

**Proration of Vouchers****Policy No. FD-920.02**

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**Policy**

Local Agencies (LA) will issue full food packages to participants who pickup vouchers after their scheduled pickup date, but before the Last Day to Use date for the vouchers.

Proration is required when:

- pick-up codes are changed during a valid certification period
- when a new participant is being added to the family pick-up schedule
- when a change in circumstance, such as a change in job or working hours, results in a hardship on the participant

Cash value vouchers can never be prorated and must always be issued for their full value if a participant is allowed to receive any vouchers for the issuance month.

**Purpose**

To ensure delivery of full nutritional benefit for participants who are late picking up vouchers and to increase food redemption.

**Procedures**

- I. Issue full nutritional benefits to all participants, even those who missed their voucher pickup appointment.
- II. Instruct the participant of the last day to use vouchers to ensure redemption within the allotted time frame.

**Authority**

7 C.F.R. § 246,4(a)(11)(iii)

**Definitions/Supporting Information**

**Prorate** - The issuance of partial food packages by eliminating one or more vouchers from the designated food package to prevent over issuance.