



Food and Nutrition Service
Park Office Center
3101 Park Center Drive
Alexandria VA 22302

DATE: October 30, 2019
MEMO CODE: SP 03-2020
SUBJECT: FNS-640 Reporting Guidance
TO: Regional Directors
Special Nutrition Programs
All Regions
State Directors
Child Nutrition Programs
All States

This memo provides reporting guidance for the FNS-640 beginning with reporting for School Year (SY) 2018-2019 due March 1, 2020. State agencies may use the attached instructions and business rules/edit check to develop reporting processes and make system updates for FNS-640 reporting. Updates to the instructions reflect revisions made to the SY 2018-19 Administrative Review Forms.

There are no changes to SY 2019-20 Administrative Review manual, tools or forms affecting the FNS-640 reporting instructions for SY 2019-20. Moving forward, updates to the FNS-640 reporting instructions will be released only when revisions to the Administrative Review manual or forms affects reporting.

State agencies should note that no changes were made to the data elements that are collected in the FNS-640 and we do not expect an increase in burden to complete the report for SY 2018-19. Additionally, FNS will not be accepting requests for partial reporting this year.

State agencies with questions should contact their respective FNS Regional office.

Pursuant to the Congressional Review Act (5 U.S.C. §801 et seq.), the Office of Information and Regulatory Affairs designated this rule as not a major rule, as defined by 5 U.S.C. § 804(2).

Original Signed

Sarah E. Smith-Holmes
Director
Program Monitoring and Operational Support Division
Child Nutrition Programs

FNS-640A Instructions for Reporting

Fields can be left blank if not specified otherwise.

Not meeting the formatting/business rules will trigger an error unless noted otherwise.

NOTE: Updates are highlighted in yellow in the instructions.

Field	Guidelines	Instructions
A1. General SFA Information	NOT A DATA ENTRY FIELD (Header)	
A1-1. SFA ID #	<ul style="list-style-type: none"> • Can be any character • Cannot be left blank 	<p>The SFA ID # entered must match the SFA ID # entered in field B1-1 (FNS-640B).</p> <p>The SFA ID # entered in field A1-1 must be the same SFA ID # used in FNS-742 reporting for the same School Year.</p>
A1-2. SFA Name	<ul style="list-style-type: none"> • Alphanumeric only • Cannot be left blank • Must match SFA Name in field B1-2 	<p>Enter SFA Name as reported on Line 1 of the applicable SFA-3.</p> <p>The SFA Name entered in field A1-2 must be the same as the applicable SFA Name entered in field B1-2 (FNS-640B).</p>
A1-3. Review Period (Month)	<ul style="list-style-type: none"> • Must be in ## format • No special characters • Cannot contain number other than 01-12 • Cannot be left blank 	Enter Review Period <u>Month</u> as reported on Line 3 of the applicable SFA-3
A1-4. Review Period (Year)	<ul style="list-style-type: none"> • 4-digit numeric only • Must be in #### format • No special characters • Cannot be left blank 	Enter Review Period <u>Year</u> as reported on Line 3 of the applicable SFA-3
A1-5. Total # Schools offering SBP	<ul style="list-style-type: none"> • Numeric only • Cannot be left blank 	<p>Total # of Schools reviewed offering SBP within the applicable SFA</p> <p>Enter Total # of Schools as reported on Line 2 (Reviewed) of the applicable SFA-3</p>

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Field	Guidelines	Instructions
A2. Certification and Benefit Issuance Review Method	NOT A DATA ENTRY FIELD (Header)	
A2-1. Sampling Methodology (Select [1] one)	<ul style="list-style-type: none"> One type of sampling method (A2-1A through A2-1C) must be selected [1] Only one sampling method (A2-1A through A2-1C) can be selected Only 1 or 0 Allowed if a value is entered 	<p>Select Sampling Methodology fields A2-1A through A2-1C.</p> <p>A2-1A. (100% of students eligible for free and reduced price benefits) -A2-1B. (95% Confidence Level /Electronic System)</p> <p>A2-1C. (99% Confidence Level / Manual System)</p> <p>Select [1] type of sampling method as reported on Lines 4A through 4C of the applicable SFA-3</p> <p>WARNING TRIGGER: Not selecting [1] one type of sampling method will trigger a warning message to list the reason why a sampling method was not selected.</p>
A2-2. Total # Students Reviewed (i.e. Sample Size #)	<ul style="list-style-type: none"> Numeric only Cannot be left blank 	Enter Total # of students reviewed as reported in Line 4E (SA Count) of the applicable SFA-3
A2-3. SFA count of Reviewed Students (#)	<ul style="list-style-type: none"> Numeric only Cannot be left blank 	Enter SFA Count (#) of Reviewed Students in fields A2-3A (Free) and A2-3B (Reduced-Price) as reported in Line 4D of the applicable SFA-3.
A2-4. SA count of Reviewed Students (#)	<ul style="list-style-type: none"> Numeric only Cannot be left blank 	Enter SA Count (#) of Reviewed Students in fields A2-4A (Free) and A2-4B (Reduced-Price) as reported in Line 4E of the applicable SFA-3.
A2-5. Application Errors by Type (#)	<ul style="list-style-type: none"> Numeric only Enter total # of application errors by type for A2-5A through A2-5E 	Enter total # of application errors by type for each field A2-5A through A2-5E (Child or Household Name, Case Number, Income Amount or Source, Social Security # (last 4 digits), Adult Signature) as recorded (Total for each) for Line 4F on the applicable SFA-3.
A2-6. Total # of Applications Miscategorized	<ul style="list-style-type: none"> Numeric only Enter total # of miscategorized 	Enter total # of applications miscategorized for each field A2-6A through A2-6D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 4G on the applicable SFA-3.

