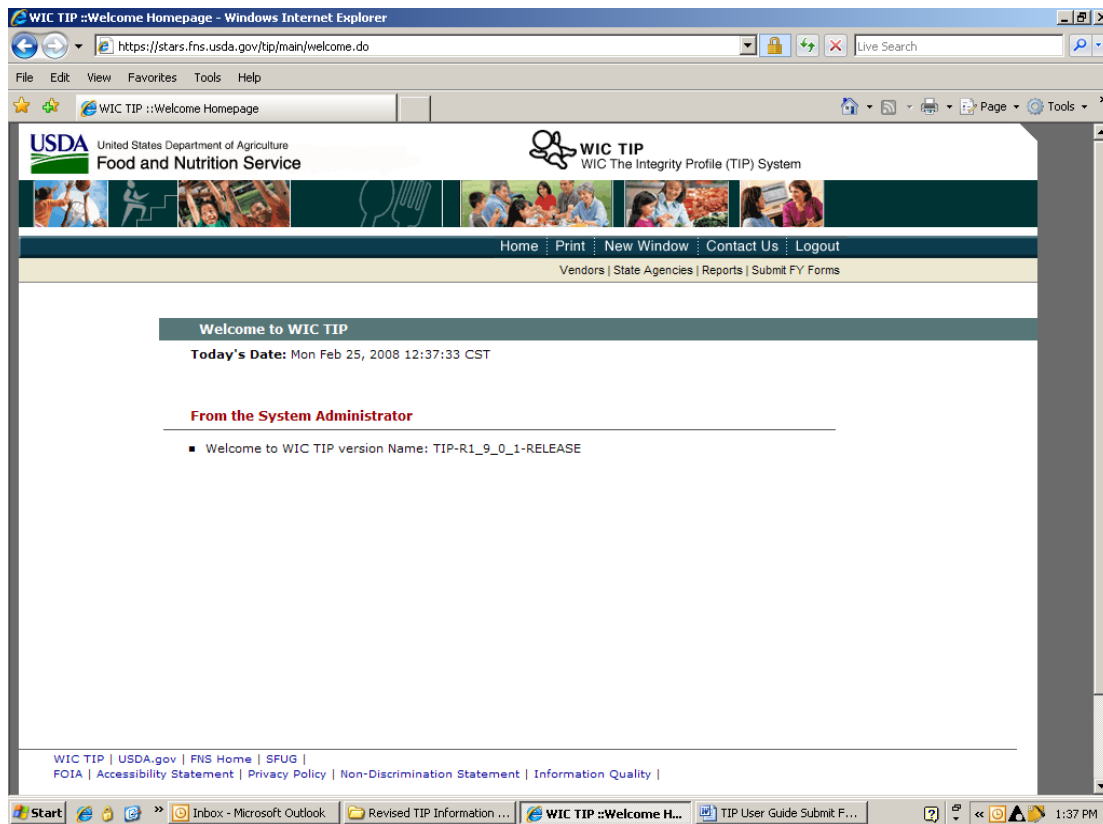


SUBMIT FISCAL YEAR FORMS

State agencies are required to submit their fiscal year TIP data to FNS on an annual basis. State agencies can submit their FNS-698, FNS-699, and FNS-700 forms to FNS at any time throughout the fiscal year but no later than February 1st.

Submit FY Forms

1. On the tan menu bar click on the *Submit FY Forms* tab located next to, the Reports tab.

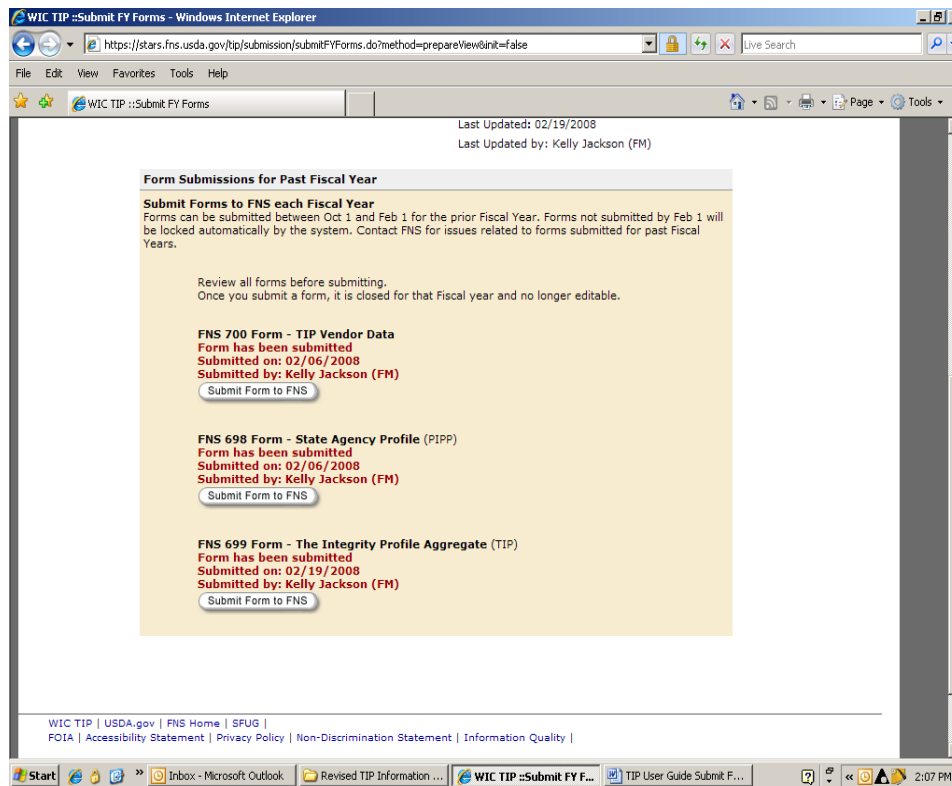


2. The screen provides the following information:

- State Agency
- Fiscal Year
- Current Status of Form Submission.



3. At the bottom of the screen, each FNS form is displayed with a *Submit Form to FNS* button.



4. Select the form(s) you would like to submit and click on the **Submit Form to FNS** button.
5. A message will appear under the form name stating that the form has been submitted, the date submitted and who submitted the form.
6. If forms are not submitted by January 15th, the system will generate an email to the State Agency reminding them to submit their forms February 1st.