

U.S. DEPARTMENT OF AGRICULTURE - Food and Nutrition Service

AFFIDAVIT OF RETURN OR EXCHANGE OF FOOD COUPONS

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless the form displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0052. The time required to complete this collection is estimated to average .2736 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

1. RECIPIENT (Name and mailing address, if known)

2. NAME AND ADDRESS OF LOCAL CERTIFICATION OFFICE OR COUPON ISSUER (and project code if coupon issuer)

CASE #

CODE:

3a. REASON FOR RETURN

- OVERISSUANCE (cashier error) /
- VOLUNTARY TERMINATION OF PARTICIPATION
- DEATH/INCAPACITATION OF RECIPIENT
- FOUND-OWNER UNKNOWN
- PAYMENT OF A CLAIM
- RECIPIENT LEFT REHABILITATION CENTER
- OTHER

3b. REASON FOR EXCHANGE

- BOOK COVER LOST
- MUTILATED/IMPROPERLY MANUFACTURED COUPONS
- OLD-SERIES COUPONS

VALUES IN DOLLARS	\$.50	\$1.00	\$2.00	\$5.00	\$10.00	TOTAL
4. NEW-SERIES RECEIVED						
5. OLD-SERIES RECEIVED						
6a. NEW-SERIES ISSUED AS EXCHANGE						
6b. LOOSE NEW-SERIES REMAINING AFTER EXCHANGE						

7. NUMBER OF BOOKS USED IN EXCHANGE

BOOK TYPE	NUMBER	BOOK TYPE	NUMBER
2		40	
7		50	
10		65	

8. REMARKS

The following declaration is made pursuant to Public Law 93-579 (Privacy Act of 1974). The information you are asked to provide on your behalf or on the behalf of another is subject to provisions of the Privacy Act which require that the Food and Consumer Service (FCS), and other Federal Agencies, give the following facts to each person from whom they request information:

- * The statutory authority for the request and whether it is voluntary or mandatory to give the information.
- * The uses which may be made of the information.
- * To whom the information may be disclosed outside the Department of Agriculture.
- * The effects of not providing all or part of the information.

FCS Authorization to Collect Information

Collection of this information is authorized under the following statutes:

42 USC 2000 d - 1 (7 CFR PART 15)
7 USC 2011 - 2029 (7 CFR PARTS 270 - 274)

It is not mandatory that you provide the information requested and there will be no penalty for the failure to provide the information.

beyond the possible loss of coupons or coupon books due your household in exchange for coupons or coupon books presented.

How the Information May be Used

The information may be used to attest to the return or exchange of food coupons by recipients, their representatives, or members of the public.

Disclosure of the Information Outside the Dept. of Agriculture

FCS may disclose this information, without written consent of the individual, to other Federal, State, or local authorities responsible for administering or enforcing the program, which may lead to the undertaking of investigations of tea bringing of civil lawsuits or criminal prosecution. In addition, FCS may disclose information to a court, magistrate, or administrative tribunal when required in civil or criminal proceedings.

The Effects of Not Providing the Information

The information requested is to assist FCS to determine the value of coupon replacements. If the requested information is not provided it may prevent your receipt of replacement coupons or coupon books.

9. SIGNATURE OF PERSON RETURNING/EXCHANGING COUPONS	DATE	FCS USE ONLY
10. SIGNATURE OF PERSON RECEIVING/EXCHANGING COUPONS	DATE	
11. SIGNATURE OF WITNESS	DATE	

No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing regulations (7 C.F.R. 274)

INSTRUCTIONS

Form FNS-135 attests to the return or exchange of food coupons by recipients, their representatives, or members of the public, and shall be completed by the office receiving the coupons for return or exchanged. In accordance with State agency practices, coupons may be returned or exchanged at designated certification offices or coupon issuer locations. USDA's Food and Nutrition Service (FNS) may be contracted to provide exchanges under certain circumstances. (See "Acting by FNS" below.) Returns and exchanges shall be documented by completion of Form FNS-135, (Coupons returned by the Postal Service as undeliverable shall not be reported on this form.)