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Field	Guidelines	Instructions
	<ul style="list-style-type: none"> applications by type for A2-6A through A2-6D 	
A2-7. Total # of Benefit Issuance Errors	<ul style="list-style-type: none"> Numeric only Enter total # of Benefit Issuance Errors by type for A2-7A through A2-7D 	Enter total # of benefit issuance errors for each field A2-7A through A2-7D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 4H on the applicable SFA-3
A3. Fiscal Action	NOT A DATA ENTRY FIELD (Header)	
A3-1. NSLP Total Overclaim/Underclaim (\$-/+)	<ul style="list-style-type: none"> Numeric only Must be in .XX format Overclaims must be a negative number Underclaims must be a positive number Cannot be left blank 	<p>To Calculate NSLP Total Overclaim/Underclaim (\$-/+), subtract the Total Fiscal Action for Afterschool Snack from the Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook.</p> <p>Overclaims must be a negative number (i.e. -100) and Underclaims must be a positive number (i.e. 100).</p>
A3-2. SBP Total Overclaim/Underclaim (\$-/+)	<ul style="list-style-type: none"> Numeric only Must be in .XX format Overclaims must be a negative number Underclaims must be a positive number Cannot be left blank 	<p>Enter Total SBP Fiscal Action amount as reported in the FA Summary Tab of the Fiscal Action Workbook</p> <p>Overclaims must be a negative number (i.e. -100) and Underclaims must be a positive number (i.e. 100).</p>
A3-3. Afterschool Snacks Total Overclaim/ Underclaim (\$-/+)	<ul style="list-style-type: none"> Numeric only Must be in .XX format Overclaims must be a negative number Underclaims must be a positive number Cannot be left blank 	<p>Enter total Afterschool Snacks Fiscal action amount as reported in the FA Summary Tab of the Fiscal Action Workbook</p> <p>Overclaims must be a negative number (i.e. -100) and Underclaims must be a positive number (i.e. 100).</p>

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<p>A3-4. Was Overclaim Disregarded (Select [1] if Yes)</p>	<ul style="list-style-type: none"> • Only 1 or 0 Allowed if a value is entered • <u>A3-4 and/or A3-5 must contain the value 1 if the sum of A3-1 and A3-3 is \$-0.01 through -\$600.00 AND/OR A3-2 is \$-0.01 through -\$600.00</u> • <u>A3-4 must be blank or 0 if the sum of A3-1 and A3-3 is OVER -\$600 AND A3-2 is OVER -\$600</u> 	<p>Enter a “1” if an overclaim was disregarded as determined by SA based on the calculated amounts in the Fiscal Action Workbook Summary Tab</p> <p>If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) is Equal to or UNDER -600 and A3-2 (SBP Overclaim/Underclaim) is Equal to or UNDER -600 then A3-4 (Overclaim Disregard) or A3-5 (Funds Withheld/Recovered) must be selected [1]</p> <p>If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) is OVER -600 and A3-2 (SBP Overclaim/Underclaim) is OVER -600 then A3-4 (Funds Withheld/Recovered) must be blank or 0.</p>
<p>A3-5. Were Funds Withheld or Recovered (Select [1] if Yes)</p>	<ul style="list-style-type: none"> • Only 1 or 0 allowed if a value is entered • <u>A3-5 must contain the value of 1 if the sum of A3-1 and A3-3 is OVER -\$600 AND/OR A3-2 is OVER -\$600</u> • <u>If the sum of A3-1 and A3-3 is \$-0.01 – \$-600.00 and A3-2 is \$-0.01 – \$-600.00 and A3-4 is blank then A3-5 must equal 1</u> 	<p>Enter a “1” if funds were recovered</p> <p>If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) equals \$-0.01 - \$-600.00 and A3-2 (SBP Overclaim/Underclaim) is \$-0.01 - \$-600.00 and A3-4 (Overclaim Disregard) is blank then A3-5 (Funds Withheld/Recovered) must equal 1</p> <p>Entering a “1” in both A3-4 (Overclaim Disregard) and A3-5 (Funds Withheld/Recovered) when an overclaim for both NSLP and SBP UNDER \$-600 are reported, will trigger a warning message to report from which program (NSLP or SBP) funds were recovered.</p>
<p>A3-6. Underclaim paid to SFA (\$)</p>	<ul style="list-style-type: none"> • Numeric only • Must be in .XX format 	<p>Enter total amount (\$) Underclaim paid to SFA (total of NSLP, Afterschool Snack, and SBP) from Line 11D of the applicable SFA-3.</p>

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Field	Guidelines	Instructions
A4. Resource Management	NOT A DATA ENTRY FIELD (Header)	
A4-1. Risk Flag(s) Triggered (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for A4-1B through A4-1E • Only 1 or 0 allowed if a value is entered 	<p>A4-1A. (SFA Enrollment) has been removed as an option on the AR Resource Management Risk Indicator Tool and should not be selected [1].</p> <p>Select [1] all that apply for A4-1B through A4-1E (Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs)</p> <p>Select [1] all that apply as reported on Line 14 of the applicable SFA-3.</p>

