

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE**

**INDEX OF RECORDS AVAILABLE TO THE PUBLIC**

**OCTOBER 2009**

**This Index has been prepared in accordance with  
the requirement of the Freedom of Information Act (FOIA)**

## INTRODUCTION

This index consists of two sections. The first section contains a:

- (1) List of opinions and the address where they may be inspected and/or copied; and
- (2) List of statements of policy and interpretations which have been adopted by FNS and are not published in the Federal Register.

The second section is a list of FNS Instructions and FNS Handbooks that may affect members of the public. This list is current through the date listed under the title “Table of Contents - FNS Instructions, Handbook, and Supplements.” Those Instructions and Handbooks that are designated “For Official Use Only” are not available to the public.

Copies of this Index are maintained for public inspection and copying during regular office hours in the Food and Nutrition Service Library, 3101 Park Center Drive, 8<sup>th</sup> Floor, Alexandria, VA 22302.

Free copies of the current Index may be obtained by writing or visiting the FNS offices listed in Part 295 of Title 7 of the *Code of Federal Regulations*.

DESCRIPTION OF ITEM

FOR INSPECTION, COPYING, OR  
ADDITIONAL INFORMATION  
CONTACT:

Office of General Counsel opinion on the eligibility of  
Indians/Non-Indians in the Food Distribution Program

Civil Rights and Equal Employment  
Opportunity Division  
USDA , Food and Nutrition Service  
3101 Park Center Drive, 9<sup>th</sup> Floor  
Alexandria, VA 22302

National School Lunch Program

Office of General Counsel opinions

Eligibility Guidance for School Meal Programs

Child Care Food Program Final Verification Guidance

Sponsors handbook - Summer Food Service Program for  
Children

Monitor's Handbook - Summer Food Program for Children

Planning Guide for Food Service in Child Care Centers

Equipment Guide for On-Site Kitchens

Food Service Equipment Guide for Child Care Centers

Agreements for Distribution of donated food or cash in lieu  
thereof for States, Trust Territory of the Pacific, Food  
Distribution Program on Indian Reservations and for the  
Temporary Emergency Food Assistance Program

Food Distribution Division  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 5<sup>th</sup> Floor  
Alexandria, VA 22302

State Plans of Operation for Food Distribution Program on  
Indian Reservations

DESCRIPTION OF ITEM

FOR INSPECTION, COPYING, OR  
ADDITIONAL INFORMATION  
CONTACT:

Distribution Plans for Temporary Emergency Food Assistance Program under Part 251

Food Distribution Division  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 5<sup>th</sup> Floor  
Alexandria, VA 22302

Urban Area Waiver under Part 253, Food Distribution Program on Indian Reservations

Procedural Memoranda on Food Distribution to States, Processors Temporary Emergency Food Assistance Program, Food Distribution on Indian Reservations, Schools, or Cash in Lieu thereof for the Nutrition Programs for the Elderly Program under Title III and 6 of the Older American Act

WIC State Agency Plan Guidance

Supplemental Food Program Division  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 5th Floor  
Alexandria, VA 22302

87 State agencies which include 50 states, 33 Indian agencies, and agencies in Washington, DC, Puerto Rico, Virgin Islands, and Guam. The Indian State agencies include:

Indian Township of Maine  
Penobscot Indian Nation of Maine  
Pleasant Point Health Center of Maine  
Seneca Nation of New York  
Seminole Tribe of Florida  
Choctaws of Mississippi  
East Cherokee Tribe of North Carolina  
Acoma, Cononcito, Languana (ACL) Hospital  
Board of New Mexico  
Eight Northern Indian Pueblos Council of  
New Mexico

