

FORMAT FOR TEXT FILE UPLOAD

State agencies that plan to upload their vendor data file into the TIP system must make sure that the text file meets the required format outlined in the chart below. The TIP system will reject the vendor records that are not in the correct format. Each vendor record should take up 1 line of the text file and contain exactly 281 characters. Therefore if you have 500 vendor records the file will contain exactly 500 lines with 281 characters on each line. The third column of the chart titled “Field Characters in Text File” identifies where the data for each field should begin. This text file must not contain any tabs, commas or dollar signs. The system will allow a decimal point in the redemption field.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Agency Code	2 spaces	1 and 2	This field will contain two alpha or alpha/numeric characters.	This will be your 2-digit State agency code. For example Connecticut’s code will be CT and Pleasant Point’s code is P1. These codes are listed in Appendix B of the TIP user manual. This field must contain a value and may not be left blank.
Fiscal Year	4 spaces	3 through 6	This field will contain 4 numeric characters.	This will be the current reporting fiscal year. For example if your data covers report year 2006 than that will be the four numeric characters in the field. This field must contain a value and may not be left blank.
Vendor ID	12 spaces	7 through 18	This field allows up to 12 numeric or alpha/numeric characters. The Vendor ID should begin on character #7 of the line. Which character you end on will depend on how long the vendor ID is. The vendor ID can be no longer than 12 characters long.	This is the unique ID number the State agency assigns to the vendor. For example Virginia may assign a vendor ID number as 2035. Since this is only four digits the number would begin on character #7 of the line and end on #10. The file will not accept duplicate vendor ID numbers. This field must contain a value and may not be left blank.
New Vendor	1 space	19	This field will contain an alpha character “X” or will be left blank if the vendor is not new.	If this is a new vendor the State should place an “X” in character field #19. If the vendor is not a new vendor the field must contain one blank space.
Training	1 space	20	This field will contain one of the following alpha characters: “A”, “I” or “N.”	If the vendor received annual training an “A” should appear in character field #20. If the vendor received Interactive training an “I” should appear in the field. If the vendor received both annual and interactive training the State should place an “I” in the field. If no training was conducted an “N” should appear in the field. This field must contain a value and may not be left blank.

