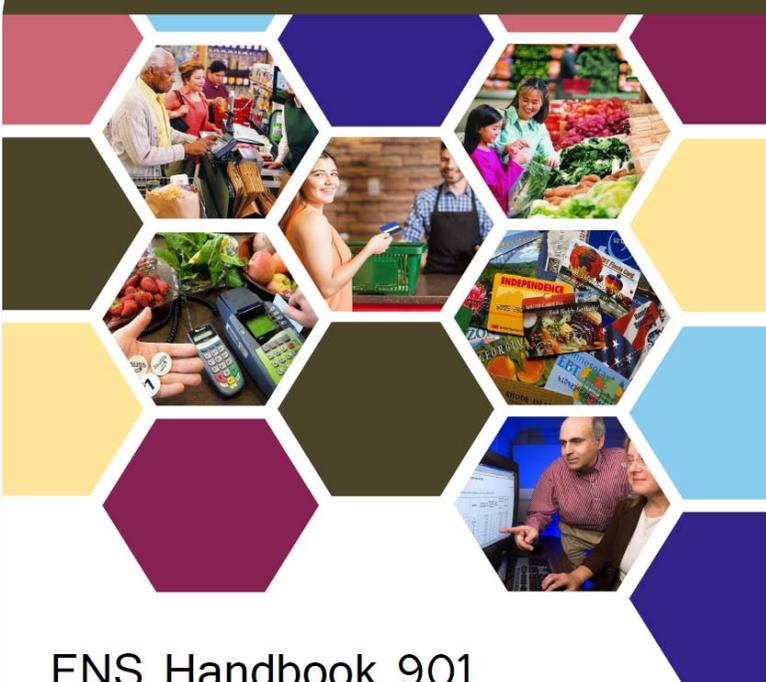


FNS Handbook 901 The Advance Planning Document Process:

A State Systems Guide for America's Food
Programs



Sneak Peek: HB 901 Revised Format

FNS Handbook 901

The Advance Planning Document Process:
A State Systems Guide to America's Food Programs



FNS Handbook 901

1.0 Introduction

Chapter Key Points

The information in this section should allow you to understand the following:

- What is the APD?
- What are the major components of the APD?
- When are you required to use the APD?

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ADP	Automated Data Processing
APD	Advance Planning Document
CFR	Code of Federal Regulations
FFP	Federal Financial Participation
EBT	Electronic Benefit Transfer
SNAP	Supplemental Nutrition Assistance Program
WIC	Women, Infants, and Children (Special Supplemental Nutrition Program for)

 For more key terms and definitions, please visit the Glossary, [here](#).

Overview Introduction 1- 1

Icons

-  Information
-  Don't Do
-  Financial
-  Tools
-  Document
-  WIC
-  SNAP

APD Website:

- > APD Home
- > APD Contacts
- > CAM Toolkit
- > Document Library
- > Electronic Benefits Transfer (EBT)
- > Frequently Asked Questions
- > Handbook and Guidance
- > SNAP Resources
- > Statutes and Regulations
- > Training and Presentations
- > WIC EBT Document Library
- > WIC Resources
- > WIC SAM Document Library
- > System Testing Rule

FNS Oversight: State Systems & Advance Planning Document Process [Print](#)



The Advance Planning Document (APD) process is a series of successive steps through which State agencies obtain Federal prior approval of and Federal financial participation (FFP) in automation projects supporting Food and Nutrition Service (FNS) programs. This includes all eligibility system and Electronic Benefit Transfer (EBT) projects.

The purpose of this website is to provide FNS and State agency staff involved in the review, approval and coordination of APDs with tools, techniques, guidelines, and examples to assist in fulfilling their responsibilities in this area. This site provides guidance and tools to enable FNS and State agency staff to work in partnership for successful automation of program requirements and delivery of benefits to clients. The State Systems Office provides oversight of State Systems and the Advance Planning Document Process for FNS.

Please contact the [State Systems Office](#) if you have any comments, questions or suggestions regarding this website or the APD process.

Spotlights

	Contacts and Stakeholders		Frequently Asked Questions
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What's New

- 01/19/2016 - Final regulations require States to notify FNS before implementing a major change in their SNAP operations. Additional guidance on the Major Changes Rule may be found at: <http://www.fns.usda.gov/snap/policy>.

<http://www.fns.usda.gov/apd/fns-oversight-state-systems-advance-planning-document-process>



- > [APD Home](#)
- > [APD Contacts](#)
- > [CAM Toolkit](#)
- > [Document Library](#)
- > [Electronic Benefits Transfer \(EBT\)](#)
- > [Frequently Asked Questions](#)
- > [Handbook and Guidance](#)
- > [SNAP Resources](#)
- > [Statutes and Regulations](#)
- > [Training and Presentations](#)
- > [WIC EBT Document Library](#)
- > [WIC Resources](#)
- > [WIC SAM Document Library](#)
- > [System Testing Rule](#)

FNS Handbook 901 Training and Presentations



The FNS State Systems conducted team has produced a series of training presentations designed to help State Agencies understand and comply with the FNS approval process. These eight on-line presentations correspond to FNS Handbook 901, with information on the key documents or phases in the process. One of the units focuses specifically on the testing requirements and other changes to the regulations that were published in January 2014.

These presentations are best viewed in the sequence shown below as the APD process terminology, procedures, and concepts build upon each other. However, each presentation will make sense on its own, if the viewer just needs information on a particular document or system lifecycle phase. We encourage you to use the presentations as a refresher, to to acquaint new project team members with FNS requirements and best practices, whenever you are starting a new project or entering a new phase.

Although the presentations are relevant to both SNAP and WIC, and to both MIS and EBT projects, some information in them is more specifically targeted to MIS, rather than EBT. Please contact your [State Systems representative](#), or [Regional Office Program representative](#), should you have questions.

Also available below are printable PDFs of the presentations as handouts, for use in taking notes.

Please use this [link](#) to send us any feedback on the presentations.

Training Presentation	Handouts for Notes
APD Overview	APD Overview
Planning APD	Planning APD
Implementation APD	Implementation APD
RFPs and Procurement	RFPs and Procurement
APD Updates	APD Updates
System Testing Regulation	System Testing Regulation
Getting to Go-Live	Getting to Go Live
Project Management	Project Management

Handouts

- [APD Quick Reference Guide](#)
- [State Systems Contact Chart](#)
- [Documentation Requirements and Thresholds](#)