF USDA COMMODITIES

SECTION 1 - Manual Distribution System 8-1
SECTION 2 - Self-Service Distribution System 8-4
SECTION 3 - Tailgate (Mobile) Distribution System 8-7
SECTION 4 - Home Delivery..... 8-10

CHAPTER IX LOSS OF USDA COMMODITIES

SECTION 1 - ITO/State Agency Responsibilities 9-1
SECTION 2 - Local Agency Responsibilities 9-4
SECTION 3 - Loss Reporting Requirements 9-5