POLICY ALERT

Date: July 22, 2010
Reference: # FDP 2010-04
To: Food Distribution Program (FDP) Processors
Subject: Waiver of the Requirement to Submit Copies of Refund Requests and Payments with State Monthly Performance Reports
Effective Date: Immediately

Purpose
NOTIFY processors of the change in the requirement to report refunds for the value of USDA Foods and documentation of payments to recipient agencies (RAs).

ADD Item 10742, Documentation of Refunds and Payments to Recipient Agencies

Implementation
Immediately

Background
The United States Department of Agriculture (USDA) revised the monthly documentation requirements of refunds and payments to RAs. Along with monthly performance reports, processors have been required to submit to the Texas Department of Agriculture (TDA) copies of RAs’ requests for refunds for the value of USDA Foods and documentation of payments of refunds to RAs. This waiver changes the necessity of providing copies of refund requests and documentation of payments to RAs.

Procedure
Add the following to your handbook:
10742, Documentation of Refunds and Payments to Recipient Agencies

In addition to the required monthly performance reports, processors must submit a list of all RAs requesting refunds with the following information:

- Dates the refunds were issued;
- Check numbers of payments of refunds; and
- Total amounts refunded to each RA.

Processors must maintain records of all refund requests and payments to RAs and the records must be available for review by auditors or other authorized parties.

Processors may access the Food Distribution Handbook online at www.snptexas.org.

continued

This Policy Remains in Effect Until Further Notice
<table>
<thead>
<tr>
<th><strong>Authority</strong></th>
<th>7 CFR 250.30(k)(3), 7 CFR 250.30(t) and USDA Policy Memorandum FD-103, Waiver of Requirement to Submit Copies of Refund Requests and Payments with State Monthly Performance Reports, February 4, 2010.</th>
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<tbody>
<tr>
<td><strong>Contact</strong></td>
<td>If you have any questions please contact your Coordinator for Commodity Operations.</td>
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