9/2019

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FNS-640B Reporting Instructions

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Field	Guidelines	Instructions
B1. General SFA Information	NOT A DATA ENTRY FIELD (Header)	
B1-1. SFA ID #	<ul style="list-style-type: none"> Can be any character Cannot be left blank 	<p>The SFA ID # entered must match the SFA ID # entered in field A1-1 (FNS-640A).</p> <p>The SFA ID # entered in field B1-1 (FNS-640B) must be the same SFA ID # used in FNS-742 reporting for the same School Year.</p>
B1-2. SFA Name	<ul style="list-style-type: none"> Alphanumeric only Cannot be left blank Must match SFA Name in field A1-2 	<p>Enter SFA Name as reported on the S-1.</p> <p>The SFA Name entered in field B1-2 must be the same as the SFA Name entered in field A1-2.</p>
B2. General School Information	NOT A DATA ENTRY FIELD (Header)	
B2-1. School Name	<ul style="list-style-type: none"> Can be any character Cannot be left blank 	Enter School Name as reported on the S-1.
B2-2. Type of School	<ul style="list-style-type: none"> Select [1] all that apply Only 1 or 0 allowed if a value is entered 	<p>Enter a 1 for all that apply as reported in Line 1 of the applicable S-1.</p> <p>At least one of fields B2-2A, B2-2B, B2-2C or B2-2F) (Public, Private, Charter, or RCCI) under Type of School must equal 1.</p> <p>Select [1] all that apply of fields B2-2D, B2-2E, B2-2G, B2-2H, B2-2I, B2-2J) (Regular, Boarding, Pricing, Closed Campus, Traditional Schedule, and/or Single Track) as reported in Line 1 of the applicable S-1.</p>
B2-3. Special Provision Options 1, 2 & 3	NOT A DATA ENTRY FIELD (Header)	

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
(Complete Fields as Applicable)		
B2-3A. Option Being Used	<ul style="list-style-type: none"> Only 0, 1, 2, or 3 allowed if a value is entered 	Enter Special Provision Option Being Used as reported in Line 1 on the S-1.
B2-3B. Base Year	<ul style="list-style-type: none"> Select [1] if in base year Only 1 or 0 allowed if a value is entered 	Enter a 1 if “Base Year” is selected on S-1 Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)
B2-3C. Non-Base Year	<ul style="list-style-type: none"> Select [1] if not in Base Year Only 1 or 0 Allowed if a value is entered 	Enter a 1 if not in Base Year as reported in Line 1 of S-1 Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)
B2-3D. SFA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, <u>B2-3D cannot be left blank</u> 	Enter SFA Calculated Free Claiming % or Funding Level as reported in Line 1. of the applicable S1. The SFA Calculated Free Claiming % or Funding Level (field B2-3D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)
B2-3E. SA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, <u>B2-3E cannot be left blank</u> 	Enter SA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1. The SA Calculated Free Claiming % or Funding Level (field B2-3E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)
B2-3F. SFA Calculated Reduced Price Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, <u>B2-3F cannot be left blank</u> 	Enter SFA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1. The SFA Calculated Reduced Claiming % or Funding Level (field B2-3F) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%) The SFA Calculated Reduced Price Claiming % or Funding Level (field B2-3F) cannot be left blank when it is indicated that Special Provision 1, 2 or 3 is being used in field B2-3A.

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B2-3G. SA Calculated Reduced Price Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3G cannot be left blank 	<p>Enter SA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SA Calculated Reduced Claiming % or Funding Level (field B2-3G) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-4. Community Eligibility Provision (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	
B2-4A. District-Wide (Select [1] if CEP district-wide)	<ul style="list-style-type: none"> Select [1] if CEP District-Wide Only 1 or 0 Allowed if a value is entered 	Enter a 1 if “Districtwide” CEP as reported in Line 1 of applicable S-1
B2-4B. SFA Calculated ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SFA Calculated ISP as reported in Line 1 of applicable S-1</p> <p>The SFA Calculated ISP (field B2-4B) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-4C. SA Confirmed ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SA Confirmed ISP as reported in Line 1 of applicable S-1.</p> <p>The SA Confirmed ISP (field B2-4C) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SA Confirmed ISP (field B2-4C) must be reported when the SFA Calculated ISP field (field B2-4B) has been reported.</p>
B2-4D. SFA Calculated Free Claiming %	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-4B has a value, B2-4D cannot be left blank 	<p>Enter SFA Calculated Free Claiming % as reported in Line 1 of applicable S-1.</p> <p>The SFA Calculated Free Claiming % (field B2-4D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SFA Calculated Free Claiming % (field B2-4D) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.</p>

