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Form FNS-798 Instructions (9-08)

Click this link to open the PDF file containing the FNS-798 (9-08) form and instructions in a new window: [FNS-798.pdf](#)

[\(INSTRUCTIONS FOR ADDENDUM 798A\)](#)

INSTRUCTIONS FOR COMPLETING FNS-798

PURPOSE

Each State agency administering the WIC Program shall submit a monthly FNS-798 to report financial and program performance data. This includes projected and actual participation, projected and actual food and nutrition services and administration (NSA) obligations and outlays, rebates, program income, post-payment vendor and participant collections, other credits, and amounts and sources of funds available to cover projected and actual expenditures. This information will be used throughout the year by States and FNS for funding and other program management decisions. For this reason, it is important to report the most current data available. Because each report month ends 30 days before its FNS-798 is submitted, States will report the grant level available as of the date the report is submitted rather than the grant level that was available during the report month.

The final monthly report submitted by each State agency for the report year is the State's annual closeout report and shall reflect final data for the report year. FNS will use the data from this report to close out each State agency's account for the report year. The State agency shall declare its current year spending options on its closeout report. The closeout report shall provide data needed to determine the composition and disposition of the authorized WIC program grant for the year being closed out (the report year) and the final disposition of the formula grant allocated to the State agency for the report year.

Each State agency will report or update data requested in lines 1 through 29 each month beginning with the first report submitted for the report fiscal year. They will report the data requested in line 30 when the fiscal year immediately preceding the report fiscal year is closed out. The electronic version of this form will automatically enter the Annual Net Federal Cost from lines 14 and 28 of the 1st page in line 32, Annual Net Federal Program Cost, Columns (A) and (B), respectively. The electronic version of this form will also calculate lines 31 and 33. A State agency may elect to apply prepayment vendor collections to NSA as they are identified during the fiscal year rather than wait until closeout. If so, these amounts would be reported cumulatively, as applied to NSA, on line 34. The electronic version of this form will automatically calculate line 35.

The remaining data requested in lines 36 through 43 will be reported by State agencies on the final report submitted for the fiscal year, the Annual Closeout Report. However, States may elect to report projections of conversions related to projected or actual participation increases, line 36, and current year spending options, line 38, during the fiscal year prior to submission of their Annual Closeout Reports. They may do so to show conversions needed to cover current year costs or to make known their plans for current year spending options. Therefore, such reporting would normally take place late in the fiscal year.

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Brief reporting instructions follow. Please refer to the WIC Reporting System Guide for more detailed instructions and examples.

HEADING

State. Enter the State agency name.

LOC. Enter the State agency's letter of credit number.

Federal Fiscal Year. Enter the Federal fiscal year for which data are submitted.

Report Month/Calendar Year. Enter the report month and calendar year for which the report is submitted.

Date Submitted. Enter the date the report is submitted. The State agency shall submit monthly reports on the 30th of the month following the report month. The final monthly report, which is the Annual Closeout Report, is due within 120 days of the end of thereport fiscal year (February 6 of the fiscal year following the report fiscal year).

Seven Digit Code. Enter the State agency's FNS-assigned 7-digit code.

Date Received in R/O and Date Entered in System. Regional offices will enter these dates for State agencies without connectivity enhancements.

Monthly Report or Annual Closeout Report. Check the line that identifies the type of report. The final report for the report year is the Annual Closeout Report. It shall reflect cumulative final financial and program performance data for the report year.

FOOD OBLIGATION ESTIMATES

1. Adjusted Gross Obligations. In the columns corresponding to the issue months, enter the estimated amount of dollars the State agency has paid out or expects to pay out (net of all credits, except rebates) over time to food vendors for projected or actual WIC food orders or food instrument (FI) issuances or breast pumps for each of the 12 issue months. Adjusted gross obligations for State agencies operating direct distribution food delivery systems will also include amounts paid out or expected to be paid out (net of all credits, except rebates) for food warehousing costs allowed to be charged to the food grant. In short, adjustedgross obligations will reflect the State agency's estimate of its adjustedgross food grant outlays before any rebate funds are received. For report months beyond the issue month, this obligation is the State's best estimate based on projected participation. To improve the accuracy of obligation data, State agencies should always reevaluate and revise, as needed,the adjustedgross obligation amount for the report month and the month immediately preceding the report month. State agencies may find it necessary to revise data for all preceding months not yet closed out to improve their total annual adjusted gross food obligation estimate. Additionally, all months following the report month should always be reevaluated and adjusted as needed.

