

Food and Nutrition Service

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-1

System name: Civil Rights Complaints and Investigations--USDA/
FNS.

System location: Office of Civil Rights and Equal Employment Opportunity, Food and Nutrition Service, United States Department of Agriculture, 500 12th St., SW, Room 750, Washington, DC 20250, and FNS Regional Offices located in: Atlanta, Georgia which covers the States of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee; Burlington, Massachusetts which covers the States of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont; Chicago, Illinois which covers the States of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin; Dallas, Texas which covers the States of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas; Denver, Colorado which covers the States of Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming; Robbinsville, New Jersey which covers the States of Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virginia, Virgin Islands, and West Virginia; and San Francisco, California which covers the States of Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, American Samoa, Trust Territories of the Pacific, and Washington.

The address of each Regional Office is listed in the telephone directory of the respective cities listed above under the heading ``United States Government, Department of Agriculture, Food and Nutrition Service.''

Categories of individuals covered by the system: Included in this system are (1) files of persons who have alleged discrimination of the type prohibited by Title VI of the Civil Rights Act of 1964 and subsequent regulations; (2) files, names and case numbers, and case file information regarding State or local agency compliance with Title VI (includes names and case numbers referencing individuals who

have been contacted or whose case files have been reviewed to ascertain a State's compliance).

Categories of records in the system: The system consists of records on individual complaints alleging discrimination and includes: (1) Evidentiary information to disprove or substantiate the

allegations; (2) Sources of information; (3) Statements from witnesses; and (4) Statistical data supplied by the State or local agency.

Authority for maintenance of the system: 42 U.S.C. 2000 d-1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Referral to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within

this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto; (2) referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery; and (3) staff evaluations of the availability of FNS food assistance programs

without regard to race, color, national origin, religious belief, or political affiliation. ``Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.''

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the applicable addresses listed above.

Retrievability: Civil Rights complaints are indexed by State and complainant's name. Office of Investigation reports are indexed by complainant's name and investigation number.

Safeguards: Records are kept in either locked filing cabinets or in locked offices.

Retention and disposal: Closed cases are retained for one fiscal year following the end of the fiscal year in which they are closed. Thereafter, they are transferred to Federal Records Centers and maintained for three additional fiscal years before disposal.

System manager(s) and address: Director, Office of Civil Rights and Equal Employment Opportunity, Food and Nutrition Service, United States Department of Agriculture, Washington, DC 20250 (202-447-8410), or the appropriate Regional Administrator at the address listed above.

Notification procedure: An individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the appropriate manager as set forth in the preceding paragraph.

A request for information pertaining to an individual should contain the name and address of the individual, and whether the records were compiled as a result of a complaint or an FNS compliance review.

Record access procedures: An individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate system manager listed above. The envelope and the letter should be marked ``Privacy Act Request.''

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, the reasons for contesting it, and the proposed amendment to the information.

Record source categories: Information in this system comes primarily from complainants, witnesses, agency employees, and investigative personnel.

Systems exempted from certain provisions of the act: This material

has been exempted in 7 CFR 1.23 pursuant to 5 U.S.C. 552 a(k)(2) from the requirements of subsections (c)(3), (d), (G), and (H). The above system contains information received under an express or implied promise of confidentiality, or investigative techniques, processes, or procedures, the disclosure of which could be detrimental to legitimate agency functions.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-2

System name: Food Stamp Program Inquiries and Complaints--USDA/
FNS.

System location: FNS Regional Offices located in: Atlanta, Georgia

which covers the States of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee; Burlington, Massachusetts which covers the States of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont; Chicago, Illinois which covers the States of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin; Dallas, Texas which covers the States of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas; Denver, Colorado which covers the States of Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming; Robbinsville, New Jersey which covers the States of Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virginia, Virgin Islands, and West Virginia; and San Francisco, California which covers the States of Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, American Samoa, Trust Territories of the Pacific, and Washington.

The address of each Regional Office is listed in the telephone directory of the respective cities listed above under the heading ``United States Government, Department of Agriculture, Food and Nutrition Service.''

Categories of individuals covered by the system: Recipients and other persons dissatisfied with or seeking information about local Food Stamp Program policy and procedures:

Categories of records in the system: The system consists of copies

of each complaint or inquiry and the resulting documentation gathered in responding to it.

Authority for maintenance of the system: 78 Stat. 703 as amended; 7 U.S.C. 2011-2025; and 7 CFR parts 270, 271.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Serves as a record of action taken and as resource information to determine trends and patterns; (2) referral to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available

indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto; and (3) referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery; ``Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.''

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the addresses listed above.

