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**FOOD AND NUTRITION SERVICES CERTIFICATION  
APPLICATIONS  
Authorizing Benefits**

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**FNS 365 Authorizing Benefits  
Change #1-2008  
January 1, 2008**

**365.01            AUTHORIZING FOOD AND NUTRITION SERVICES BENEFITS**

Complete the DSS-8590 and key the entries in the Food Stamp Information System (FSIS) to authorize FNS benefits. When necessary, authorize initial FNS benefits using Transaction Code 9.

Do not complete a DSS-8593 to issue initial FNS benefits unless absolutely necessary. Use of both the DSS-8590 and the DSS-8593 may result in double issuances and/or incorrect allotment amounts. Both the caseworker and the supervisor must sign and date the form prior to the form being keyed.

**365.02            DETERMINING INITIAL ALLOTMENT AMOUNTS**

The benefit level for the initial month of certification is based on the date of application. Prorate benefits from the date of application to the end of the month. The only exception is for joint FNS/Supplemental Security Income applicants who are residents of institutions. See Section 325, Social Security Administration Applications, for instructions for these applicants.

Use a standard 30-day calendar month to determine prorated benefit amounts. Treat a household that applies on the 31<sup>st</sup> of the month as if it applied on the 30<sup>th</sup> of the month. FSIS calculates prorated allotment amounts. An initial month's allotment of less than \$10 will not be issued to categorically eligible households. Non-categorically eligible household allotments of \$1, \$3, and \$5 are rounded up to \$2, \$4, and \$6, respectively, for issuance purposes. For further instructions on calculation of benefits and determining benefit levels, see Section 285, Determining Benefit Levels.