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B2-4E. SA Calculated Free Claiming %	<ul style="list-style-type: none"> • Must be in designated format: 00.00 – 100.00 • Numeric values only (to include decimal point) • <u>If B2-4B has a value, B2-4E cannot be left blank</u> 	<p>Enter SA Calculated Free Claiming % as reported in Line 1 of applicable S-1.</p> <p>The SA Calculated Free Claiming % (field B2-4E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SA Calculated Free Claiming % (field B2-4E) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed</p>
B2-5. Food Service System (Select [1] all that apply)	<ul style="list-style-type: none"> • (Select [1] all that apply) • At least one type of Food Service System (fields B2-5A through B2-5F) must equal 1 • Only 1 or 0 allowed if a value is entered 	<p>At least one type of Food Service System in fields B2-5A through B2-5F (FSMC, Vended, Self-Prep On-Site, Self-Prep Pre-Packaged Satellite, Self-Prep Base/Central Kitchen, Self-Prep Bulk Satellite) must equal 1</p> <p>Select [1] all that apply from applicable S-1.</p> <ul style="list-style-type: none"> • Fields B2-5A through B2-5B (Line 2c) • Fields B2-5C through B2-5F (Line 2a).
B2-6. CN Programs Offered (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B2-6A through B2-6F • Only 1 or 0 allowed if a value is entered 	<p>At least one type of Food Service System in fields B2-6A through B2-6F (NSLP, SBP, SMP, SSO, Afterschool Snack, FFVP) must equal 1</p> <p>Select [1] all that apply as reported in Line 2b of applicable S-1.</p>
B2-7. Nonprogram Foods (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B2-7A through B2-7E • Only 1 or 0 allowed if a value is entered 	<p>Select [1] all that apply for B2-7A through B2-7E (Adult Meals, Vending to other CN sites, Catering, A la Carte, Other)</p> <p>Select [1] all that apply as reported in Line 2d of applicable S-1.</p>
B2-8. OVS (Select [1] if Yes)	<ul style="list-style-type: none"> • Select [1] if “Yes” • Only 1 or 0 Allowed if a value is entered 	<p>Select [1] if OVS is used as reported in Line 2e of applicable S-1.</p>

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B2-9. Targeted Menu Review (DSAT) (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-9A through B2-9F Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B2-9A through B2-9F (Yes, High Risk, Option 1, Option 2, Option 2, Option 4)</p> <p>If B2-9A (Yes) equals 1, either B2-9C (Option 1), B2-9D (Option 2), B2-9E (Option 3) or B2-9F (Option 4) must equal 1</p> <p>Select [1] all that apply as reported in Line 2f of applicable S-1.</p>
B3. School Breakfast Program	NOT A DATA ENTRY FIELD (Header)	
B3-1. Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
B3-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-1A(a) through B3-1A(d) Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other)</p> <p>Select [1] all that apply as reported in Line 8 of applicable S-1.</p>
B3-1B. # of points where meal counts are taken	<ul style="list-style-type: none"> Must be numeric Whole numbers only <u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u> 	<p>B3-1B (# of points where meal counts are taken) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter total # of points where meal counts are taken as reported in Line 9 of applicable S-1.</p>
B3-1C. Total # of students with program access	<ul style="list-style-type: none"> Must be numeric Whole numbers only <u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u> 	<p>B3-1C (Total # of students with program access) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.</p>

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FNS-640B Reporting Instructions

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B3-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-1D(a) through B3-1D(d) <u>At least one field (B3-1D(a) to B3-1D(d) must equal 1 if any of fields B3-1A(a) through B3-1A(d) equals 1</u> Only 1 or 0 allowed if a value is entered 	<p>At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Select as reported in Line 3 (SBP) of applicable S-1.</p>
B3-1E. Review Period: # Serving days	<ul style="list-style-type: none"> Must be numeric Whole numbers only <u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u> 	<p>B3-1E (Review Period: # Serving days) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter Review Period: # Serving Days as reported in Line 6 (SBP) of applicable S-1</p>
B3-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B3-2A. Total # of Meals Served	<ul style="list-style-type: none"> Must be numeric Whole numbers only Value cannot exceed value in B3-1C <u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u> 	<p>B3-2A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>The total number in field B3-2A (# meals served) cannot exceed field B3-1C (total # of students with program access)</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for SBP) in the applicable S-1.</p>
B3-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	<p>Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (SBP) in the applicable S-1.</p>

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B3-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (SBP) in the applicable S-1.
B3-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-2D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (SBP) of the applicable S-1
B3-2D(b). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 of the applicable S-1
B3-2D(c). Whole Grain Rich Foods	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 of the applicable S-1
B3-2D(d). Dietary Specifications	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a of the applicable S-1

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B3-2E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • Value of each field (B3-2E(a) through B3-2E(c) cannot exceed value in B3-2A 	<p>Value of each field B3-2E(a) through B3-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-2A (Total # of Meals Served)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 13 (SBP) of the applicable S-1</p> <p>NOTE: When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors to determine the meal counts by category (Free and Paid).</p>
B3-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B3-3A. Total # of Meals Served	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 • Value cannot exceed B3-1C multiplied by B3-1E 	<p>B3-3A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equals 1.</p> <p>Value of field B3-3A (Total # of Meals Served) cannot exceed value in B3-1C (Total # of students with program access) multiplied by B3-1E (Review Period: # Serving days)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 17A (SFA count/left side) of the applicable S-1</p>
B3-3B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (SBP) of the applicable S-1
B3-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (SBP) of the applicable S-1