Retrievability: Records are indexed by State, name of individual, and food stamp project area.

Safeguards: Records are kept either in locked file cabinets or locked offices.

Retention and disposal: Cases remain in the agency's files until the end of the fiscal year following the fiscal year in which they are closed; thereafter they are transferred to Federal Record

Centers

and maintained for three additional years before disposal.

System manager(s) and address: Regional Food Stamp Program Directors at the addresses listed above.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the appropriate system

managers as set forth in the preceding paragraph. A request for information should contain name, address, and particulars involved (i.e., the date of action giving rise to the inquiry, complaint, etc.)

Record access procedures: An individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate system manager as set forth in the preceding paragraph. The envelope and the letter should be marked ``Privacy Act Request''.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, the reasons for contesting it, and the proposed amendment to the information.

Record source categories: Information in this system comes primarily from recipient and non-recipient inquiries and complaints, case file review, collateral contacts, and investigative reports.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-3

System name:

Claims Against Food Stamp Recipients--USDA/FNS-3.
System location:

Grants Management Division, Food and Nutrition Service (FNS),
United States Department of Agriculture, 3101 Park Center Drive,
Room

415, Alexandria, Virginia 22302, and FNS Regional Offices located
in:

Atlanta, Georgia, which covers the States of Alabama, Florida,
Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and
Tennessee; Boston, Massachusetts, which covers the States of
Connecticut, Massachusetts, Maine, New Hampshire, New York, Rhode
Island, and Vermont; Chicago, Illinois, which covers the States of
Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin; Dallas,
Texas, which covers the States of Arkansas, Louisiana, New Mexico,
Oklahoma, and Texas; Denver, Colorado, which covers the States of
Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota,
South Dakota, Utah, and Wyoming; Trenton, New Jersey, which covers
the State of Delaware, District of Columbia, Maryland, New Jersey,
Pennsylvania, Puerto Rico, Virginia, Virgin Islands, and West
Virginia; and San Francisco, California, which covers the State of
Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon,
American Samoa, Trust Territories of the Pacific, and Washington.

The

address of each regional office is listed in the telephone directory
of the respective cities listed above under the heading of ``United
States Government, Department of Agriculture, Food and Nutrition
Service.''

Categories of individuals covered by the system:

Individuals who have received food stamp benefits to which they
are not entitled.

Categories of records in the system:

The information in the system consists of individuals' names,
addresses, Social Security Numbers and amounts of claims and amounts
of any collections. The information in the system also includes
identification of individuals' Federal and/or United States Postal
Service (USPS) employing agencies and other sources of Federal
payments, if any. The system also may include limited information
about claims such as age, reasons for the overissuance of benefits,
and State agency collection efforts.

Authority for maintenance of the system:

7 U.S.C. 2011-2031.

Routine uses of records maintained in the system, including
categories of users and the purposes of such uses:

(1) Referral to the Department of Treasury (Treasury) or other
designated debt collection centers for debt collection actions
including administrative offset. (2) Referral to the Department of
Defense (DOD) and the USPS to identify Federal and USPS employees
owing claims. (3) Referral may be made to State agencies for such
purposes as updating claims files, collecting claims, and for fiscal
reporting. Referral may also be made to Federal agencies and the

USPS

for additional collection action. (4) Disclosure may be made to a
Congressional office from the record of an individual in response to
an inquiry from the Congressional office made at the written request
of the individual.

Policies and practices for storing, retrieving, accessing,
retaining, and disposing of records in the system:

Storage:

Records are maintained by automated data storage methods such as

magnetic tape and disk. Some records may also be maintained on paper.

Retrievability:

Records are retrievable by name and Social Security Number.

Safeguards:

Access to records is limited to those persons who process the records for the specific routine uses stated above. Records in such forms as magnetic tape are kept in physically secured rooms and/or cabinets. Various methods of computer security limit access to records in automated databases. Paper records will be segregated and physically secured in locked cabinets.

Retention and disposal:

The Food and Nutrition Service retains records for no longer than two years. All records are either returned to State agencies or destroyed.

System manager(s) and address:

Director, Grants Management Division, Food and Nutrition Service,
United States Department of Agriculture, 3101 Park Center Drive,
Room 415, Alexandria, Virginia 22302.

Notification procedure:

Individuals may request from the system manager identified in the preceding paragraph information regarding this system of records or whether the system contains records pertaining to them. Individuals requesting such information must provide their name, address and Social Security Number.

Record access procedures:

Individuals may obtain information about records in the system which pertain to them by written or oral requests to the system manager. To assure confidentiality and prompt routing, written requests should be marked ``Privacy Act Request.''

