



Food Distribution National Policy Memorandum

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: March 09, 2004
POLICY NO. FD-024: Food Distribution Program on Indian Reservations
SUBJECT: Household Overissuance Claims

This memorandum is being issued to insure that all Indian Organizations (ITOs) and State Agencies are aware of the correct procedures for the processing of household overissuance claims payments.

In accordance with Section 5641 of FNS Handbook 501, payments in collection of claims must be made in check or money order payable to "Food and Nutrition Service" or "FNS".

However, Section 5641 incorrectly states that payments received by the State agency shall be forwarded to the appropriate FNS Regional Office. In accordance with standard accounting procedures for the receipt and processing of payments to FNS, all household claims payments must be forwarded upon receipt by the State agency to the following address:

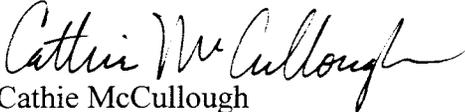
USDA-FNS-HQ
P.O. Box 953807
St. Louis, MO 63195-3807

Any ITO or State agency that is not currently forwarding household overissuance claims payments to the above address, must implement this change effective immediately.

A copy of the original claim letter issued to the household must accompany each payment forwarded to this address.

Additional instructions will be provided in the event of an audit, or other claims tracking activity, that would necessitate a change in the above procedures.

Section 5641 of FNS Handbook 501 will be revised to include the procedures above.


Cathie McCullough
Director
Food Distribution Division