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B3-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-3D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of the applicable S-1
B3-3D(b). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of meals Food Quantities (violation) as reported in Line 16 of the applicable S-1
B3-3D(c). Whole Grain Rich Foods	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of meals Whole Grain Rich Foods (violation) as reported in Line 16 of the applicable S-1
B3-3D(d). Dietary Specifications	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B3-3E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B3-3B, B3-3C or B3-3D(a) through B3-3D(d), there must be a value in at least one field from (B3-3E(a) to B3-3E(c) • Value of each field (B3-3E(a) through B3-3E(c) cannot exceed value in B3-3A 	<p>Value of each field B3-3E(a) through B3-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-3A (Total # of Meals Served)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 17A (SBP/left side) of the applicable S-1</p>
B3-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B3-4A. Was Recalculation necessary? (Select [1] type below if Yes)	<ul style="list-style-type: none"> • Select [1] type if Recalculation was necessary • Only 1 or 0 Allowed if a value is entered 	<p>Select [1] B3-4A(a) if Partial Recalculation was necessary as reporting in Line 24 (SBP) on the applicable S-1</p> <p>Select [1] B3-4A(b) if Full Recalculation was necessary as reported in Line 24 (SBP) on applicable S-1</p>
B3-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B3-4B(a) through B3-4B(b) • Only 1 or 0 Allowed if a value is entered 	<p>If field B3-4A(a) (Partial Recalculation) or B3-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B3-4B(a) (Performance Standard 1) must equal 1</p> <p>Select [1] all that apply as reported in Line 24 (SBP) of applicable S-1</p> <p>NOTE: While Performance Standards 1 & 2 are listed as options, Performance Standard 2 does not apply to Recalculation and only Performance Standard 1 should be selected to report the violation area.</p>
B4. National School Lunch Program	NOT A DATA ENTRY FIELD (Header)	

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B4-1 Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
B4-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1A(a) through B4-1A(c) Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other)</p> <p>Select [1] all that apply as reported in Line 8 (NSLP) of applicable S-1.</p>
B4-1B. # of points where meal counts are taken	<ul style="list-style-type: none"> Must be numeric Whole numbers only <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u> 	<p>B4-1B (# of points where meal counts are taken) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equal 1.</p> <p>Enter total # of points where meal counts are taken as reported in Line 9 (NSLP) of applicable S-1.</p>
B4-1C. Total # of students with program access	<ul style="list-style-type: none"> Must be numeric Whole numbers only <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u> 	<p>B4-1C (Total # of students with program access) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.</p>
B4-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1D(a) through B4-1D(d) <u>at least one field (B4-1D(a) to B4-1D(d) must equal 1 if any of fields B4-1A(a) through B4-1A(c) equals 1</u> Only 1 or 0 allowed if a value is entered 	<p>At least one grade grouping in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.</p> <p>Only 1 or 0 allowed if a value is entered</p>
B4-1E. Review Period: # Serving days	<ul style="list-style-type: none"> Numeric values only Whole numbers only <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u> 	<p>B4-1E (Review Period: # Serving days) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter Review Period: # Serving Days as reported in Line 6 (NSLP) of applicable S-1</p>
B4-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B4-2A. Total # of Meals Served	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Value cannot exceed value in B4-1C • <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u> 	<p>B4-2A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>The total number in field B4-2A (# meals served) cannot exceed field B4-1C (total # of students with program access)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for NSLP) of the applicable S-1.</p>
B4-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (NSLP) of the applicable S-1.
B4-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (NSLP) of the applicable S-1.
B4-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-2D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(b). Vegetable Sub-group	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Vegetable Sub-group) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(c). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 (NSLP) of the applicable S-1

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
	<ul style="list-style-type: none"> Whole numbers only, if a value is entered 	
B4-2D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(e). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a (NSLP) of the applicable S-1
B4-2E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value entered Value of <u>each field</u> (B4-2E(a) through B4-2E(c) cannot exceed value in B4-2A 	<p>Value of <u>each field</u> B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-2A (Total # of Meals Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 13 (NSLP) of the applicable S-1</p>
B4-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B4-3A. Total # of meals served	<ul style="list-style-type: none"> Numeric Values Only Whole numbers only <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u> Value cannot exceed B4-1C multiplied by B4-1E 	<p>B4-3A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Value of each field B4-3A (Total # of Meals Served) cannot exceed value in B4-1C (Total # of students with program access) multiplied by B4-1E (Review Period: # Serving days)</p> <p>Enter Total # of Meals Served as reported in Line 17B (SFA count/right side) of the applicable S-1</p>
B4-3B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (NSLP) of the applicable S-1