Contesting record procedures:

Individuals desiring to contest or amend information maintained in the system should direct requests to the system manager, state the reasons for contesting the information and provide any available documentation to support the requested action.

Record source categories:

Information in this system comes from State agency files concerning food stamp recipient claims, from IRS files of addresses of individuals who have filed income tax returns, Information in this system also comes from DoD and USPS files of individuals who are currently employed by or who are receiving pensions and other payments from Federal agencies and the USPS, and from all other sources of Federal payments.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-4

System name: Food Stamp Recipient Refunds--USDA/FNS.

System location: Fiscal Branch, Central Accounting Division, Food and Nutrition Service, United States Department of Agriculture, Room 105 West Auditors Building, Washington, DC 20250, and FNS Regional Offices located in: Atlanta, Georgia which covers the States of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee; Burlington, Massachusetts which covers the States of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont; Chicago, Illinois which covers the States of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin; Dallas, Texas which covers the States of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas; Denver, Colorado which covers the States of Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming; Robbinsville, New Jersey which covers the States of Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virginia, Virgin Islands, and West Virginia; San Francisco, California which covers the States of Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, American Samoa, Trust Territories of the Pacific, and Washington.

The address of each Regional Office is listed in the telephone directory of the respective cities listed above under the heading ``United States Government, Department of Agriculture, Food and Nutrition Service.''

Categories of individuals covered by the system: Individuals who request refunds from FNS of: (1) The proportionate purchase price paid for food stamps purchased but not used; or (2) The amount they have been inadvertently overcharged for their food stamps.

Categories of records in the system: (1) Form FNS-288, Request for Reimbursement for Unused Food Coupons, required documentation and signatures, as applicable, to the specific reason for the request; and issuance, required documentation and signatures, as applicable to the refund.

Authority for maintenance of the system: 78 Stat. 703 as amended; 7 U.S.C. 2011-2025; 7 CFR part 271.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Establish eligibility for reimbursement to recipient or agent; (2) Referral to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto; and (3) Referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery.

``Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.''

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and file cabinets at the address listed above.

Retrievability: Records are filed by date and month of payment and by name of recipient or his agent.

Safeguards: Records are kept either in locked cabinets or locked offices.

Retention and disposal: Closed cases are retained for one fiscal year following the end of the fiscal year in which they are closed. Thereafter, they are transferred to Federal Records Centers and maintained for three additional fiscal years before disposal.

System manager(s) and address: Director, Central Accounting Division, Food and Nutrition Service, United States Department of Agriculture, Washington, DC 20250 (202-447-6990), or the appropriate Regional Food Stamp Program Director at the addresses listed above.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the appropriate system manager as set forth in the preceding paragraph. A request for information pertaining to an individual should contain: Name, address, and particulars involved (i.e., the date of action giving rise to claim, date claim was filed, correspondence, etc.)

Record access procedures: An individual may obtain information as to the procedure for gaining access to a record in the system which pertains to him, by submitting a written request to the appropriate system manager. The envelope and letter should be marked ``Privacy Act Request.''

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, the reasons for contesting it, and the proposed amendment to the information.

Record source categories: Information in this system comes primarily from State agency records and collateral contacts by claims reviewers.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-5

System name:

Information on Persons Disqualified from the Food Stamp Program, USDA/FNS-5.

Security classification:

None.

System location:

This system of records is under the control of the Deputy Administrator, Food Stamp Program, Food and Nutrition Service, United

States Department of Agriculture, 3101 Park Center Drive, Alexandria,

Virginia 22302. The data will be maintained at the Department's National Computer Center, Kansas City, Missouri (NCC-KC).

Categories of individuals covered by the system:

The system consists of information on individuals who have been disqualified from food stamp participation for intentionally violating Food Stamp Program regulations.

Categories of records in the system:

The system consists of standardized records containing identifying information (first name, middle initial, last name; Social Security number; date of birth; and sex) on individuals disqualified from the Food Stamp Program and information identifying the location, date(s) and length(s) of any disqualification determined and imposed.

Authority for maintenance of the system:

7 U.S.C. 2011-2031.

Purpose(s):

To facilitate the Congressional mandate to increase the severity of disqualifications from the Food Stamp Program for repeated instances of fraudulently obtaining Food Stamp Program benefits and to verify eligibility of applicants for Food Stamp Program benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records contained in this system may be disclosed, as part of a computer matching program or otherwise, to State agency personnel responsible for investigating or prosecuting violations of the Food Stamp Program regulations, and to Federal, State, and local officials

responsible for administration of the Food Stamp Program. Records contained in this system also may be disclosed to the General Accounting Office for program audit purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on the Department's computers at the NCC-KC or on magnetic tapes at that facility.