DESCRIPTION OF ITEM

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Santo Domingo Pueblo of New Mexico  
Five Sandoval Indian Pueblos of New Mexico  
Pueblo of Zuni of New Mexico  
Pueblo of San Felipe of New Mexico  
WCD Enterprises of Oklahoma  
Indian Tribal Council (ITC) of Oklahoma  
Choctaws of Oklahoma  
Cherokee Nation of Oklahoma  
Cickasaw Nation of Oklahoma  
Tonkawa Tribe of Oklahoma  
Shoshone and Arapahoe Tribes of Wyoming  
Ute Mountain Tribe of Colorado  
Nebraska Indian Inter-Tribal Corporation  
(NIITC) of Nebraska  
Cheyenne River Sioux Tribe of South Dakota  
Rosebud Sioux Tribe of South Dakota  
Standing Rock Sioux Tribe of North Dakota  
Three Affiliated Tribes (For Berthold  
Reservation) of North Dakota  
Inter-Tribal Council of Nevada (ITCN  
Maniilaq of Alaska  
Navajo Nation of Arizona  
Inter-Tribal Council of Arizona (ITCA)

WIC Management Evaluation

CSFP State Agency Plan Guidance

FOR INSPECTION, COPYING, OR  
ADDITIONAL INFORMATION  
CONTACT:

Supplemental Food Program Division  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 5<sup>th</sup> Floor  
Alexandria, VA 22302

DESCRIPTION OF ITEM

FOR INSPECTION, COPYING, OR  
ADDITIONAL INFORMATION  
CONTACT:

13 State agencies which include:

California  
Colorado  
District of Columbia  
Illinois  
Iowa  
Kentucky  
Louisiana  
Michigan  
Minnesota  
Nebraska  
North Carolina  
South Carolina  
Tennessee

Supplemental Food Program Division  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 5<sup>th</sup> Floor  
Alexandria, VA 22302

Log of Requests for Administrative and Judicial Reviews  
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Courts

Administrative Review Staff  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 6<sup>th</sup> Floor  
Alexandria, VA 22302

Family Nutrition Programs

State Operations Division

Program Accountability Division  
USDA, Food and Nutrition Service  
3101 Park Center Drive, 8<sup>th</sup> Floor  
Alexandria, VA 22302

State Plans of Operations for 50 states and District of  
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Characteristics of Food Stamp Households

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Prior Overpayment (Supersedes PM 80-2.)  
273.9(b)(5)(i)

90-7 2-20-90 WRO  
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90-10 3-23-90 WRO  
E&T: Resumption of Program Participation  
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90-11 4-6-90 SWRO  
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82-10) 273.8(h)(1)(v)

90-13 4-25-90 SWRO/MARO  
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90-14 5-31-90 ALRO  
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90-15 5-30-90 MARO  
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90-16 6-7-90 SERO/MPRO  
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90-17 6-7-90 ALRO  
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90-18 6-12-90 WRO  
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Work Requirements Under 7 CFR 273.7  
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With E&T Program Requirements  
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90-20 7-2-90 ALRO  
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(Supersedes PM 90-3.)  
273.9(c) (5) (i) (C); 273.9(d) (3) (vii)

90-21 7-12-90 MWRO  
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90-24 8-2-90 ALRO  
Updating Category 3's (Rescinds PMs 86-20  
and 88-8; corrects 90-9.) 273.9(c) (10)

90-27 9-14-90 ALRO  
Disaster Assistance Payments Made to  
Farmers Under Public Law 100-387  
(Supersedes PM 89-4.) 273.9(b) (1);  
273.9(c) (5), (8), and (10)

91-2 12-12-90 ALRO  
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Participating Low-Income Households  
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91-5 1-7-91 MARO  
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91-7 2-15-91 MWRO  
On-the-Job Training Program (Q&A #2  
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91-9 5-29-91 MPRO  
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72.) 273.9(d) (3)

91-10 6-7-91 MPRO  
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Seasonal Farmworker Households That Apply  
After the 15th of the Month 274.2(b) (2)

91-11 8-2-91 ALRO  
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Organizations Serving as Representative  
Payees in the SSI Program 273.9(c)(1)

92-3 1-7-92 ALRO  
Update of Indexed Policy Memoranda Based  
on the 12/4/91 Regulations (Canceled PMs  
82-27, 84-4, 84-6, 84-19, 87-4, 87-6, and  
90-25.) 273.4(a); 273.12(e)(1);  
273.21(e)(2); 273.21(f)(1); 273.21(f)(3);  
273.21(g)(3); 273.21(j)(1)