SPECIFIC INSTRUCTIONS

1. Enter name, mailing address, and case number of program recipient, if known, if not, enter "unknown".
2. Enter name and address of local certification office or coupon issuer to which coupons are presented for return or exchange, if coupon issuer, also enter project code. This item shall be completed even if FNS will exchange the coupons.
3. Check appropriate box to indicate reasons for return or exchange, "Overissuance (cashier error)" is included to report recipient return of excessive coupons issued to the household through cashier error. To ensure that FNS is able to identify when the overissuance occurred, enter month and year of Form FNS-250 on which the overissuance was reported. "incapacitation of recipient" refers to a recipient who, because of confinement to an institution or for other causes, can no longer participate in the Food Stamp Program. "Lost book cover" refers to exchanges by authorized recipients or their representatives who have lost the book cover for their \$5 or \$10 coupons and are returning loose \$5 or \$10 coupons for exchange. (List serial numbers of improperly manufactured coupons in Remarks.)
4. Enter by each denomination the value of new series coupons which are returned or presented for exchange. For example if two \$5 coupons are returned, enter "\$10" in the box next to the \$5 denomination.
5. Enter by each denomination the value of old series coupons returned or presented for exchange.
- 6a. Enter by each denomination the value of new series coupons used to replace coupons presented for exchange.
- b. Enter by denomination the value of any leftover new series coupon remaining after exchanging coupons.
7. Enter by book type the number of new series coupon books used in making the exchange. This includes all coupon books used, including those from which coupons should be included when computing a figure to enter on line 13. Credits to, of Form FNS-250, Food Coupon Accountability Report.
8. Use this entry to explain conditions causing the coupons to be returned to FNS.
9. Obtain date and signature of person returning or requesting an exchange of coupons.
10. Enter date and signature of local office or State agency official authorizing the transaction.

11. Enter data and signature of person witnessing the transaction.

DISTRIBUTION

Prepare original and two copies. Original shall be provided with cancelled coupons to State agency personnel authorized to destroy the coupons. Copy 1 shall be provided to the person returning or requesting an exchange of coupons. Copy 2 shall be retained in the local office's files, to be available in any future audit of its operations to support entries made on Form FNS-250, line 13, Credits to.

If State agency procedures call for the destruction of coupons at the point of return or exchange, the coupons shall be concealed and retained in secure storage pending the destruction action. The original and copy 2 of Form FNS-135 shall be retained, pending examination and destruction of the coupons by designated State agency personnel. At the time of destruction, the original shall be provided to the State agency official for use in completing the Coupon Account and Destruction Report (Form FNS-471). The original Form FNS-135 shall be attached to the file copy of Form FNS-471 and retained by the State agency in an appropriate file.

If State procedures require destruction at a State facility, the original of Form FNS-135 shall be forwarded with the cancelled coupons to the State agency. Depending upon the State agency's schedule for transmittal of coupons requiring destruction, submission of the original and cancelled coupons may be daily, monthly, or at any interval in between. As before, copy 1 shall be provided to the person returning or requesting the exchange of coupons, with copy 2 retained in the files for audit purposes.

Whenever the certification office or coupon issuer: (1) cannot determine if coupons or coupon books were in fact mutilated or improperly manufactured, or establish the value of the coupons involved; or (2) has no coupon inventory with which to provide the exchange, the local office shall complete items 1 through 8, as encountered and the reasons that action cannot be taken. (A separate sheet may be attached for the purpose.) The original of Form FNS-135, along with the coupons or coupon books and any attachments, shall then be forwarded to the appropriate FNS Regional Office or:

Director, Accounting Division
Food and Nutrition Service, USDA
Room 4151, Park Office Center
3101 Park Center Drive
Alexandria, Virginia 22302

ACTION BY FNS

FNS will ensure that a scientific analysis is performed on the coupons by the Bureau of Engraving and Printing to determine their value, should they be mutilated. Upon determination of value, FNS will complete items 4 through 7 and provide the original of Form FNS-135 to the person returning the coupons, unless otherwise directed, notifying him or her of their value. Should the local office be unable to provide the replacement coupons, FNS will include the appropriate number of coupons or coupon books required to make the replacement.