2. Estimated Rebates. For each of the 12 issue months, enter the estimated dollar amount of rebates expected to be earned from food instruments that have beenor will be issued during that issue month. As with adjusted gross obligations, estimated rebates for future months are based on projected

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2. Estimated Rebates. For each of the 12 issue months, enter the estimated dollar amount of rebates expected to be earned from food instruments that have been or will be issued during that issue month. As with adjusted gross obligations, estimated rebates for future months are based on projected participation, and always revised for the report month and the month immediately preceding the report month. Data for all preceding months not yet closed out may require revision to improve the total annual rebate estimate. In addition, all months following the report month should be reevaluated and adjusted as needed.

3. Net Federal Obligations. Line 1 minus line 2. For each of the 12 issue months, this line estimates the amount that will be reported in line 14, Annual Net Federal Outlays, when the month is closed out.

FOOD OUTLAYS ACTUAL

4. Gross Outlays. In the block corresponding to the month of issue of food or food instruments, enter the cumulative amount of payments for redeemed food instruments plus payments made during the report month for breast pumps and direct purchase food items such as special formulas. State agencies operating direct distribution food delivery systems will also include payments made for food warehousing costs charged to the food grant.

5. Unliquidated Obligations. When the report to close out the September issue month is submitted, enter the cumulative unpaid balance of purchase orders for food and/or breast pumps and/or any unpaid balance related to food instruments issued. September is the final month of the fiscal year and unliquidated food obligations cannot cross fiscal years. The cumulative balance of unliquidated food obligations for the report fiscal year must therefore be reported here. If the September issue month is closed out prior to submission of the Annual Closeout Report, both unliquidated obligations and gross outlays may be adjusted, if needed, on subsequent reports. It is extremely important that a State's Annual Closeout Report correctly state unliquidated obligations. This tells FNS the amount of a State's unspent funds to leave in its letter of credit to pay these obligations after closeout.

6. Gross Outlays and Unliquidated Obligations. Line 4 plus line 5.

7. Rebates Billed. Enter the dollar amount of billings submitted to a food manufacturer such as an infant formula company related to food instruments issued. Rebate contracts provide that a food instrument earns a rebate if the State agency can also demonstrate that the participant exchanged it for the specified food item at a retail food store (i.e., that the food instrument was redeemed). Each rebate billed will be reported in the column that corresponds to the month in which the food instrument earning that rebate was issued. When the rebate payment is received, adjust this amount to reflect the actual payment received, if it differs from the amount billed.

8. Program Income. Enter program income received by the State agency and used to fund food outlays for the issue month.

9. Post-payment Vendor Collections. Enter post-payment vendor collections received by the State agency and used to fund food outlays for the issue month.

10. Participant Collections. Enter participant collections received by the State agency and used to fund food outlays for the issue month.

11. Other Credits. Enter any funds other than rebates, program income or post-payment vendor and participant collections that are received by the State agency and that must be used to fund food outlays for the issue month. Currently, the only funds that FNS is aware of some WIC State agencies receiving

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11. **Other Credits.** Enter any funds other than rebates, program income or post-payment vendor and participant collections that are received by the State agency and that must be used to fund food outlays for the issue month. Currently, the only funds that FNS is aware of some WIC State agencies receiving now or in the near future that would be reported here are: a) dairy compact receipts and b) participant payments for breast pumps initially purchased or rented with current year food funds.

12. **Net Federal Outlays and Unliquidated Obligations.** Line 6 minus lines 7 through 11.

13. **Month Closed Out (Y/N).** Enter yes or no, as applicable, to indicate whether or not the month has been closed out. If food outlays have been made for all or at least 99.5% of revised obligations for an issue month, the month is closed out. If a month is closed out based on 99.5% of a State agency's revised obligations, any additional outlays for food instruments issued that month will be shown as outlays for the following month. The exception is the month of September. Any balance of unliquidated food obligations will remain with the month of September as these obligations cannot cross federal fiscal years.