92-4 2-6-92 ALRO  
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the 12-4-91 Regulations (Canceled PM 89-  
8.) 272.1(g); 273.21(s)

92-5 3-26-92 MPRO  
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79-9.) 273.8(e)(9); 273.9(c)(4);  
273.11(a)

92-6 4-17-92 ALRO  
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(Canceled PMs 82-28 and 88-5.)  
273.9(c)(3)

92-8 6-4-92 ALRO  
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Disqualification Hearing Decisions  
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92-9 6-4-92 ALRO  
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79-210, 80-7, 81-48, and 85-20.) 273.1;  
273.10; 273.11; 274

92-10 6-8-92 NERO  
Shelter Costs and Self-Employment  
(Canceled PM 92-7.) 273.9(d)(5);  
273.9(d)(6); 273.11(a)(4)

92-11 6-26-92 ALRO  
Retirement Benefits for Ex-Spouses  
(Supersedes Q&A #4 of PM 86-26.)  
273.9(c)(1)(iv)

92-12 9-14-92 MWRO  
Installment Contracts (Supersedes PM 79-  
149.) 273.8(e)(6)

93-1 11-2-92 SERO  
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93-2 12-2-92 ALRO  
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Allotment Reduction (Revises PM 83-16.)  
273.18(d) and (g)

93-3 1-15-93 ALRO  
Child Care Deductions (Cancels PM 90-26.)  
273.9(c) (10); 273.9(d) (4); 273.10(d) (1)  
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93-4 3-16-93 SERO  
Verification of Matches in the  
Disqualified Recipient Subsystem (DRS)  
273.2(f) and (h); 273.11(c); 273.13(b);  
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93-5 3-24-93 SWRO/MPRO  
ASCS Payments 273.9(b) (1); 273.9(c) (8);  
273.11(a)

93-7 4-8-93 NERO  
FSP - Standard Utility Allowance  
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93-8 5-13-93 ALRO  
Issuance: Affidavits/Statements Signed by  
Authorized Representatives for  
Replacements of Lost, Stolen, Unreceived,  
or Destroyed Coupons (Rescinds PM 80-44.)  
274.6(a) (2); 274.6(c)

93-9 5-14-93 WRO  
Shelter and Medical Expenses for Group  
Home Residents (Supersedes PM 90-9.)  
273.11(f) (1)

93-11 6-16-93 MPRO  
Allowable Shelter Expense When There Is a  
Moratorium on Mortgage Payments  
273.10(d) (2)

93-12 7-2-93 MPRO  
Termination of Self-Employment Income in a  
Prospective System (Supersedes PM 89-5.)  
273.9(b) (1) (ii); 273.11(a) (1) (ii);  
273.11(a) (2)

93-13 8-3-93 MPRO  
Categorical Eligibility 273.2(j) (2);  
273.2(j) (4)

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94-1 12-16-93 WRO  
Indian Income and Resource Exclusions  
273.9(c)(10)

94-3 7-12-94 ALRO  
Cancelled Policy Memoranda (Cancels PMs  
90-6 and 91-4.) 273.9(b)(2);  
273.9(c)(1)

94-4 7-18-94 NERO/MPRO/MARO  
Annuities and Annual Lottery Payments  
273.10(c)(3)

95-1 10-20-94 ALRO  
Update of MRRB Policy Memos (Cancels PMs  
84-11, 85-11, and 88-7; revises PM 84-12  
by changing answer to Q&A #4 and deleting  
Q&A #6 and #9; and revises PM 84-25 by  
changing Q&A #1.) 273.21(f)(1)(iii);  
273.21(f)(2)(i); 273.21(r)(1)

95-2 12-30-94 MWRO  
Offsetting Farm Losses Against Other  
Income (Replaces PM 86-13; deletes last  
Q&A of PM 86-11.) 273.11(a)(2)(iii)

95-4 6-23-95 SWRO  
Rental Fee for Propane Tank as Part of  
Utility Cost 273.9(d)(5)(ii)

96-1 12-7-95 ALRO  
Update of Indexed Policy Memos (Obsoletes  
PM 81-62, 84-18, and 85-19; obsoletes Q&A  
#2 of PM 91-7.) 273.5

