

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**FOOD AND NUTRITION SERVICE**  
ALEXANDRIA, VA 22302-1500

<b>CHANGE TRANSMITTAL</b>	
CHANGE NUMBER: 19	DIRECTIVE IDENTIFICATION AND NUMBER: FNS Handbook 501
DIRECTIVE TITLE: The Food Distribution Program on Indian Reservations	

This change reflects the following revision to FNS Handbook 501:

Chapter I, Paragraph 1380, is revised to permit replacement of USDA Foods lost due to a household misfortune (e. g., flood, fire, tornado, hurricane, power outage). This is consistent with Policy Memorandum FD-117, dated July 12, 2011. The Handbook will cross reference this memorandum regarding replacement policies and procedures.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
1-11	2/2010	1-11	8/2011

Thomas O'Connor  
Associate Administrator  
Special Nutrition Programs

DISTRIBUTION: AD, F2, I	MANUAL MAINTENANCE INSTRUCTIONS: Retain and file Change Transmittal in front of directive until further notice. Remove and insert page(s) if applicable.	OPI: FDD-200	
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(1320)

administering Federal or federally aided means-tested assistance program, such as SNAP, the National School Lunch Program and School Breakfast Program, TANF, Medicaid, SSI, and GA programs that are subject to the joint processing requirements under Section 2, Special Application Process, of Chapter III of this Handbook.

**1330 HOUSEHOLD ACCESS TO CASE FILE**

If there is a written request by a responsible member of the household, its currently authorized representative, or a person acting on its behalf to review materials contained in the household's case file, the material and information contained in the case file must be made available for inspection during normal business hours. However, the ITO/State agency may withhold confidential information, such as the names of individuals who have disclosed information about the household without the household's knowledge, or the nature or status of pending criminal prosecutions.

**1340 STATE AGENCY COORDINATION WITH ITO**

When the administering agency is not the ITO, the ITO may receive copies of certification and/or termination notices to the extent requested or agreed upon by the household. State agencies and ITOs may establish a formal procedure to ensure ITO receipt of notices.

**1350 INFLUENCE OF POLITICAL INTERESTS**

The distribution of USDA foods must not be used to further the political interests of any individual or party. This applies to tribal elections as well as local/State/national elections. The ITO/State agency must not display or allow local agencies to display political materials of any kind and must not allow individuals or political parties to campaign on the Food Distribution Program grounds, in the certification office or the distribution warehouse (see paragraph 1224C, above).

**1360 PAYMENT FOR USDA FOODS**

Households must not be required to make any payments in money, materials, services, or in-kind to receive USDA foods and they must not be solicited for voluntary contributions for any purpose.

**1370 DUAL PARTICIPATION**

Dual participation by any household member in SNAP and the Food Distribution Program is prohibited. Simultaneous participation in multiple Food Distribution Programs is also prohibited. The ITO/State agency must inform each applicant household of this prohibition and must devise a method to prevent dual participation. This method must, at minimum, use lists of currently certified households provided by and provided to the appropriate State or local SNAP agency on a monthly basis. The ITO/State agency may also use computer checks, address checks, and telephone calls to prevent dual participation.

**1380 REPLACEMENT OF USDA FOODS**

USDA FNS permits replacement of USDA foods lost due to a household misfortune, e.g., flood, fire, tornado, hurricane, power outage (see Policy Memorandum FD-117). Latent defects discovered by the household should be reported in accordance with paragraph 6216. Replacements are not permitted in other circumstances.