Retrievability:

Records may be indexed and retrieved by name of the individual, by Social Security Number, by Federal Information Processing Standard

(FIPS) code, or by a State case-file identification number.

Safeguards:

Records will be available only to identified State agency personnel charged with Food Stamp Program enforcement. Voice recognition technology may be used; such a system will release information only to authorized individuals calling from authorized telephone numbers. On-line access to the NCC-KC data base will be restricted to FNS personnel charged with system management. The NCC-KC is the repository of numerous Department systems of records and other sensitive data bases. It was constructed and is maintained as

a

highly secure facility.

State agencies will be provided information from this system of

records only upon entering into a written agreement with FNS. This agreement includes the understanding that State agencies will provide

full security for data released to them and will limit access to this

data to authorized personnel only. Any reports generated by FNS will be for system evaluation purposes only and will be maintained in secured offices and facilities.

Retention and disposal:

Because the law mandates a longer disqualification period if there have been any prior disqualifications, FNS intends to maintain these records permanently in an electronic or magnetic tape mode.

System manager(s) and address:

Director, Program Accountability Division, Food Stamp Program, Food and Nutrition Service, United States Department of Agriculture, 3101 Park Center Drive, room 907, Alexandria, Virginia 22302. Telephone: (703) 305-2414.

Notification procedure:

Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him, from the System Manager listed above.

Record access procedure:

An individual may obtain information about a record in the system

which pertains to him by submitting a written request to the Systems Manger listed above. The envelope and the letter should be marked ``Privacy Act Request.``

A request for information pertaining to an individual should contain the name, address, date of birth and social security number of the individual, and any other information that will assist in locating the record.

Contesting record procedures:

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, the reasons for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate.

Record source categories:

Information in this system is provided by State agency personnel responsible for investigating cases involving intentional violations of Food Stamp Program Regulations.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-7

System name: Food Service Management Company Registration
System for the Summer Food Service Program for Children--
USDA/FNS.

System location: Special Feeding Programs Branch, Child Nutrition Division, Food and Nutrition Service, U.S. Department of Agriculture,
201 14th Street SW, Room 3300-B, Washington, DC 20250.

Categories of individuals covered by the system: Included in this

system are, for food service management companies applying for registration in the Summer Food Service Program for Children, past (within 3 years) and present (1) company owners, directors, officers, and (2) local officials responsible for the operation of the food preparation facilities and (3) any of the persons listed in (1) or (2) who have any relationship to any Summer Food Service Program for Children sponsor or any food service management company which participated in the Program in the last 3 years. For the purposes of this Program, relationship shall be defined as: to his knowledge he or his immediate family, partners or organization in which his immediate family or partner has a financial or other interest, or with whom he is negotiating or has any arrangements concerning prospective employment, with or without payment.

Categories of records in the system: The system consists of name and social security number (when provided) of (1) and (2) of the preceding paragraph, and name, company or sponsor name of relation, name of relations and relationship of (3) of the preceding paragraph.

Authority for maintenance of the system: 42 U.S.C. 1771

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Referral to State agencies and Food and Nutrition Service Regional Offices, upon request, charged with the responsibility of determining registration or nonregistration of food service management companies; (2) referral

to the appropriate agency, whether Federal, State or local, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulations, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in

nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto; (3) referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery; and (4) disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office

made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders and magnetic tapes.

Retrievability: Records can be retrieved by food service management company name, by number assigned to the food service management company, by an individual's social security number, and by an individual's name.

Safeguards: Records are kept in either locked filing cabinets or in locked offices. The computer tapes will have a password master file access, and the tapes will be kept in locked filing cabinets or in locked offices.

Retention and disposal: Records are maintained for two years following the year of application for registration. Thereafter, they

are transferred to Federal Archives and Records Centers and maintained for three additional fiscal years before disposal.

System manager(s) and address: Manager, Child Nutrition Programs, Food and Nutrition Service, United States Department of Agriculture, Washington, DC 20250 (202-447-8130).

Notification procedure: An individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the appropriate manager as set forth in the preceding paragraph. A request for information pertaining to an individual should contain the individual's name, and if known the name of the food service management company(s) which supplied the information pertaining to him.

Record access procedures: An individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate system manager listed above. The envelope and the letter should be marked ``Privacy Act Request.''

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, the reasons for contesting it, and the proposed amendment to the information.

Record source categories: Information in this system is provided by food service management companies which apply for registration in the Program and the applicable State agencies or Food and Nutrition Service Regional Offices.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-8

System name: FNS Studies and Reports.

