

Commodity Supplemental Food Program Contractor Report Schedule

<u>Form No.</u>	<u>Title/Action</u>	<u>Due Date</u>
<u>Reports due monthly:</u>		
WBSCM Multi-food Requisition	Submit multi-food requisition in WBSCM through the Product Catalogue screens from the 30 th calendar day prior to scheduled delivery date.	Due by midnight two (2) weeks prior to scheduled delivery date.
ECOS & WBSCM Shipment Notification	Submit receipt information in ECOS and WBSCM as appropriate.	Three (3) business days after shipment received
FNS-153	Monthly Report of the Commodity Supplemental Food Program.	Facsimile spreadsheet due on the 15 th of each month reporting the previous month's activities
CACFP 302	Record of Expenditures and Administrative Claim.	15 th of each month for the previous month's expenses
<u>Report/s due two times per years:</u>		
Attachment 2.10	Dual Participation Roster.	20 th of January and July for the preceding six-month period
<u>Report/s due annually:</u>		
FNS 191	Racial/Ethnic Group Participation.	June 15 th reporting data for participants who received food packages in April
CACFP-300A	CSFP Contract Request	In June or July, exact date to be announced.
<u>Report/s due as needed:</u>		
FNS-57	Report of Shipment Received, Over, Short and/or Damaged.	5 days after shipment received or when receipted in ECOS
FNS-663	Commodity Acceptability Progress Report.	Every two years or as required by FNS
FSA-21	Public Voucher - Commodity Programs.	Within 10 days after expense incurred