

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

INDEX OF RECORDS AVAILABLE TO THE PUBLIC

APRIL 2008

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

INTRODUCTION

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

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

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

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

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

DESCRIPTION OF ITEM

FOR INSPECTION, COPYING, OR
ADDITIONAL INFORMATION
CONTACT:

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

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

National School Lunch Program

Office of General Counsel opinions

Eligibility Guidance for School Meal Programs

Child Care Food Program Final Verification Guidance

Sponsors handbook - Summer Food Service Program for
Children

Monitor's Handbook - Summer Food Program for Children

Planning Guide for Food Service in Child Care Centers

Equipment Guide for On-Site Kitchens

Food Service Equipment Guide for Child Care Centers

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

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

State Plans of Operation for Food Distribution Program on
Indian Reservations

DESCRIPTION OF ITEM

FOR INSPECTION, COPYING, OR
ADDITIONAL INFORMATION
CONTACT:

Distribution Plans for Temporary Emergency Food Assistance Program under Part 251

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

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

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

WIC State Agency Plan Guidance

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

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

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

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

WIC Management Evaluation

CSFP State Agency Plan Guidance

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

DESCRIPTION OF ITEM

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CONTACT:

13 State agencies which include:

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

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

Log of Requests for Administrative and Judicial Reviews
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Courts

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

Family Nutrition Programs

State Operations Division

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

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**DESCRIPTION OF ITEM, INDEX NUMBER,
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705-1 1-29-79 FDD-200	REFUSAL OF USDA-DONATED FOODS BY SCHOOL FOOD AUTHORITIES -- AD,F2,D	709-7 REV. 3 8-16-84 FDD-100	REFUSAL OR CANCELLATION OF COMMODITIES -- 5,8,13
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706-3 1-16-81 FDD-200	ELIGIBILITY OF ADULT CORRECTIONAL INSTITUTIONS IN THE FOOD DISTRIBUTION PROGRAM -- AD,F2,D	713-1 8-2-79 FDD-200	POLICY REGARDING EXECUTION OF AGREEMENTS WITH DISTRIBUTING AGENCIES -- AD,F2,D,I
706-5 10-6-82 FDD-200	PARTICIPATION OF CHARITABLE INSTITUTIONS IN THE SPECIAL MILK PROGRAM -- 5,6,8,13	714-1 9-11-84 FDD-100	METHODS FOR COMPUTING COMMODITY ENTITLEMENTS -- 5,6,8,12,13,14
706-7 10-6-82 FDD-200	ELIGIBILITY OF SUMMER CAMPS FOR THE ELDERLY -- 5,8,13	714-2 10-22-82 FDD-100	COMMODITY ENTITLEMENTS VS. PLANNED ASSISTANCE LEVELS -- 5,6,8,13
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FOOD DISTRIBUTION ISSUANCES

INST. NO.,
DATE, AND
RESP. OFF.

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718-1	PREPARATION AND SUBMISSION OF FORM
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	CHANGE NO. 9 ISSUED 2-15-08

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INST. NO.,
DATE, AND
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727-2 HANDLING NONRETAILER/WHOLESALER OIG
8-12-81 INVESTIGATIONS -- AD,F3,F4
PAD-100 EXHS. A AND B

729-4 SUBMISSION OF FIELD REPORTS CONCERNING
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FEB 1976 HANDBOOK - STATE AGENCY ADMINISTRATIVE
GMD-300 COSTS -- AD,F3,F4,W
 CHANGE NO. 1 ISSUED 10-30-76
 CHANGE NO. 2 ISSUED 11-20-76
 CHANGE NO. 3 ISSUED 4-5-77
 CHANGE NO. 4 ISSUED 6-2-77

FNS(FS) 101 FOOD STAMP PROGRAM STATE AGENCY
JUL 1977 ADMINISTRATIVE COST MANAGEMENT -- AD,F3
GMD-300

FNS 310 THE FOOD STAMP PROGRAM QUALITY CONTROL
REVIEW
OCT 2003 HANDBOOK -- F3,W(SPECIAL DISTR.)
PAD-210

FNS 311 THE FOOD STAMP PROGRAM QUALITY CONTROL
MAR 1990 SAMPLING HANDBOOK -- F3,W(SPECIAL DISTR.)
PAD-200 CHANGE NO. 1 ISSUED 8-17-90
 CHANGE NO. 2 ISSUED 10-18-90

FNS 315 THE FEDERAL QUALITY CONTROL VALIDATION
JAN 1993 REVIEW HANDBOOK -- F3,W(SPECIAL DISTR.)
PAD-200

FNS 317 2/ COMPLIANCE INVESTIGATION HANDBOOK -- B
JUNE 1998
BRD-200

FCS 318 2/ PARTICIPATION OF AUTHORIZED FIRMS IN
AUG. 1996 THE FOOD STAMP PROGRAM -- AD,FM,F3,F4(SPECIAL
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CHANGE NO. 1 ISSUED 8-19-99