Field Name	Field Width	Field Characters i Text File	Valid Values	Example
Type of Vendor	1 space	21	The field will contain one of the following alpha characters: “R”, “W”, “A”, “C”, “P”, “H” or “D”	Each vendor must be identified as one of the following types: R = Retail W = WIC-only A = Above 50% C = Commissary P = Pharmacy H = Home Delivery D = Direct Distribution. For example if the vendor is a retail vendor the State agency must place an “R” in the field on character #21. This field must contain a value and may not be left blank.
Risk Designation	1 space	22	The field will contain one of the following alpha characters: “H” or “N”	All high-risk vendors should have an “H” in this field otherwise the vendor should be identified with an “N” to show the vendor is a non-high-risk vendor. This field must contain a value and may not be left blank.
FNS Number	7 spaces	23 through 29	This field will contain exactly 7 numeric characters.	If the vendor is authorized by the Food Stamp Program, the State agency must report the 7 digit FSP number in this field. If the vendor is not FSP authorized the field should contain 7 blank spaces.
Vendor Name	50 spaces	30 through 79	This field allows up to 50 alpha/numeric characters.	This field identifies the vendor’s name and store number (if applicable). For example “Safeway #120.” Store numbers are not required. This field must contain a value and may not be left blank. Since this field allows for up to 50 spaces and the vendor name may not contain 50 characters the remaining characters should contain blank spaces.
Vendor Street Number	8 spaces	80 through 87	This field allows up to 8 numeric characters.	This field identifies the street number where the store is located. The maximum number of characters is 8. This field will only be blank if the State agency is putting the vendor’s address information in the “Vendor Additional Address” field. If the street number is less than 8 spaces, the additional characters should contain blank spaces.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Vendor Street Name	40 spaces	88 through 127	This field allows up to 40 alpha/numeric characters.	This field identifies the physical location or the name of the street where the vendor is located. This field should only be blank if the State agency is putting the vendor's address information in the "Vendor Additional Address" field. If the street name is less than 40 spaces, the additional characters should contain blank spaces.
Vendor Additional Address	40 spaces	128 through 167	This field allows up to 40 alpha/numeric characters.	If the vendor has a P.O. Box Number this information should be placed in this field location. Otherwise the field will be left blank and the vendor address information will be provided in the address fields above. If the additional address is less than 40 spaces the additional characters should contain blank spaces.
Vendor City	30 spaces	168 through 197	This field allows up to 30 alpha characters.	This field will contain the information on the city where the vendor is located. This field must contain a value and may not be left blank. If the city is less than 30 spaces, the additional characters should contain blank spaces.
Vendor State	2 spaces	198 through 199	This field will contain exactly 2 alpha characters.	The State should be identified using the 2-digit U.S. Postal Code assigned by the U.S. Post Office. This field must contain a value and may not be left blank.
Vendor Zip	5 spaces	200 through 204	This field will contain exactly 5 numeric characters.	The Zip code should be identified using the 5-digit code assigned by the U.S. Post Office. This field must contain a value and may not be left blank.
Vendor Zip + 4	4 spaces	205 through 208	This field will contain exactly 4 numeric characters.	If the State agency knows the additional 4-digit zip code they may enter this information in this field. Otherwise the field should contain 4 blank spaces.
Annual WIC Redemptions	15 spaces	209 through 223	This field will contain 15 numeric characters with leading zeros if the redemption figure is less than 15 characters.	This field will contain the total number of annual redemptions reported by the vendor. If the redemption figure is less than 15 characters, the field should contain leading zeros. For example a redemption amount of 2,025.23 would be reported as 00000002025.23. The decimal should be placed on character space 221. No dollar signs or commas are allowed. This field must contain a value and may not be left blank.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Redemption Months	2 spaces	224 through 225	This field contains 2 numeric characters. Numbers less than 10 should include a leading zero.	This field will contain the number of months the annual WIC redemptions cover. For example redemptions covering 4 months would be report as “04” in the field. If the redemptions cover all 12 months, a “12” should be placed in the field. This field must contain a value and may not be left blank.
Redemption Indicators A	1 space	226	This field allows one alpha character identified as an “X.”	The only valid character for field is an “X”. If the State agency completed an investigation on a vendor and used the redemption indicator “Extremely small amount of variation in food instrument prices” to flag the vendor for an investigation, the State agency should place an “X” in this field. More than one indicator field can be marked with an “X.” If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Redemption Indicators B	1 space	227	This field allows one alpha character identified as an “X.”	The only valid character the State agency can report in this field is an “X”. If the State agency completed an investigation on a vendor and used the redemption indicator “Large percent of food instruments redeemed at same price” to flag the vendor for an investigation, the State agency should place an “X” in this field. More than one indicator field can be marked with an “X.” If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Redemption Indicators C	1 space	228	This field allows one alpha character identified as an “X.”	The only valid character the State agency can report in this field is an “X”. If the State agency completed an investigation on a vendor and used the redemption indicator “Unusually high average food instrument prices – submitting extremely high average food instruments compared with similar vendors” to flag the vendor for an investigation, the State agency should place an “X” in this field. More than one indicator field can be marked with an “X.” If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Redemption Indicators D	1 space	229	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the redemption indicator "Redeemed prices are higher than their price list" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Volume Indicators E	1 space	230	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "Large percent of high-priced food instruments" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Volume Indicators F	1 space	231	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "Volume of WIC business" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Volume Indicators G	1 space	232	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "Large increase of dollar volume of food instruments redeemed over time" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Volume Indicators H	1 space	233	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "Large percent of the area's total WIC redemptions" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Volume Indicators I	1 space	234	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "WIC sales are an unusually high percentage of vendor's total sales" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.

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Volume Indicators J	1 space	235	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "High WIC to Food Stamps redemption ratio" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Volume Indicators K	1 space	236	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the volume indicator "WIC and Food Stamps sales are an unusually high percentage of total sales" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Participant Indicators L	1 space	237	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the participant indicator "Participant/other complaints" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.