Security classification:

None.

System location:

Records of studies conducted internally will be located in the Office of Analysis and Evaluation, room 208, 3101 Park Center Drive, Alexandria, Virginia 22302. Records will be located with the contractor when studies are performed by contract.

Categories of individuals covered by the system:

The system consists of personal information from persons who are eligible for, have participated in, been recipients of, or participated in some capacity in the administration of FNS-sponsored benefit programs.

Categories of records in the system:

Individual records may contain information on program applicants, participants, eligibles and beneficiaries of FNS-sponsored programs, and vital statistics such as birth and death records. This information may include but is not limited to their names, addresses, identifying numbers, and program-specific information such as income,

family status, participation in programs sponsored by other agencies, location of birth, birthweight, health status, medical claims, diagnostic codes, and other pertinent information.

Authority for maintenance of the system:

Federal statutes requiring studies of the food assistance programs: 7 U.S.C. 2011-27; 42 U.S.C. 1751-89; 7 U.S.C. 1431, 1431e, 612c, 612c note.

Purpose(s):

To study and determine the impact, efficiency and/or effectiveness of FNS-sponsored programs and for the purpose of reporting to the Congress, oversight agencies, and/or departmental and FNS officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records in this system may be disclosed to private firms that

have contracted with FNS to collect, aggregate, analyze, or otherwise

refine records for the purpose of research and reporting to Congress and appropriate oversight agencies, and/or departmental and FNS officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, magnetic tapes, and computer disks.

Retrievability:

Information is retrieved by coded identification number once analysis files have been successfully constructed and edited. The coded number bears prevents association of data with individual identifiers except by authorized individuals. This is a security measure which allows linkage of individual identifying information with study data through computer media. Paper records containing identifying information and study data are not needed or retained once the information has been entered onto magnetic tapes and/or computer disks.

Safeguards:

1. Authorized users: When designing, developing and/or operating a system of records on individuals, contractors are required to comply with all provisions of the Privacy Act. Contractors are required to maintain and protect the personal data and cannot release

or share the data without consulting with FNS. Access to records maintained within FNS is limited to those staff officials responsible

for the subject system of records. Otherwise, access is limited to persons authorized and needing to use the records, including project directors, contract officers, programmers, analysts, statisticians, statistical clerks and key punch operators on the staffs of the contractors or in the FNS.

2. Physical safeguards: Hard copy records are stored in locked safes, locked files, and locked offices when not in use. Computer terminals used to process identifiable data are located in secured areas and are accessible only to authorized users. Should they be maintained, back-up records which are stored off-site shall be used and stored under the same secure conditions.

3. Procedural safeguards: Names and other identifying

characteristics from the interim records are not contained on the records encrypted for analysis. Encrypted data are indexed by code numbers. There will be no tables or files which link these code numbers with the original names or identifying attributes. Only those

staff with a need to link identifiable information will be given the appropriate identifiers and access procedures. The FNS project officers and contract officers oversee compliance with these requirements. When appropriate, the FNS will review the site facilities to ensure that records have been maintained in accordance with the terms of this notice.

Retention and disposal:

Names and other identifying information are maintained in the file until conclusion of the file matching process. The portion of records which contain identifiable items will be maintained until they are no longer needed but not more than two years. The identifiable items portion of the records will then be destroyed. Aggregate data in analysis files may be kept in perpetuity according to the needs of the Department for longitudinal comparisons.

System manager(s) and address:

Director, Office of Analysis and Evaluation, Food and Nutrition Service, United States Department of Agriculture, room 208, 3101 Park Center Drive, Alexandria, Virginia 22302. Telephone: (703) 756-3017.

Notification procedure:

To determine if a record containing an identifiable item exists, write to the System Manager, giving your full name and address.

Record access procedures:

An individual may obtain information about gaining access to a record containing an identifiable item in the system which pertains to him or her by submitting a written request to the System Manager. The envelope and the letter should be marked, ``Privacy Act Request.'' An individual may be required to reference the record by furnishing name, address, Social Security Number, and/or other identifiers needed by FNS and administering agencies to discern the record.

Contesting record categories:

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, the reasons for contesting it, and the proposed amendment to the information with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

Record source categories:

Information in this system will come from program application and participation records of applicants, eligibles, participants and beneficiaries of FNS programs, such as the Food Stamp Program, the Special Supplemental Food Program for Women, Infants and Children (WIC), the National School Lunch Program, the School Breakfast Program, the Commodity Supplemental Food Program, and others.

Records

are created based on information gathered from individuals themselves and from State and local agencies which administer the programs.