FCS 320 DISASTER FOOD STAMP PROGRAM HANDBOOK
MAY 1995 -- F3,W(SPECIAL DISTR.)
PDD-100

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SCHOOL, CHILD CARE, SUMMER AND NUTRITION EDUCATION AND TRAINING PROGRAM ISSUANCES

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EF4	30012	ALL EMPLOYEE DISTRIBUTION TO FIELD OFFICES	
FM	30013	DEPUTY ADMINISTRATOR FOR FINANCIAL MANAGEMENT; GRANTS MANAGEMENT DIVISION; BUDGET DIVISION; ACCOUNTING DIVISION; PROGRAM INFORMATION DIVISION; AND REGIONAL FINANCIAL MANAGEMENT OFFICERS	
FSP	30014	DEPUTY ADMINISTRATOR FOR FOOD STAMP PROGRAM; PROGRAM DEVELOPMENT DIVISION; PROGRAM ACCOUNTABILITY DIVISION; BENEFIT REDEMPTION DIVISION; REGIONAL FOOD STAMP PROGRAM DIRECTORS; AND OTHER INTERESTED FNS EMPLOYEES	
SNP	30015	DEPUTY ADMINISTRATOR FOR SPECIAL NUTRITION PROGRAMS; CHILD NUTRITION DIVISION; FOOD DISTRIBUTION DIVISION; SUPPLEMENTAL FOOD PROGRAMS DIVISION; NUTRITION AND TECHNICAL SERVICES DIVISION; REGIONAL SPECIAL NUTRITION, CHILD NUTRITION, SUPPLEMENTAL FOOD, AND FOOD DISTRIBUTION PROGRAM DIRECTORS; AND OTHER INTERESTED FNS EMPLOYEES	
A	30007	REGIONAL OFFICES (FOR ALTERNATE STATE AGENCIES)	
B		COMPLIANCE BRANCH AREA OFFICES	
C	30024	REGIONAL OFFICES (FOR STATE AGENCIES ON AGING)	
D	30008	REGIONAL OFFICES (FOR DISTRIBUTING AGENCIES)	
E	30006	REGIONAL OFFICES (FOR STATE EDUCATIONAL AGENCIES)	
H	30009	SUPPLEMENTAL FOOD PROGRAMS DIVISION; REGIONAL OFFICES; FOOD AUDIT GROUP, GAO; REGIONAL OFFICES (FOR STATE AGENCIES PARTICIPATING IN THE COMMODITY SUPPLEMENTAL FOOD PROGRAM)	
I		REGIONAL OFFICES (FOR AGENCIES ADMINISTERING THE FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS)	
S	30018	SUPPLEMENTAL FOOD PROGRAMS DIVISION; REGIONAL OFFICES; FOOD AUDIT GROUP, GAO; REGIONAL OFFICES (FOR STATE AGENCIES PARTICIPATING IN THE SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR WOMEN, INFANTS AND CHILDREN)	
W	30010	REGIONAL OFFICES (FOR STATE WELFARE AGENCIES)	
5		DEPUTY ADMINISTRATORS FOR SPECIAL NUTRITION PROGRAMS AND FINANCIAL MANAGEMENT; SNP DIVISION	

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2/ DESIGNATED "FOR OFFICIAL USE ONLY - INDEFINITE RETENTION."

TABLE OF CONTENTS - FNS INSTRUCTIONS, HANDBOOKS, AND SUPPLEMENTS
(THROUGH 4-30-2008)

DIRECTORS; REGIONAL ADMINISTRATORS; OFFICE OF THE INSPECTOR GENERAL; AND OFFICE OF MANAGEMENT AND BUDGET

FNS CODE	AUTOMATED MAILING CODE	DISTRIBUTION	FNS
6		REGIONAL SNP DIRECTORS	
8		REGIONAL FOOD DISTRIBUTION DIRECTORS	
9		REGIONAL SUPPLEMENTAL FOOD PROGRAMS DIRECTORS	
10		REGIONAL FOOD DISTRIBUTION DIRECTOR, MOUNTAIN PLAINS REGIONAL OFFICE	
11		NEW YORK SUMMER AND CHILD CARE OFFICE	
12		CHILD NUTRITION DIVISION	
13		FOOD DISTRIBUTION DIVISION	
15		SUPPLEMENTAL FOOD PROGRAMS DIVISION	
16		NUTRITION AND TECHNICAL SERVICES DIVISION	
CNPP			
N		EXECUTIVE DIRECTOR; STAFF DIRECTORS	
EN		ALL EMPLOYEE DISTRIBUTION	

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