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Participant Indicators M	1 space	238	This field allows one alpha character identified as an “X.”	The only valid character the State agency can report in this field is an “X”. If the State agency completed an investigation on a vendor and used the participant indicator “Large number of participants redeeming food instruments outside of their health service area” to flag the vendor for an investigation, the State agency should place an “X” in this field. More than one indicator field can be marked with an “X.” If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Participant Indicators N	1 space	239	This field allows one alpha character identified as an “X.”	The only valid character the State agency can report in this field is an “X”. If the State agency completed an investigation on a vendor and used the participant indicator “Large number of participants redeeming food instruments who are considered to be at high health risk” to flag the vendor for an investigation, the State agency should place an “X” in this field. More than one indicator field can be marked with an “X.” If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Participant Indicators O	1 space	240	This field allows one alpha character identified as an “X.”	The only valid character the State agency can report in this field is an “X”. If the State agency completed an investigation on a vendor and used the participant indicator “Large number of food instruments with consecutive serial numbers” to flag the vendor for an investigation, the State agency should place an “X” in this field. More than one indicator field can be marked with an “X.” If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.

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Participant Indicators P	1 space	241	This field allows one alpha character identified as an "X."	The only valid character the State agency can report is an "X". If the State agency completed an investigation on a vendor and used the participant indicator "Large percentage of manually issued food instruments" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Other Indicators Q	1 space	242	This field allows one alpha character identified as an "X."	The only valid character a State agency can report in this field is an "X". If the State agency completed an investigation and used the other indicator "Excessive number of returned checks due to errors" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Other Indicators R	1 space	243	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the other indicator "Past history of violations and disqualifications" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Other Indicators S	1 space	244	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the other indicator "Associations with known violators" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Other Indicators T	1 space	245	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the other indicator "Multiple ownerships which include known violators" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Other Indicators U	1 space	246	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the other indicator "Short on authorized food items or no inventory" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Other Indicators V	1 space	247	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the other indicator "New Vendor" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Field Name	Field Width	Field Characters in Text File	Valid Values	Example

	Width	Text File		
Other Indicators W	1 space	248	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used the other indicator "Random Selection" to flag the vendor for an investigation, the State agency should place an "X" in this field. More than one indicator field can be marked with an "X." If this indicator was not used the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Other Indicator X	1 space	249	This field allows one alpha character identified as an "X."	The only valid character the State agency can report in this field is an "X". If the State agency completed an investigation on a vendor and used some other type of high risk indicator that is not identified above, an "X" should be placed in this "Other" field. More than one indicator field can be marked with an "X." If the State agency did not use any "Other" type of high risk indicator, the field should contain one blank space. At least one high-risk indicator must be selected if an investigation has been completed.
Number of Routine Monitoring Visits	2 spaces	250 through 251	This field allows up to 2 numeric characters.	If the State agency conducted routine monitoring visits they number of visits should be identified in this field. If no monitoring visits were conducted the field should contain two blank spaces.
Compliance Investigations	1 space	252	This field allows one alpha character identified with an "I", "C", or "O" only.	If the State agency conducted an investigation on the vendor during the fiscal year or has an investigation that is on-going from the previous year, the State agency must identify the status of the investigation in this field. If the investigation has been initiated and no buys or inventory audits have been completed the State should report the investigation as "I" for initiated. If the investigation has been completed and the minimum number of buys or an inventory audit is complete, the State agency should report the investigation as "C" for completed. If the investigation will be on-going into the next fiscal year the State agency should report the investigation as an "O" for on-going. If no investigations were conducted, the field should contain one blank space.