Systems exempted from certain provisions of the act:

None.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-9

System name:

USDA/FNS-9 Food Stamp Program Retailer Information.

Security classification: None.

System location:

The paper records (i.e., the applications for authorization and reauthorization) which contain the personal identifying information on retail and wholesale store owners and officers, and/or owners and officers associated with other entities, are located in a host computer database and in FNS field offices throughout the United States. The location of each FNS field office may be found in the local phone books. The host computer database which contains the Store Tracking and Redemption Subsystem (STARS) database, is located at the Benefit Redemption Systems Branch, PO Box 135, Minneapolis, Minnesota 55440.

Categories of individuals covered by the system:

The system consists of personal information from owners and officers of stores and other entities currently participating in the Food Stamp Program, as well as those owners and officers who have previously participated in the program. The individual paper records (i.e., applications for authorization) located in FNS field offices also contain personal information from owners and officers who applied for authorization to participate in the FSP but were denied authorization.

Categories of records in the system:

The applications for authorization and reauthorization are in the STARS database and located in the files of FNS field offices. The applications contain the following personal information regarding owners and officers: Name, home address, social security number, and date of birth. The SSNs are collected only from owners of sole proprietorships, partnerships, principal shareholders of private corporations, and officers of cooperatives. Financial data (i.e., food sales, gross sales, food stamp redemption data) relative to each entity currently authorized or previously authorized is in the STARS database.

Authority for maintenance of the system:

Section 9 of the Food Stamp Act of 1977, as amended, (7 U.S.C. 2018); section 1735 of the Food, Agriculture, Conservation, and Trade Act of 1990 (Pub. L. 101-624, 104 Stat. 3359); section 205(c)(2)(C) of the Social Security Act (42 U.S.C. 405(c)(2)(C)); and section 6109(f) of the Internal Revenue Code of 1986 (26 U.S.C. 6109(f)).

Purpose(s):

This information will be shared with other Federal and State entities to assist in the administration and enforcement of the Food Stamp Act, as well as other Federal and State laws. The SSNs and EINS of store owners will only be shared with Federal agencies which maintain those numbers in their files. STARS is used primarily for

tracking the authorization and food stamp redemption activity of owners and officers of entities currently participating in the Food Stamp Program, as well as those owners and officers who have previously participated in the Food Stamp Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Limitations on Disclosure under the Following Routine Uses (1) through (11):

Information obtained from applicants under the authority of 7 U.S.C. 2018(c) may be used or disclosed only as specified in 7 U.S.C.

2018(c). With the exception of the SSNs and EINs obtained from applicants, 7 U.S.C. 2018(c) gives FNS the authority to disclose the contents of an initial application, or other information submitted by

an applicant to other Federal and State law enforcement and investigative agencies for the purposes of administering or enforcing

the Food Stamp Act or any other Federal or State law. 7 U.S.C.

2018(c) also limits the use of the information obtained by applicants. That is, the above mentioned entities may only use this information for purposes directly connected with the administration and enforcement of the Food Stamp Act or any other Federal or State law. Some of the information obtained from applicants is ownership information and sales and redemption data.

The use and disclosure of SSNs and EINs obtained by applicants is

covered in the Social Security Act and the Internal Revenue Code. In accordance with the Social Security Act and the Internal Revenue Code, applicant social security numbers and employer identification numbers may be disclosed only to other Federal agencies authorized

to have access to social security numbers and employer identification numbers and maintain these numbers in their files, and only when the Secretary of Agriculture determines that disclosure would assist in verifying and matching such information against information maintained by such other agency. 42 U.S.C. 405(c)(2)(C)(iii); 26 U.S.C. 6109(f).

(1) USDA/FNS may disclose information from this system of records

to the Department of Justice (DOJ), a court or other tribunal, or another party before such tribunal, when USDA, any component thereof,

or any employee of the USDA in his or her official capacity, any USDA

employee in his or her individual capacity where DOJ (or USDA where it is authorized to do so) has agreed to represent the employee, or the United States where USDA determines that the litigation is likely

to affect directly the operations of USDA or any of its components, is a party to the litigation or has an interest in such litigation, and USDA determines that the use of such records by DOJ, the court or

other tribunal, or the other party before such tribunal is relevant and necessary to the litigation; provided, however, that in each case, USDA determines that such disclosure is compatible with the purpose for which the records were collected.

(2) In the event that material in this system indicates a violation of the Food Stamp Act or any other Federal or State law whether civil or criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, USDA/FNS may disclose the relevant records to the appropriate agency, whether Federal or State, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

(3) USDA/FNS may disclose records from this system of records to a congressional office from the record of an individual provided that individual gave the congressional office permission to inquire on his or her behalf.