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B4-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (NSLP) of the applicable S-1
B4-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-3D(a). Milk Type	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of applicable S-1
B4-3D(b). Vegetable Sub-group	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Vegetable Sub-group (violation) as reported in Line 16 of applicable S-1
B4-3D(c). Food Quantities	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Food Quantities (violation) as reported in Line 16 of applicable S-1
B4-3D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Whole Grain Rich Foods (violation) as reported in Line 16 of applicable S-1
B4-3D(e). Dietary Specifications	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B4-3E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • Value of <u>each field</u> B4-3E(a) through B4-3E(c) cannot exceed value in B4-3A 	<p>Value of <u>each field</u> B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-3A (Total # of Meals Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 17B (NSLP/right side) of the applicable S-1</p>
B4-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B4-4A. Was Recalculation necessary? (Select [1] type below if Yes)	<ul style="list-style-type: none"> • Select [1] type if Recalculation was necessary • Only 1 or 0 Allowed if a value is entered 	<p>Select [1] B4-4A(a) if Partial Recalculation was necessary</p> <p>Select [1] B4-4A(b) if Full Recalculation was necessary as reported in Line 25 (NSLP) on applicable S-1</p>
B4-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B4-4A(a) through B4-4A(b) • Only 1 or 0 allowed if a value is entered 	<p>If field B4-4A(a) (Partial Recalculation) or B4-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B4-4B(a) (Performance Standard 1)</p> <p>Select [1] all that apply as reported in Line 25 (NSLP) of applicable S-1</p> <p>NOTE: While Performance Standards 1 & 2 are listed as options, Performance Standard 2 does not apply to Recalculation and only Performance Standard 1 should be selected to report the violation area.</p>
B5. Afterschool Snack	NOT A DATA ENTRY FIELD (Header)	
B5-1. Day of Review	NOT A DATA ENTRY FIELD (Header)	

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B5-1A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	<p>The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Line 4 (Snacks Counted Day of Review) of the applicable Supplemental Afterschool Snacks Administrative Review Form</p>
B5-1B. Counting and Claiming Consolidation Errors (# +/-)	NOT A DATA ENTRY FIELD (Header)	
B5-1B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	<p>Field B5-1B(a) (Free) cannot exceed field B5-1A (Total # of Snacks Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 22A of the applicable S-1</p>
B5-1B(b). Reduced-Price	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	<p>Field B5-1B(b) (Reduced-Price) cannot exceed field B5-1A (Total # of Snacks Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 22A of the applicable S-1</p>
B5-1B(c). Paid	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	<p>Field B5-1B(c) (Paid) cannot exceed field B5-1A (Total # of Snacks Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 22A of the applicable S-1</p>
B5-2. Review Period	NOT A DATA ENTRY FIELD (Header)	

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FNS-640B Reporting Instructions

Field	Guidelines	Instructions
B5-2A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed B3-1C multiplied by B3-1E 	<p>The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access) multiplied by B4-1E (Review Period: # Serving days)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Total # of Snacks Served as reported in Line 4 (Snacks Counted Review Period) of the applicable Supplemental Afterschool Snacks Administrative Review Form</p>
B5-2B. Counting and Claiming Consolidation Errors (# +/-)	NOT A DATA ENTRY FIELD (Header)	
B5-2B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-2A 	<p>Field B5-1B(a) (Free) cannot exceed field B5-2A (Total # of Snacks Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 22B of the applicable S-1</p>
B5-2B(b). Reduced-Price	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-2A 	<p>Field B5-1B(a) (Reduced-Price) cannot exceed field B5-2A (Total # of Snacks Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 22B of the applicable S-1</p>
B5-2B(c). Paid	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-2A 	<p>Field B5-1B(a) (Paid) cannot exceed field B5-2A (Total # of Snacks Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 22B of the applicable S-1</p>

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FNS-640A – SFA Level Data Data Fields & Elements Location (Resource)

Data Field	Data Element	Location
A1.	General SFA Information	
A1-1.	SFA ID	FNS-742/B1-1(640B)
A1-2.	SFA Name	Line 1 SFA-3
A1-3.	Review Period (Month)	Line 3 SFA-3
A1-4.	Review Period (Year)	Line 3 SFA-3
A1-5.	Total # Schools offering SBP	Line 2 (Reviewed) SFA-3
A2.	Certification and Benefit Issuance Review Method	
A2-1.	Sampling Methodology (Select [1] one)	Lines 4A through 4C SFA-3
A2-1A.	100%	
A2-1B.	95% Confidence Level /Electronic System	
A2-1C.	99% Confidence Level / Manual System	
A2-2.	Total # of Students Reviewed (i.e. Sample Size #)	Line 4 SFA-3
A2-3.	SFA Count of Reviewed Students (#)	Line 4D SFA-3
A2-3A.	Free	
A2-3B.	Reduced price	
A2-4.	SA Count of Reviewed Students(#)	Line 4E SFA-3
A2-4A.	Free	
A2-4B.	Reduced price	
A2-5.	Application Errors by Type(#)	Line 4F SFA-3
A2-5A.	Child or Household Name	
A2-5B.	Case Number	
A2-5C.	Income Amount or Source	
A2-5D.	Social Security # (last 4 digits)	
A2-5E.	Adult Signature	
A2-6.	Total # of Applications - Miscategorized	Line 4E (SA count) SFA-3
A2-6A.	Free -> Reduced Price	
A2-6B.	Free -> Paid	
A2-6C.	Reduced price -> Paid	
A2-6D.	Reduced price -> Free	Line 4H SFA-3
A2-7.	Total # of Benefit Issuance Errors	
A2-7A.	Free -> Reduced Price	
A2-7B.	Free -> Paid	
A2-7C.	Reduced price -> Paid	
A2-7D.	Reduced price -> Free	
A3.	Fiscal Action	
A3-1.	NSLP Total Overclaim/Underclaim (\$ +/-)	Fiscal Action Workbook Summary Tab
A3-2.	SBP Total Overclaim/Underclaim (\$ +/-)	Fiscal Action Workbook Summary Tab

