.04   EBT QUEST Card - Inventory - EBT Monthly Audit Report

To ensure that all Over The Counter (OTC) issued QUEST cards are being properly monitored, designated local office management must complete the EBT Monthly Audit Report (FAA-1262A).

The FAA-1262A is available in OUTLOOK and includes instructions on how to complete the report. (See Outlook Public Folders)

The FAA-1262A is completed by designated local office management on a monthly basis. The completed FAA-1262A is routed to the appropriate corresponding District office by the fifth calendar day of the month following the audit month.

District management compiles the statistics from each local office report from their District. The compiled statistics from each District office are sent to the Field Operations Manager (FOM) via inter-office mail by the fifteenth calendar day of the month following the audit month.