

Office Address

EBT Local Office Security Plan (LOSP)

Region

Mail Code

Telephone number

Revised 06/17

Function	Administrative Terminal (AT) Permissions	Supply of Secured Documents
<p><b>EBT Site Coordinator or Designee:</b></p> <p><b>Name</b></p> <ul style="list-style-type: none"> <li>Responsible for ordering, receiving and accounting for Lone Star Cards from vendor.</li> <li>Responsible for accurately completing Form 1174, Inventory of EBT cards and physical count of cards each month.</li> <li>Responsible for daily reconciliation of AT report.</li> </ul> <p><b>EBT Backup Site Coordinator:</b></p> <p><b>Name</b></p> <ul style="list-style-type: none"> <li>Performs EBT functions in absence of EBT Site Coordinator or designee.</li> </ul> <p><b>EBT Clerk:</b></p> <p><b>Name</b></p> <ul style="list-style-type: none"> <li>Responsible for accurately completing Form 1173, EBT Card Issuance Log.</li> </ul> <p><b>Backup EBT Clerk:</b></p> <p><b>Name</b></p> <ul style="list-style-type: none"> <li>Performs EBT clerk functions in absence of primary EBT clerk.</li> </ul> <p>Are all listed permissions in compliance with Section 3000 of the Security &amp; Accountability Handbook?  Yes _____ No _____</p>	<p><b>Inquiry and Issuance</b></p> <p><b>Merge, Inquiry and No Issuance</b></p> <p><b>Contingency Plan</b></p> <p><b>Special Procedures</b></p>	<p><b>Storage Limits in Bulk Supply</b></p> <p>Maximum: Lone Star Cards _____</p> <p>Minimum*: Lone Star Cards _____</p> <p>Bulk Supply is Stored in Room</p> <p><b>Storage Limits in Daily Supply</b></p> <p>Maximum: Lone Star Cards _____</p> <p>Minimum*: Lone Star Cards _____</p> <p>Daily Supply is Stored in</p> <p>*Reorder when supply is this amount</p> <p>This plan has been approved by:</p> <hr/> <p>EBT Regional Coordinator Name</p> <hr/> <p>EBT Regional Coordinator Signature</p> <hr/>