14. **Annual Net Federal Cost.** Complete for all 12 issue months. For each closed out month, enter net federal outlays reported in line 12. For each month not yet closed out, enter the estimated net federal obligations reported in line 3.

FEDERAL PARTICIPATION

15 through 17. **Participation by Category.** In the column corresponding to the issue month, enter the actual number of individuals by category [(women—pregnant, fully breastfeeding, partially breastfeeding and postpartum), total women, (infants—fully breastfed, partially breastfed, fully formula-fed), total infants and children] who received at least one WIC food instrument or food during the month on the corresponding line (15a, 15b, 15c, 15d, 15e, 16a, 16b, 16c, 16d or 17). One exception is the number of women participants reported in line 15c also includes women who receive no WIC food instrument or food, but are partially breastfeeding their babies who are receiving at least one WIC food instrument or food. The other exception is infant participants reported in line 16a are infants who receive no WIC food instrument or food, but are breastfed by their mothers who are receiving WIC food instruments or food. The number of participants should not be adjusted based on the redemption status of the food instrument(s).

15a. **Women Pregnant.** Enter the number of pregnant women who received WIC food instruments or food designed for issuance to pregnant women for the month. A pregnant woman is a woman determined to have one or more embryos or fetuses in utero.

15b. **Women Fully Breastfeeding.** Enter the number of breastfeeding women who received WIC food instruments or food designed for issuance to fully breastfeeding women for the month. Women who are fully breastfeeding their infants are eligible to receive WIC food instruments or food up to one year postpartum.

15c. **Women Partially Breastfeeding.** Enter the number of breastfeeding women who received WIC food instruments or food designed for partially breastfeeding or postpartum women plus the number of breastfeeding women who have received no WIC food instrument or food, but are partially breastfeeding their babies who are receiving at least one WIC food instrument or food. The infants of partially breastfeeding women receive either the partially or fully breastfed infant food package. If a partially breastfeeding woman's infant receives the partially breastfeeding food package the woman also receives the partially breastfeeding food package up to 12 months postpartum. If her infant receives the fully formula fed food package and is less than 6 months old, the woman receives a postpartum food package. If her infant receives the fully formula fed food package and is 6 to 12 months old, the woman receives no food package. The frequency of breastfeeding must be at least once a day.

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15d. Women Postpartum. Enter the number of women who received WIC food instruments or food designed for a postpartum woman and are not breastfeeding their infants. Non-breastfeeding postpartum women are eligible to receive WIC food instruments or food up to six months post postpartum.

15e. Total Women. The sum of lines 15a through 15d.

16a. Infants Fully Breastfed. Enter the number of breastfed infants whose mothers received WIC food instruments or food designed for issuance to fully breastfeeding women for the month. Fully breastfed infants receive no food package through age 5 months; at 6 months of age they receive the fully breastfed infant food package.

16b. Infants Partially Breastfed. Enter the number of breastfed infants who received at least one WIC food instrument or food designed for either partially or fully formula fed infants for the month.

16c. Infants Fully Formula-Fed. Enter the number of infants who are not being breastfed by their mothers and who received at least one WIC food instrument or food for the month.

16d. Total Infants. The sum of rows 16a through 16c.

17. Children. Enter the number of children who received WIC food instruments or food for the month.

18. Total Participation. For each future issue month, enter the projected number of total participants (individuals who will receive at least one WIC food instrument or food during the month plus the projected number of fully breastfed infants and women who are partially breastfeeding a participating 6 to 12 month old infant) in the column corresponding to that month. Beginning with the report submitted 30 days following an issue month, this amount is adjusted to reflect actual participation (the sum of lines 15e, 16d and 17). Actual participation may be adjusted until the month is closed out.

