

Office Address

Mail Code

Telephone number

EBT Local Office Security Plan (LOSP)

Region

Revised 06/17

Function	Administrative Terminal (AT) Permissions	Supply of Secured Documents
EBT Site Coordinator or Designee: Name - Responsible for ordering, receiving and accounting for Lone Star Cards from vendor. - Responsible for accurately completing Form 1174, Inventory of EBT cards and physical count of cards each month. - Responsible for daily reconciliation of AT report.	Inquiry and Issuance	Storage Limits in Bulk Supply Maximum: Lone Star Cards _____ Minimum*: Lone Star Cards _____ Bulk Supply is Stored in Room
EBT Backup Site Coordinator: Name Performs EBT functions in absence of EBT Site Coordinator or designee.	Merge, Inquiry and No Issuance	Storage Limits in Daily Supply Maximum: Lone Star Cards _____ Minimum*: Lone Star Cards _____
EBT Clerk: Name Responsible for accurately completing Form 1173, EBT Card Issuance Log.	Contingency Plan	Daily Supply is Stored in *Reorder when supply is this amount
Backup EBT Clerk: Name Performs EBT clerk functions in absence of primary EBT clerk.	Special Procedures	This plan has been approved by: _____ EBT Regional Coordinator Name _____ EBT Regional Coordinator Signature _____
Are all listed permissions in compliance with Section 3000 of the Security & Accountability Handbook? Yes _____ No _____		