



JUN 20 2017



**United States
Department of
Agriculture**

Food and
Nutrition
Service

Northeast Region

10 Causeway St.
Room 501
Boston, MA 02222

Courtney Hawkins, Director
Department of Human Services
Louis Pasteur Building
57 Howard Avenue
Cranston, RI 02920

Dear Ms. Hawkins:

This letter serves as a follow-up to prior email communication regarding Supplemental Nutrition Assistance Program (SNAP) reporting requirements. The Food and Nutrition Service (FNS) monitors, analyzes, and approves reports in the Food Programs Reporting System (FPRS). Per 7 CFR 272.1(e), State SNAP agencies are required to submit reports pertinent to both program and fiscal data.

FNS continues to be concerned with the Rhode Island (RI) Department of Human Service (DHS) delinquency in meeting SNAP reporting deadlines. The lack of recent monthly FNS-46 and FNS-388 reports is of particular concern, as the inability to provide issuance reports impacts FNS financial statements.

The FNS Office of Inspector General is currently underway with its annual financial audit process. SNAP financial statements and reports are included in the audit, and used as a measure of FNS internal controls and State agency oversight. Inaccurate or missing FNS-46 and FNS-388 reports compromise the integrity of the SNAP issuance reconciliation process.

Staff from both FNS program and financial management divisions are available to assist RI DHS and any other parties involved in the reconciliation and reporting process. My staff will be in contact to set up a meeting in the coming weeks. In the interim, please provide a timeline for expected completion of all FPRS reports listed as overdue in the attached report status summary by June 30, 2017.

Sincerely,

Bonnie Brathwaite, Director
Supplemental Nutrition Assistance Program
Northeast Region

Enclosure

cc: Kirk Hassel, FNS NERO
Iwona Ramian, RI DHS
Kimberly Nikolaidis, RI DHS
William O'Donnell, RI DHS

Rhode Island FPRS SNAP reporting summary as of 6/9/2017

FNS-46 (Monthly) Issuance Reconciliation Report

Due monthly – 90 dates after end of reporting month

Fiscal Year	Reporting period	Due Date	Status
FY2016	September 2016	1/5/2017	Overdue
FY2017	October 2016	2/6/2017	Posted
	November 2016	3/7/2017	Posted
	December 2016	4/7/2016	Overdue
	January 2017	5/8/2017	Overdue
	February 2017	6/5/2017	Overdue

FNS-388 (Monthly) State Issuance & Participation Estimates

Fiscal Year	Reporting period	Due date	Status
FY2016	September 2016	9/19/2016	Posted
FY2017	October 2016	10/19/2016	Posted
	November 2016	11/21/2016	Posted
	December 2016	12/19/2016	Posted
	January 2017	1/19/2017	Posted
	February 2017	2/21/2017	Posted
	March 2017	3/20/2017	Posted
	April 2017	4/19/2017	Overdue
	May 2017	5/19/2017	Overdue

FNS-209 (Quarterly) Status of Claims against Households

Fiscal Year	Reporting period	Due date	Status
FY2017	October – December 2016	2/6/2017	Overdue
	January – March 2017	5/8/2017	Overdue

FNS-583 (Quarterly) Employment & Training Program Activity Report

Fiscal Year	Reporting period	Due date	Status
FY2016	July – September 2016	11/14/2016	Posted
FY2017	October – December 2016	2/14/2017	Overdue
	January – March 2017	5/15/2017	Overdue

FNS-366B (Quarterly) Program and Budget Summary Statement and Program Activity Statement

Fiscal Year	Reporting period	Due date	Status
FY2017	October – December 2016	1/30/2017	Overdue
	January – March 2017	5/1/2017	Overdue

FNS-388A (Semi-Annual) SNAP Project Area Data Format

Fiscal Year	Reporting period	Due date	Status
FY2017	January	3/20/2017	Overdue

FNS-834 (Annual) State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report

Fiscal Year	Reporting period	Due date	Status
FY2016	October – December 2016	1/30/2017	Overdue