Field Name	Field Width	Field Characters i Text File	Valid Values	Example
Investigations conducted by entity other than the State	1 space	253	This field allows one alpha character identified with an “I”, “C”, or “O” only.	If the State hires an outside source to conduct investigations on their behalf or if an Indian Tribal Organization has a geographic State agency conduct an investigation on their behalf, the status of the investigation should be reported in this field. If the investigation has been initiated and no buys or inventory audits have been completed the State should report the investigation as “I” for initiated. If the investigation has been completed and the minimum number of buys or an inventory audit is complete, the State agency should report the investigation as “C” for completed. If the investigation will be on-going into the next fiscal year the State agency should report the investigation as an “O” for on-going. If no investigations were conducted the field should contain one blank space.
Number of Compliance Buys	2 spaces	254 through 255	This field allows up to two numeric characters.	If a State agency has completed an investigation and conducted compliance buys, the total number of buys should be reported in this field. This field only needs to be completed when the investigation has been completed. Otherwise the field should contain two blank spaces.
Number of Inventory Audits	2 spaces	256 through 257	This field allows up to two numeric characters.	If a State agency has completed an investigation and conducted inventory audit(s), the total number of audits should be reported in this field. This field should be completed when the investigation has been completed. Otherwise the field should contain two blank spaces.
Reason for Sanction T	1 space	258	This field allows only one alpha character identified as an “X.”	If the State agency has completed an investigation and found the vendor to be trafficking, an “X” should be placed in this field. If this field contains an “X”, the State must also show the type of sanction the vendor received in one of the “Type of Sanction” fields. For example the vendor would show an “X” in the Disqualification field as well. More than one “Reason for Sanction can be selected except when the State reports an “X” in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field would contain one blank space.

Field Name	Field Width	Field Characters i Text File	Valid Values	Example
Reason for Sanction A	1 space	259	This field allows only one alpha character identified as an "X."	If the State agency has completed an investigation and found the vendor was providing alcohol or alcoholic beverages or tobacco products in exchange for food instruments, an "X" should be placed in this field. If this field contains an "X", the State must also show the type of sanction the vendor received in one of the "Type of Sanction" fields. For example the vendor would show an "X" in the Disqualification field as well. More than one "Reason for Sanction can be selected except when the State reports an "X" in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field would contain one blank space.
Reason for Sanction I	1 space	260	This field allows only one alpha character identified as an "X."	If the State agency has completed an investigation and found the vendor claimed reimbursement for the sale of an amount of a specific supplemental food item that exceeds the store's documented inventory of that supplemental food item for a specific period of time, an "X" should be placed in this field. If this field contains an "X", the State must also show the type of sanction the vendor received in one of the "Type of Sanction" fields. For example the vendor would show an "X" in the Disqualification field as well. More than one "Reason for Sanction field can be selected except when the State reports an "X" in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field should contain one blank space.
Reason for Sanction O	1 space	261	This field allows only one alpha character identified as an "X."	If the State agency has completed an investigation and found the vendor intentionally or unintentionally charged the State agency more for authorized supplemental foods than is permitted under the vendor agreement, an "X" should be placed in this field. If this field contains an "X", the State must also show the type of sanction the vendor received in one of the "Type of Sanction" fields. For example the vendor would show an "X" in the Disqualification field as well. More than one "Reason for Sanction field can be selected except when the State reports an "X" in the Food Stamp Reciprocal Action field. If an investigation was not completed, this field should contain one blank space.
Field Name	Field Width	Field Characters i Text File	Valid Values	Example