YEAR-TO-DATE NSA COSTS

19. Gross Outlays. Enter the increase in the cumulative year-to-date payments made for WIC NSA costs incurred through the report month in the column corresponding to the report month. If this amount is overstated in a prior report month, correct the amount in the column corresponding to the prior report month when submitting the current report. DO NOT enter a negative amount for the column corresponding to the report month to adjust for overstating the amount entered for a prior report month. While NSA obligations for the report fiscal year must be made by September 30th of the report fiscal year, outlays will continue through closeout of the report fiscal year. Therefore, there are 3 report months beyond September with no corresponding column on the report (October, November and December of the year following the report year). Therefore, the September column will be adjusted to reflect the cumulative total increases in outlays for September through December.

20. Unliquidated Obligations. Enter the increase or decrease in the cumulative year-to-date amount that the State expects to pay out for NSA costs incurred through the report month in the column corresponding to the report month, but has not yet paid. This includes local agency costs and State indirect costs through the report month, even if they have not yet been billed or charged to the State agency and so must be estimated. It also includes funds obligated in contracts but not spent by September 30th. While NSA obligations for the report fiscal year must be made by September 30th of the report fiscal year, unliquidated obligations are expected to decrease as outlays and disbursements continue to be made through closeout. Since there are 3

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20. Unliquidated Obligations. Enter the increase or decrease in the cumulative year-to-date amount that the State expects to pay out for NSA costs incurred through the report month in the column corresponding to the report month, but has not yet paid. This includes local agency costs and State indirect costs through the report month, even if they have not yet been billed or charged to the State agency and so must be estimated. It also includes funds obligated in contracts but not spent by September 30th. While NSA obligations for the report fiscal year must be made by September 30th of the report fiscal year, unliquidated obligations are expected to decrease as outlays and deobligations continue to be made through closeout. Since there are 3 report months beyond September with not corresponding column on the report (October through December of the year following the report year), the September column will be adjusted to reflect the cumulative total increases and decreases in unliquidated obligations for September through December.

21. Gross Outlays and Unliquidated Obligations. Line 19 plus line 20.

22. Program Income. Enter program income received by the State agency and used to fund NSA outlays.

23. Post-payment Vendor Collections. Enter post-payment vendor collections received by the State agency and used to fund NSA outlays.

24. Participant Collections. Enter participant collections received by the State agency and used to fund NSA outlays.

25. Other Credits. Enter any funds other than program income or post-payment vendor and participant collections that are received by the State agency and must be used to fund NSA outlays for the issue month. The only funds that FNS is aware of some WIC State agencies receiving now or in the near future that would be reported here are participant payments for breast pumps initially purchased or rented with current year NSA funds.

26. Net Federal Outlays. Line 21 minus lines 22 through 25.

27. Estimated Future Month(s) Obligations. Enter the amount that the State projects it will pay out for NSA costs for each report month for the remainder of the year. This is the total projected NSA costs for the month(s) following the report month. If the State agency expects to fully spend its NSA grant, the estimate may reflect the balance of the grant divided by the number of future months remaining. If the State agency expects to have unspent funds to spend forward, the estimate may exclude the estimated spend forward. This amount does not include unliquidated obligations reported in line 20 (i.e., obligations incurred through the report month that have not yet been recognized as outlays).

28. Annual Net Federal Cost. Line 26 plus line 27.

Page 2. Column (A) captures data for food costs; column (B) captures data for NSA costs; and, column (C) captures the sum of the 2 components. If a block does not apply, enter "0".

29. Formula Grant. Enter the grant level that is available as of the date the report is submitted. Do not enter the grant level that was available during the report month. The initial grant for the report fiscal year is usually allocated in October. If a State agency voluntarily returns report fiscal year funds before the end of the report fiscal year or gives up funds for brokering, its grant level will decrease. If a State agency receives reallocated funds or brokered funds, its grant level will increase. A State agency's NSA grant level may increase or sometimes decrease as a result of operational adjustment funds decisions. Changes in a State agency's grant level, if any, usually occur in January, April, July and August. The reported grant level should reflect all of the changes that have occurred as of the date the report is submitted.

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30. Prior Year Spending Options. This item captures spending options taken when the preceding year's grant is closed out.