(4) USDA/FNS may use information from this system of records, including SSNs and EINs, to collect and report on delinquent debt and may disclose the information to other Federal and State agencies, as well as private collection agencies, for purposes of claims collection actions including, but not limited to, administrative offset and referral to the Department of Justice for litigation. (Note: SSNs and EINs will only be disclosed to Federal agencies).

(5) USDA/FNS may disclose information from this system of records to other Federal and State agencies to respond to specific requests from such Federal and State agencies for the purpose of administering the Food Stamp Act as well as other Federal and State laws.

(6) USDA/FNS may disclose information from this system of records to other Federal and State agencies to verify information reported by applicants and participating firms, and to assist in the administration and enforcement of the Food Stamp Act as well as other Federal and State laws.

(7) USDA/FNS may disclose information from this system of records to other Federal and State agencies for the purpose of conducting computer matching programs.

(8) USDA/FNS may disclose information (excluding EINs) from this system of records to private entities having contractual agreements with USDA for designing, developing, and operating the system, and for verification and computer matching purposes.

(9) USDA/FNS may disclose an owner's home address to a financial institution to verify information contained on a redemption certificate (Form FCS-278B, formerly Form FNS-278B) submitted by a participating retailer. Authorized entities use these certificates when depositing food coupons at financial institutions. On occasion, particularly with small businesses, the owner's business address may also be the owner's home address.

(10) USDA/FNS will disclose information from this system of records to the Internal Revenue Service, for the purpose of reporting delinquent retailer and wholesaler monetary penalties of \$600 or more

for violations committed under the Food Stamp Program. USDA/FNS will report each delinquent debt to the Internal Revenue Service on Form 1099-C (Cancellation of Debt). USDA/FNS will report these debts to the Internal Revenue Service under the authority of the Income Tax Regulations (26 CFR parts 1 and 602) under section 6050P of the Internal Revenue Code.

(11) USDA/FNS may disclose information from this system of records to State agencies that administer the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), authorized under section 17 of the Child Nutrition Act of 1966 for purposes of administering that Act and the regulations issued under that Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, magnetic tapes, and computer disks.

Retrievability:

In STARS, the personal identifying information is retrievable by owner's name and by SSN.

Safeguards:

1. Authorized Users: When designing, developing and/or operating a system of records on individuals, contractors are required to comply with all provisions of the Privacy Act. Contractors are required to maintain and protect the personal data and cannot release

or share data without consulting with FNS. Access to records maintained within FNS is limited to those staff officials responsible

for the subject system of records. Otherwise, access is limited to persons authorized and needing to use the records, including project directors, contract officers, programmers, analysts, statisticians, statistical clerks and key punch operators on the staff of the contractors or in the FNS.

2. Physical Safeguards: Paper records are stored in locked safes,

locked files, and locked offices when not in use. Computer terminals used to process personal identifiable data are located in secured areas and are accessible only to authorized users. Back up records which are stored off-site shall be used and stored under the same secure conditions.

3. Procedural Safeguards: In order to access STARS, each authorized individual is given a personal access ID and password.

The individual's password must be changed at least every 45 days or whenever the individual feels it might have been compromised.

Access to personal information contained in the STARS database and to the paper record files is restricted to those individuals who have been authorized by FNS and who have a need to know such information in the performance of their official duties in administering the Food Stamp Act and other Federal and State laws. SSNs cannot be viewed on screen in STARS by those individuals who are

not specifically authorized to view them.

FNS personnel, project officers, and contract officers oversee compliance with these requirements. When appropriate, FNS personnel will review the site facilities to ensure that records have been maintained in accordance with the terms of this notice.

Retention and disposal:

In STARS, the personal identifying information is maintained indefinitely. The applications for authorization and reauthorization are kept in the FNS field offices for three years and then destroyed pursuant to the applicable document retention and disposal schedule.

System manager(s) and address:

Thomas O'Connor, Director, Benefit Redemption Division, Food and Nutrition Service, United States Department of Agriculture, Room 706, 3101 Park Center Drive, Alexandria, Virginia 22302.

Notification procedure:

Any individual may request information regarding this system of records from the System Manager. The request must be in writing.

Record access procedures:

An individual who wishes to request access to records in the system which pertains to him or her may submit a written request to the System Manager. The envelope and the letter should be marked, ``Privacy Act Request''. An individual may be required to reference the record by furnishing name, address, Social Security Number, and/or other identifiers needed by FNS.

