



COMMODITY SUPPLEMENTAL FOOD PROGRAM  
POLICY AND PROCEDURE MANUAL

SUBJECT: Records and Reports	Chapter: 8
	Section: 8.3
REFERENCES: 7 CFR 247.28 and 7 CFR 250.6(r)	Page: 1 of 2
	Revised: 8-2007

**PURPOSE:** To provide guidance for the Missouri Commodity Supplemental Food Program recordkeeping and reporting requirements.

**POLICY:** State and local agencies shall maintain accurate and complete records in accordance with federal and state regulations and policies and the contract scope of work.

**PROCEDURES:**

- A. All records and supporting documentation shall be retained for a period of 3 years following the end of the federal fiscal year to which the records pertain, or, if they are related to unresolved claims actions, audits, or investigations, until those activities have been resolved.
- B. All records shall be available during normal business hours for federal or state representatives to inspect, audit, and copy.
- C. To be acceptable for audit purposes, all financial and program performance reports shall be traceable to source documentation.
- D. Attachment 8.3 provides an outline of routine reports/forms and due dates. Following is a list of reports, due dates and appropriate policy references.
  - 1. Multi-food requisitions – Due in the Electronic Commodity Ordering System (ECOS) from 6 to 30 working days prior to the scheduled delivery date. See Section 5.1 and Attachments 5.1, 5.2, and 5.3.
  - 2. Shipment Notification – Due in ECOS 5 days after shipment received. See Section 5.1.
  - 3. Form FNS-153, Monthly Report of the CSFP and Quarterly Financial Status Report – Due by the 20<sup>th</sup> of the month for the preceding month. See Section 5.5 and Attachments 5.4, 5.6 and 5.7.
  - 4. CACFP 302 Record of Expenditures and Administrative Claim – Due monthly by the 15<sup>th</sup> of the month after the claim month. See Sections 8.1 and 8.2 and Attachment 8.1.



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5. Dual Participation Roster – Due semiannually in January and July by the 15<sup>th</sup> of the month. See Section 2.10 and Attachment 2.9.
6. FNS Form 191 Racial/Ethnic Group Participation – Completed annually for month of April. The State will forward the forms to the local agencies and will specify a date due. See Section 11.1 and Attachment 11.2.
7. FNS Form 57 – Report of Shipment Received Over, Short and/or Damaged – Required when shipments are received over, short and/or damaged. Local agency must submit with copies of bill of lading to the State within 5 days after a shipment is received and the State forwards to USDA.
8. FNS Form 663 Commodity Acceptability Progress (CAP) - Commodity acceptability information is collected at least once every 2 years. Currently, during even numbered years, report forms are provided to the State Agency by the USDA Regional Office and are due back to them by April 30. The State will forward the forms to the local agencies and will specify a date due.
9. FSA Form 21 Public Voucher – Commodity Programs. Local agency may use this form to request reimbursed for expenses related to disposition of commodities. Submit to the state within 10 days after expense incurred.