

## County DSNAP Daily Reporting Procedure

To simplify procedures and ensure accurate and timely reporting of DSNAP applications, counties are hereby requested to follow these new reporting procedures as of October 27, 2016.

Due to the State's requirement to report to USDA on a daily basis regarding disposed DSNAP applications, it is imperative that counties adopt and adhere to these instructions exactly.

- 1) As of October 27, 2016, counties should use the attached reporting form (CountyName\_DSNAP report\_W4\_MMM-dd-ccyy.xlsx) and discontinue use of the previously-issued workbook.
- 2) When you receive this form, save it to a local drive or other location.
- 3) Make a copy of the form and save it with your county's name in place of "CountyName" in the file name. Use this file to create your daily reports.
- 4) To create each daily report, open the file with your county's name in the file name (see item 3 above), complete the required information for only the day's activity (not cumulative counts) and then use **Save As** to save the file with the date the activity occurred in the filename. For example, Bertie County's report for DSNAP applications processed on October 27, 2016 should be saved as:

Bertie\_DSNAPreport\_Oct-27-2016.xlsx

- 5) Reports must be submitted by 9:00 AM of the day following the day of the activity. Using the above example, Bertie's report would be due by 9:00 AM on Oct. 28, 2016.

**Timely and accurate reporting is essential for North Carolina to fulfill the USDA reporting requirements.**

- 6) Counties should designate one individual (and one backup) to be responsible for submitting the reports.
- 7) Counties should submit only one report each day from the designated individual (or backup), avoiding submission of multiple or "corrected" versions whenever possible. (Make sure they are right before submitting!)
- 8) Reports should be emailed to the following address:

[DSS.DSNAPreports@dhhs.nc.gov](mailto:DSS.DSNAPreports@dhhs.nc.gov)