- a. **Spendforward from Prior Year.** Enter the amount of NSA funds originating in the formula grant of the fiscal year immediately preceding the report fiscal year that are spent forward to fund report fiscal year NSA costs.
- b. **Backspend to Prior Year.** Enter the amount of food funds originating in the report fiscal year formula grant that are back spent to fund food costs of the fiscal year immediately preceding the report fiscal year; and/or, the amount of NSA funds originating in the report fiscal year formula grant that are back spent to fund food and/or NSA costs of the fiscal year immediately preceding the report fiscal year. These amounts are to be reported as negative numbers.

31. Subtotal. Line 29 plus line 30.

32. Annual Net Federal Cost. This line reflects report year costs charged to Federal WIC program grant funds. The electronic version of this report will automatically enter from the 1st page of this report the Year-to-Date Total of the Annual Net Federal Cost from line 14 for food and from line 28 for NSA.

The annual net federal cost for food equals the sum of the dollar value of net federal outlays and unliquidated obligations for food reported in line 12 for closed out months plus the sum of the dollar value of net federal obligations for food reported in row 3 for months not yet closed out. At the time the Annual Closeout Report is submitted, all months will be closed out. Therefore, at closeout, the year-to-date totals of lines 12 and 14 and line 32, column (A), will all reflect the same amount, the amount of net Federal food outlays and unliquidated obligations for the report (closeout) year.

The annual net federal cost for NSA equals the dollar value of net federal outlays and unliquidated obligations for NSA reported cumulatively in line 26 for current and prior report months plus the dollar value of estimated obligations reported in line 27 for future report months. At the time the Annual Closeout Report is submitted, there will be no future report months. Therefore, at closeout, the year-to-date totals of lines 26 and 28 and line 32, column (B), will all reflect the same amount, the amount of net Federal NSA outlays and unliquidated obligations for the report (closeout) year.

33. Balance Before Application of Prepayment Vendor Collections. Line 31 minus line 32.

34. Prepayment Vendor Collections Applied to NSA. Enter the amount of prepayment vendor collections (funds not paid to food vendors as a result of reviews of food instruments prior to payment) applied as credits to NSA costs in both columns (A) and (B). Enter the amount as a negative number in column (A) and as a positive number in column (B).

35. Balance Before Conversions. Line 33 plus line 34.

36. Conversion. This item captures the application of funds allocated under one component of the grant to costs of the other component.

- a. **Food to NSA.** Enter the amount of unspent food funds applied to cover NSA cost overexpenditures in both columns (A) and (B). Food to NSA conversion must either be pre-approved by FNS according to a plan submitted by the State or earned through actual participation increases and cannot exceed NSA cost overexpenditures. NSA cost overexpenditures are displayed as a negative amount in column (B) of line 33, Balance Before Conversions. Enter the amount as a negative number in column (A) and as a positive number in column (B).

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a. **Food to NSA.** Enter the amount of unspent food funds applied to cover NSA cost overexpenditures in both columns (A) and (B). Food to NSA conversion must either be pre-approved by FNS according to a plan submitted by the State or earned through actual participation increases and cannot exceed NSA cost overexpenditures. NSA cost overexpenditures are displayed as a negative amount in column (B) of line 33, Balance Before Conversions. Enter the amount as a negative number in column (A) and as a positive number in column (B).

b. **NSA to Food.** Enter the amount of unspent NSA funds applied to cover food cost overexpenditures in both columns (A) and (B). NSA funds converted to food cannot exceed food cost overexpenditures displayed as a negative amount in column (A) of line 33. Enter the amount as a positive number in column (A) and as a negative number in column (B).

37. **Balance After Conversion.** Line 35 plus line 36.

38. **Current Year Spending Options.** A State agency may use this item to make known its plans for current year spending options on reports submitted prior to the Annual Closeout Report. On the Annual Closeout Report, the State agency officially declares its report year spending options here. As such, this item ultimately captures spending options taken when the report year's grant is closed out.

a. **Spendforward to the Following Year.** Enter the amount of NSA funds originating in the report year formula grant that are spent forward to cover NSA costs of the fiscal year immediately following the report fiscal year. Enter the amount as a negative number in column (B).

b. **Backspend from Following Year.** Enter the amount of food funds originating in the fiscal year immediately following the report fiscal year that are back spent to cover food costs of the report fiscal year; and/or, the amount of NSA funds originating in the fiscal year immediately following the report fiscal year that are back spent to cover food and/or NSA costs of the report fiscal year.