Reason for Sanction R	1 space	262	This field allows only one alpha character identified as an “X.”	If the State agency has completed an investigation and found the vendor received or redeemed food instruments outside of authorized channels, which may include an unauthorized vendor and/or an unauthorized person, an “X” should be placed in this field. If this field contains an “X”, the State must also show the type of sanction the vendor received in one of the “Type of Sanction” fields. More than one “Reason for Sanction field can be selected except when the State reports an “X” in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field should contain one blank space.
Reason for Sanction F	1 space	263	This field allows only one alpha character identified as an “X.”	If the State agency has completed an investigation and found the vendor charged the Program for supplemental food not received by the participant, an “X” should be placed in this field. If this field contains an “X”, the State must also show the type of sanction the vendor received in one of the “Type of Sanction” fields. For example the vendor would show an “X” in the Disqualification field as well. More than one “Reason for Sanction field can be selected except when the State reports an “X” in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field should contain one blank space.
Reason for Sanction C	1 space	264	This field allows only one alpha character identified as an “X.”	If the State agency has completed an investigation and found the vendor provided credit or non-food items, other than alcohol, alcoholic beverages, tobacco products, cash, firearms, ammunition, explosives, or controlled substances in exchange for food instruments, an “X” should be placed in this field. If this field contains an “X”, the State must also show the type of sanction the vendor received in one of the “Type of Sanction” fields. For example the vendor would show an “X” in the Disqualification field as well. More than one “Reason for Sanction field can be selected except when the State reports an “X” in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field should contain one blank space.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Reason for Sanction U	1 space	265	This field allows only one alpha character identified as an "X."	If the State agency has completed an investigation and found the vendor provided unauthorized food items in exchange for food instruments, which includes charging for supplemental foods provided in excess of those listed on the food instrument., an "X" should be placed in this field. If this field contains an "X", the State must also show the type of sanction the vendor received in one of the "Type of Sanction" fields. More than one "Reason for Sanction field can be selected except when the State reports an "X" in the Food Stamp Reciprocal Action field. If an investigation was not completed or no investigation was conducted, this field should contain one blank space.
Reason for Sanction FSP	1 space	266	This field allows only one alpha character identified as an "X."	If the State agency disqualified a vendor based on a Food Stamp reciprocal action, an "X" should be placed in this field. The State agency should not show an "X" in any other Reason for Sanction field, however, an "X" must be placed in the disqualification field under Type of Sanction D for a disqualification or Type of Sanction C for a CMP. The vendor must also show a 7-digit FNS number in the FNS number field. If the State agency did not sanction the vendor based on a FSP reciprocal action, the field should contain one blank space.
Type of Sanction D	1 space	267	This field allows only one alpha character identified as an "X."	If the State agency completed an investigation and disqualified the vendor, an "X" will be placed in this field. If the vendor was not disqualified during the fiscal year the field should contain one blank space.
Type of Sanction C	1 space	268	This field allows only one alpha character identified as an "X."	If the State agency completed an investigation and imposed a CMP on the vendor, an "X" will be placed in this field. If the vendor did not receive a CMP, the field should contain one blank space.
Type of Sanction F	1 space	269	This field allows only one alpha character identified as an "X."	If the State agency completed an investigation and imposed a fine against the vendor, an "X" will be placed in this field. If the vendor was not fined, the field should contain one blank space.

Field Name	Field Width	Field Characters in Text File	Valid Values	Example
Type of Sanction S	1 space	270	This field allows only one alpha character identified as an "X."	If the State agency imposed a State agency sanction on the vendor, an "X" should be placed in this field. If the vendor did not receive a State agency sanction the field should contain one blank space.
Type of Sanction N or W	1 space	271	This field allows only one alpha character identified as an "N" or "W."	If the State agency did not sanction a vendor or sent the vendor a warning letter, an "N" or "W" should be placed in this field. If an investigation was not completed or no investigation was conducted, this field should contain one blank space.
Administrative Reviews	1 space	272	The field allows one of the following alpha characters: "P", "U", "O", "M", or "J."	If the vendor appealed an adverse action imposed by the State agency, the State agency would report one of the following actions to show the status of the appeal: P = Pending U = Upheld O = Overturned M = Modified J = Judicial If the vendor did not appeal the sanction, the field should contain one blank space.
Vendor Agreement	1 space	273	This field allows one of the following alpha characters: "T" or "E."	If the vendor agreement has been terminated, the State agency would report a "T" in this field, or if the contract expired, and the vendor will not be reauthorized for the next contract period, an "E" would be placed in this field. If the vendor is still authorized, the field should contain one blank space.
Date Referred to FSP	8 spaces	274 through 281	This field contains 8 numeric characters.	If the State agency has disqualified a vendor that is also Food Stamp authorized, and referred that vendor to Food Stamps for reciprocal action, the date of the referral should be reported in the following format [mmddyyy]. For example, if the vendor was referred to Food Stamps on March 6, 2006 the field would show 03062006. If the vendor was not referred to FSP, the field should contain 8 blank spaces.