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Data Field	Data Element	Location
A3-3.	Afterschool Snacks Total Overclaim/Underclaim (\$+/-)	Fiscal Action Workbook Summary Tab
A3-4.	Was Overclaim Disregarded (Select [1] if Yes)	As determined by SA based on the calculated amounts in the Fiscal Action Workbook Summary Tab
A3-5.	Were Funds Withheld or Recovered (Select [1] if Yes)	
A3-6.	Underclaim paid to SFA (\$)	Line 11D SFA-3
A4.	Resource Management	
A4-1.	Risk Flag(s) Triggered (Select [1] all that apply)	Line 14 SFA-3
A4-1A.	SFA Enrollment	
A4-1B.	NonProfit School Food Service Account	
A4-1C.	Paid Lunch Equity	
A4-1D.	Revenue from NonProgram Foods	
A4-1E.	Indirect Costs	

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FNS-640 – Site Level Data

Data Fields & Elements Location (Resource)

Data Field	Data Element	Location
B1.	General SFA Information	
B1-1.	SFA ID #	FNS-742/A1-1(640A)
B1-2.	SFA Name	S-1/A1-2
B2.	General School Information	
B2-1.	School Name	S-1
B2-2.	Type of School (Select [1] all that apply)	Line 1 S-1
B2-2A.	Public	
B2-2B.	Private	
B2-2C.	charter	
B2-2D.	Regular	
B2-2E.	Boarding	
B2-2F.	RCCI	
B2-2G.	Pricing	
B2-2H.	Closed Campus	
B2-2I.	Traditional Schedule	
B2-2J.	Single Track	
B2-3.	Special Provision Options 1, 2 & 3 (Complete Fields as Applicable)	Line 1 S-1
B2-3A.	Option Being Used (Enter 1, 2, or 3)	
B2-3B.	Base Year (Select [1] if in base year)	
B2-3C.	Non-Base Year ([1] if not in base year)	
B2-3D.	SFA Calculated Free Claiming % or Funding Level	
B2-3E.	SA Calculated Free Claiming % or Funding Level	
B2-3F.	SFA Calculated Reduced Price Claiming % or Funding Level	
B2-3G.	SA Calculated Reduced Price Claiming % or Funding Level	
B2-4.	Community Eligibility Provision (Complete Fields as Applicable)	Line 1 S-1
B2-4A.	District-Wide ([1] if CEP district-wide)	
B2-4B.	SFA Calculated ISP (#)	
B2-4C.	SA Verified ISP (#)	
B2-4D.	SFA Calculated Free Claiming %	
B2-4E.	SA Calculated Free Claiming %	
B2-5.	Food Service System (Select [1] all that apply)	
B2-5A.	FSMC	Line 2c S-1
B2-5B.	Vended	
B2-5C.	Self Prep (On-Site Prep)	Line 2a S-1
B2-5D.	Self Prep (Pre-Packaged Satellite)	
B2-5E.	Self Prep (Base/Central Kitchen)	
B2-5F.	Self Pep (Bulk Satellite)	

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Data Field	Data Element	Location
B2-6.	CN Programs Offered (Select [1] all that apply)	
B2-6A.	NSLP	Line 2b S-1
B2-6B.	SBP	
B2-6C.	SMP	
B2-6D.	SSO	
B2-6E.	Afterschool Snack	
B2-6F.	FFVP	
B2-7.	Nonprogram Foods (Select [1] all that apply)	Line 2d S-1
B2-7A.	Adult Meals	
B2-7B.	Vending to other CN sites	
B2-7C.	Catering	
B2-7D.	A la Carte	
B2-7E.	Other	
B2-8.	OVS (Select [1] if Yes)	Line 2e S-1
B2-9.	Targeted Menu Review (DSAT) (Select [1] all that apply)	Line 2f S-1
B2-9A.	Yes	
B2-9B.	High Risk	
B2-9C.	Option 1	
B2-9D.	Option 2	
B2-9E.	Option 3	
B2-9F.	Option 4	
B3.	School Breakfast Program	
B3-1.	Meal Service Information	
B3-1A.	Location of Meal Service (Select [1] all that apply)	Line 8 S-1
B3-1A(a).	Cafeteria (Traditional Service)	
B3-1A(b)	Breakfast in the Classroom	
B3-1A(c).	Grab and Go	
B3-1A(d).	Other	
B3-1B.	# of points where meal counts are taken	Line 9 S-1
B3-1C.	Total # of students with program access	Line 4 S-1
B3-1D.	Meal Patterns utilized in the school (Select [1] all that apply)	Line 3(SBP) S-1
B3-1D(a).	Pre-K-5 Age/Grade Group	
B3-1D(b).	K-5 Age/Grade Group	
B3-1D(c).	6-8 Age/Grade Group	
B3-1D(d).	6-12 Age/Grade Group	
B3-1E.	Review Period: # Serving days	Line 6 (SBP) S-1
B3-2.	Day of Review	
B3-2A.	Total # of Meals Served	Line 13 (school count SBP) S-1
B3-2B.	# of Ineligibles and/or Second Meals Counted	Line 10 (SBP) S-1
B3-2C.	# Meals Served Missing Meal Components	Line 11 (SBP) S-1
B3-2D.	# Incomplete Meals (By Violation Type, leave blank if NA)	
B3-2D(a).	Milk Type	Line 12 (SBP) S-1
B3-2D(b).	Food Quantities	