39. **Results of Report Year Program Operations.** Line 37 plus line 38.

40. **Preliminary Recoveries/Cash Transfers.** This item captures the effect of transactions that will affect the balance of funds available for recovery when FNS HQs conducts closeout.

a. **Preliminary Recoveries.** The amount of unspent report year funds that are recovered by FNS after the end of the report fiscal year but prior to closeout by FNS HQs.

b. **Cash Transfers In (Out).** If FNS temporarily transferred cash to the reporting State agency and has not restored it to the donor State, enter the amount as a positive entry. If FNS temporarily transferred cash from the reporting State agency and has not restored it, enter the amount as a negative entry.

c. **Total Recoveries/Cash Transfers.** Line 40a plus line 40b.

41. **Federal Funds to be Recovered (Restored).** Line 39 plus line 40c. The result is the amount that FNS will recover in the course of closing out the State agency's account for the report year. A negative result indicates that FNS overrecovered. A negative result will be enclosed in parenthesis.

- ← →
- FNS-153
- FNS-191
- FNS-203
- FNS-209
- FNS-227 and 227A
- FNS-250
- FNS-259
- FNS-292
- FNS-292A
- FNS-292B
- FNS-366A
- FNS-366B
- FNS-388
- FNS-388A
- FNS-418
- FNS-498
- FNS-583
- FNS-586A
- FNS-586B
- FNS-648
- FNS-654
- FNS-665
- FNS-667
- FNS-683
- FNS-683A
- FNS-759
- FNS-777
- FNS-777 SAE
- FNS-798 and 798A
 - ◆ Form FNS-798 Instructions (9-08)
 - ◆ Form FNS-798A Instructions (9-08)
 - ◆ Form FNS-798 Instructions (5-00)
 - ◆ Form FNS-798A Instructions (5-00)
 - ◆ Form FNS-798 Instructions (7-02)
 - ◆ Form FNS-798A Instructions (7-02)

a. **Spendforward to the Following Year.** Enter the amount of NSA funds originating in the report year formula grant that are spent forward to cover NSA costs of the fiscal year immediately following the report fiscal year. Enter the amount as a negative number in column (B).

b. **Backspend from Following Year.** Enter the amount of food funds originating in the fiscal year immediately following the report fiscal year that are back spent to cover food costs of the report fiscal year; and/or, the amount of NSA funds originating in the fiscal year immediately following the report fiscal year that are back spent to cover food and/or NSA costs of the report fiscal year.

39. **Results of Report Year Program Operations.** Line 37 plus line 38.

40. **Preliminary Recoveries/Cash Transfers.** This item captures the effect of transactions that will affect the balance of funds available for recovery when FNS HQs conducts closeout.

a. **Preliminary Recoveries.** The amount of unspent report year funds that are recovered by FNS after the end of the report fiscal year but prior to closeout by FNS HQs.

b. **Cash Transfers In (Out).** If FNS temporarily transferred cash to the reporting State agency and has not restored it to the donor State, enter the amount as a positive entry. If FNS temporarily transferred cash from the reporting State agency and has not restored it, enter the amount as a negative entry.

c. **Total Recoveries/Cash Transfers.** Line 40a plus line 40b.

41. **Federal Funds to be Recovered (Restored).** Line 39 plus line 40c. The result is the amount that FNS will recover in the course of closing out the State agency's account for the report year. A negative result indicates that FNS overrecovered. A negative result will be enclosed in parenthesis.

42. **Funds Spent for Breast Pumps.** Enter the amount of funds that were spent to cover the cost of invoices for breast pump rentals or purchases. This amount represents a portion of costs found on line 32, columns (A) and/or (B).

43. **Average Migrant Participation (July – June).** Enter the average number of migrant farmworker household member participants for the most recent 12-month period beginning in July and ending in June on the July report submitted on August 30th each year.

Remarks. Enter additional information or explanatory notes, if needed. If a State agency has rebates for items other than infant formula, report amounts for each rebated item here.

Certification. These entries are self-explanatory.

[\(INSTRUCTIONS FOR ADDENDUM 798A\)](#)