96-2 12-21-95 ALRO  
Comparable Employment and Training  
Requirements 273.7(g)(2)

96-3 1-23-96 SWRO  
EBT Access for Mobile Route Vendors  
274.12(g)

96-4 1-24-96 ALRO  
Claims--When Court Orders Individual to  
Perform Public Work (Supersedes first Q&A  
in PM 86-21.) 273.18(i)

96-6 3-14-96 MWRO  
Averaging Shelter Costs (Supersedes PM  
79-94, 79-75, and previous  
interpretations.) 273.10(d)

96-7 6-5-96 ALRO  
Licensed Vehicles (Supersedes PM 96-5.)  
273.8(d); 273.8(e); 273.8(h)

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96-8 8-7-96 MWRO  
Income Earned in Foreign Currencies  
73.21(f)(2)

97-1 2-19-97 ALRO  
Update of Indexed Policy Memoranda  
(Rescinds as obsolete: PMS 82-3, 87-1,  
87-5, 88-3, 88-12, 89-13, 89-17, 89-18,  
90-23, 94-2; and changes 86-7 and 89-14.)  
273.1(a)(2); 273.2(i)(4);  
273.7(d)(1)(ii)(A); 273.8(e)(2);  
273.9(c)(3); 273.10(c)(3)(iii);  
273.11(b)(2); 273.12(a);  
273.14(e)(2)(iii); 273.14(f)

97-3 4-2-97 MARO  
SSI Dedicated Accounts 273.8(e)(17);  
273.9(c)(8); 273.9(b)(2)

98-1 10-1-97 ALRO  
Claims Against Households (Corrects  
regulation cites for PMS 86-15, 86-21, 87-  
8, 87-12, and 87-16.) 273.18

98-2 8-20-98 MARO  
Individuals Disqualified From the TANF  
Program 273.2(j) and 273.8(e)(17)

00-1 02-09-00 ALRO  
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01-1 03-03-01 ALRO  
Key Entered Transactions - Card Presence  
(274.12(i)(9)

03-1 9/30/03 ALRO  
Revisions and Additions to the  
Procedures of the Quality Control (QC)  
Review Handbook for Fiscal Year (FY) 2004

04-1 5/11/04 ALRO  
Obsolete Policy Memos

04-2 5/11/04 ALRO  
Policy Memos - Removal from Index of  
Records Available to the Public

04-3 5/19/04 ALRO  
Obsolete Policy Memos

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QUALITY CONTROL (QC) MEMORANDA

QC-00-1 9-12-00 ALRO  
Use of checklists when requesting records  
for the Quality Control (QC) Review;  
Handbook 310; Section 154

QC-05-01 7-29-05 ALRO  
Integrity of the Quality Control (QC)  
Review Process

QC-06-01 11-18-05 ALRO  
Retention of Quality Control (QC) Records

QC-06-02 12-20-05 ALRO  
Quality Control (QC) Policy Memo Update

QC-06-03 1-20-06 ALRO  
Coding Changes for FY 2006 Quality Control  
(QC) Reviews

QC-06-04 5-30-06 ALRO  
Reviewing Negative Actions and Notice of  
Missed Interview (NOMI)

QC-06-05 9-28-06 ALRO  
Revisions and Additions to the Procedures  
of the Quality Control (QC) Review  
Handbook for Fiscal Year (FY) 2007

QC-07-01 12-4-06 ALRO  
Revision to QC Policy Memo #06-05

QC-07-02 03-28-07 ALRO  
Policy Reminder and Correction of a Code

QC-07-04 07-25-07 ALRO  
Negative Case - The Interrelationship  
Between Transitional Benefits and  
Determination of Not Subject To Review  
(NSTR) for Case Closure at The End of  
Certification Period

QC-08-01 02-12-08 ALRO  
Revision to the Procedures of the Quality  
Control (QC) Review Handbook Chapter 13  
for Fiscal Year (FY) 2008

QC-09-06 07/28/09 ALRO  
Revision to Section 1433, Chapter 14,  
Procedures for the Quality Control (QC)  
Review Handbook