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Data Field	Data Element	Location
B3-2D(c).	Whole Grain Rich Foods	
B3-2D(d).	Dietary Specifications	Line 12A (SBP) S-1
B3-2E.	Difference (+/-) between SFA and SA Meal Count (#)	Line 13 (SBP) S-1
B3-2E(a).	Free	
B3-2E(b).	Reduced-Price	
B3-2E(c).	Paid	
B3-3.	Review Period	
B3-3A.	Total # of Meals Served	Line 17A (SFA/left side) S-1
B3-3B.	# of Ineligibles and/or Second Meals Counted	Line 14 (SBP) S-1
B3-3C.	# Meals Served Missing Meal Components	Line 15 (SBP) S-1
B3-3D.	# Incomplete Meals (By Violation Type, leave blank if NA)	Line 16 (SBP) S-1
B3-3D(a).	Milk Type	
B3-3D(b)	Food Quantities	
B3-3D(c).	Whole Grain Rich Foods	
B3-3D(d).	Dietary Specifications	
B3-3E.	Difference (+/-) between SFA and SA Meal Count (#)	Line 17A(SBP/left side) S-1
B3-3E(a).	Free	
B3-3E(b).	Reduced-Price	
B3-3E(c).	Paid	
B3-4.	Recalculation	
B3-4A.	Was Recalculation necessary? (Select [1] type below if Yes]	Line 24(SBP) S-1
B3-4A(a).	Partial	
B3-4A(b).	Full	
B3-4B.	In what area was the violation? (Select [1] all that apply)	
B3-4B(a).	Performance Standard 1	
B3-4B(b).	Performance Standard 2	
B4.	National School Lunch Program	
B4-1A.	Location of Meal Service (Check [1] all that apply)	Line 8(NSLP) S-1
B4-1A(a).	Cafeteria	
B4-1A(b).	Classroom	
B4-1A(c).	Other	
B4-1B.	# of points where meal counts are taken	Line 9(NSLP) S-1
B4-1C.	Total # of students with program access	Line 4(NSLP) S-1
B4-1D.	Meal Patterns utilized in the school (Select [1] all that apply)	Line 3(NSLP) S-1
B4-1D(a).	Pre-K Age/Grade Group	
B4-1D(b).	K-5 Age/Grade Group	
B4-1D(c).	6-8 Age/Grade Group	
B4-1D(d).	9-12 Age/Grade Group	
B4-1E.	Review Period: # Serving days	Line 6(NSLP) S-1
B4-2A.	Total # of Meals Served	Line 13(School count for NSLP) S-1
B4-2B	# of ineligible and or Second Meals Counted	Line 10(NSLP) S-1
	# Meals served Missing Meal Components	Line 11(NSLP) S-1

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Data Field	Data Element	Location
B4-2D(a)	Milk Type	Line 12(NSLP) S-1
B4-2D(b).	Vegetable Sub-group	
B4-2D(c).	Food Quantities	
B4-2D(d).	Whole Grain Rich Foods	
B4-2D(e).	Dietary Specifications	
B4-2E.	Difference (+/-) between SFA and SA Count (#)	Line 13(NSLP) S-1
B4-2E(a).	Free	
B4-2E(b).	Reduced-Price	
B4-2E(c).	Paid	
B4-3.	Review Period	
B4-3A.	Total # of meals served	Line 17B(SFA count/right side) S-1
B4-3B.	# of Ineligibles and/or Second Meals Counted	Line 14 (NSLP) S-1
B4-3C.	# Meals Served Missing Meal Components	Line 15(NSLP) S-1
B4-3D.	# Incomplete Meals (By Violation Type, leave blank if NA)	
B4-3D(a).	Milk Type	Line 16 (NSLP) S-1
B4-3D(b).	Vegetable Sub-group	
B4-3D(c).	Food Quantities	
B4-3D(d).	Whole Grain Rich Foods	
B4-3D(e).	Dietary Specifications	
B4-3E.	Difference (+/-) between SFA and SA Count (#)	Line 17B(NSLP) S-1
B4-3E(a).	Free	
B4-3E(b).	Reduced-Price	
B4-3E(c).	Paid	
B4-4.	Recalculation	
B4-4A.	Was Recalculation necessary? (Select [1] type below if Yes)	Line 24(NSLP) S-1
B4-4A(a).	Partial	
B4-4A(b).	Full	
B4-4B.	In what area was the violation? (Select [1] all that apply)	Line 25(NSLP) S-1
B4-4B(a).	Performance Standard 1	
B4-4A(b).	Performance Standard 2	
B5.	Afterschool Snack	
B5-1.	Day of Review	
B5-1A.	Total # of Snacks Served	Line 4 (Snacks Counted Day of Review) Afterschool Snack AR Form
B5-1B.	Counting and Claiming Consolidation Errors (# +/-)	
B5-1B(a).	Free	Line22A S-1
B5-1B(b).	Reduced-Price	
B5-1B(c).	Paid	
B5-2.	Review Period	
B5-2A.	Total # of Snacks Served	Line 4 (Snacks Counted Review Period) Afterschool Snack AR Form

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Data Field	Data Element	Location
B5-2B.	Counting and Claiming Consolidation Errors (# +/-)	
B5-2B(a).	Free	Line22B S-1
B5-2B(b).	Reduced-Price	
B5-2B(c).	Paid	

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