Contesting record procedures:

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager. The request should include, as appropriate, the reasons for contesting it, and the proposed amendment to the information with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

Record source categories:

Information in this system comes from the authorization and reauthorization applications of stores and other entities which are currently participating in the Food Stamp Program, as well as information on file for those entities which have previously participated in the program. Personal information in this system of records is also obtained from the owners and officers of such entities as reported on the authorization and reauthorization applications.

The STARS database also keeps a food stamp redemption history on such entities. The database maintains the dollar amount of food stamp benefits accepted by each entity currently authorized or previously authorized.

Exemptions claimed for the system:

None.

<DOC>

From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

USDA/FNS-10

System name:

USDA/FNS-10 Persons Doing Business with the Food and Nutrition Service (FNS).

Security classification:

None.

System location:

This system of records is under the control of the Deputy

Administrator, Financial Management, Food and Nutrition Service, United States Department of Agriculture, 3101 Park Center Drive, Alexandria, Virginia 22302. The data is maintained in the Agency Financial Management System (AFMS), FNS's automated financial system.

Categories of individuals covered by the system:

The system consists of information on individuals who receive payments directly from FNS under any of the various nutrition and nutrition education programs FNS administers. These individuals may include program sponsors, contractors, and other individuals. They do not include program benefit recipients or State agencies.

Categories of records in the system:

The information in the system consists of individuals' names, addresses, Social Security Numbers, Employer Identification Numbers, and amounts of payments to be made. The system may also include information such as company or sponsor name.

Authority for maintenance of the system:

31 U.S.C. 7701(c)(1), the Debt Collection Improvement Act of 1996

(Pub. L. 104-134), Debt Collection Act of 1982 as amended (Pub. L. 97-365), the Child Nutrition Act of 1966 as amended the National School Lunch Act as amended, and the Food Stamp Act of 1977 as amended.

Purpose(s):

To facilitate the Congressional mandate under the DCIA to provide taxpayer identification numbers on all appropriate requests for payment to facilitate debt collection by administrative offset under the DCIA, and for income reporting to the IRS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) USDA/FNS may disclose information from this system of records to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, rule, regulations, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto.

(2) USDA/FNS may disclose information from this system of records to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery.

(3) USDA/FNS may disclose information from this system of records to a congressional office from the record of an individual provided that individual gave the congressional office permission to inquire on his or her behalf.

(4) USDA/FNS may disclose information from this system of records

of the Internal Revenue Service, for the purpose of reporting canceled debts of \$600 or more for violations committed under FNS programs. Canceled debts will be reported to the Internal Revenue Service on Form 1099-C (Cancellation of Debt) under the authority of the Income Tax Regulations (26 CFR parts 1 and 602) under section 6050P of the Internal Revenue Code.

(5) USDA/FNS may disclose information from this system of records

to the Department of the Treasury on requests for payments for purposes of administrative offset, to be effected in cases where entities participating in FNS programs owe delinquent debts to other Federal agencies.

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Storage:

Records are maintained in the Agency's AFMS system on magnetic tapes, on data disks, and in file folders at FNS Headquarters and at the National Computer Center facility in Kansas City.

Retrievability:

Records are retrievable by name, vendor number, and Social Security Number or Employer Identification Number.

Safeguards:

Access to records is limited to those persons who process the records for the specific routine uses stated above. Records in such formats as magnetic tape and disks are kept in physically secured rooms or cabinets. Various methods of computer security limit access to records in automated databases. Paper records are segregated and physically secured in locked cabinets.

Retention and disposal:

Records are maintained in the automated AFMS system indefinitely.

Paper records, where they are held, are maintained for three years and then destroyed pursuant to the applicable document retention and disposal schedule.

System manager(s) and address:

Director, Accounting Division, Food and Nutrition Service,
United

States Department of Agriculture, 3101 Park Center Drive, Room 415,
Alexandria, Virginia, 22302.

Notification procedure:

Individuals may request from the system manager identified above information regarding this system of records or whether the system contains records pertaining to them. Any individual requesting such information must provide his or her name, address, and Social Security Number.

Record access procedures:

Individuals may obtain information about records in the system pertaining to them by submitting a written request to the system manager listed above. The envelope and letter should be marked ``Privacy Act Request,`` and should include the name, address, and Social Security Number of the individual for which the request is made.

Contesting record procedures:

Individuals desiring to contest or amend information maintained in the system should direct their requests to the system manager

listed above, state the reason(s) for contesting the information,
and
provide any available documentation to support the requested action.

Record source categories:

Information in this system is provided by the applications and contracts entered into by entities participating in the programs FNS administers. Personal information in this system is also obtained from the owners and officers of such entities as reported on the program applications and contracts for services provided under these programs.

Exemptions claimed for the system:

None.