



Food and  
Nutrition  
Service

Park Office  
Center

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VA 22302

DATE: October 6, 2016

MEMO CODE: SP 02-2017, CACFP 01-2017, SFSP 01-2017

SUBJECT: Updated Fiscal Year Reporting  
Timeline and Reporting Table

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum shares updates to the Fiscal Year “Reporting Table” and “Reporting Timeline” previously provided in memo [SP 21-2016](#) issued on December 28, 2015.

Updates as of October 2016 are in *italics* on the attached documents. These updates reflect recent revisions to improve reporting efficiency and/or to adapt to new reporting requirements. Future reporting updates will be shared as they become available.

- Attachment A. Reporting Timeline – October 2016 (.pdf)
- Attachment B. Reporting Table – October 2016 (.xlsx)

This resource was developed to assist with tracking the most common reports required to be submitted by State agencies to the Food and Nutrition Services (FNS) throughout the fiscal year. Additional reports may be required.

State agencies should direct questions to their appropriate FNS Regional office.

**Original Signed**

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

Attachments

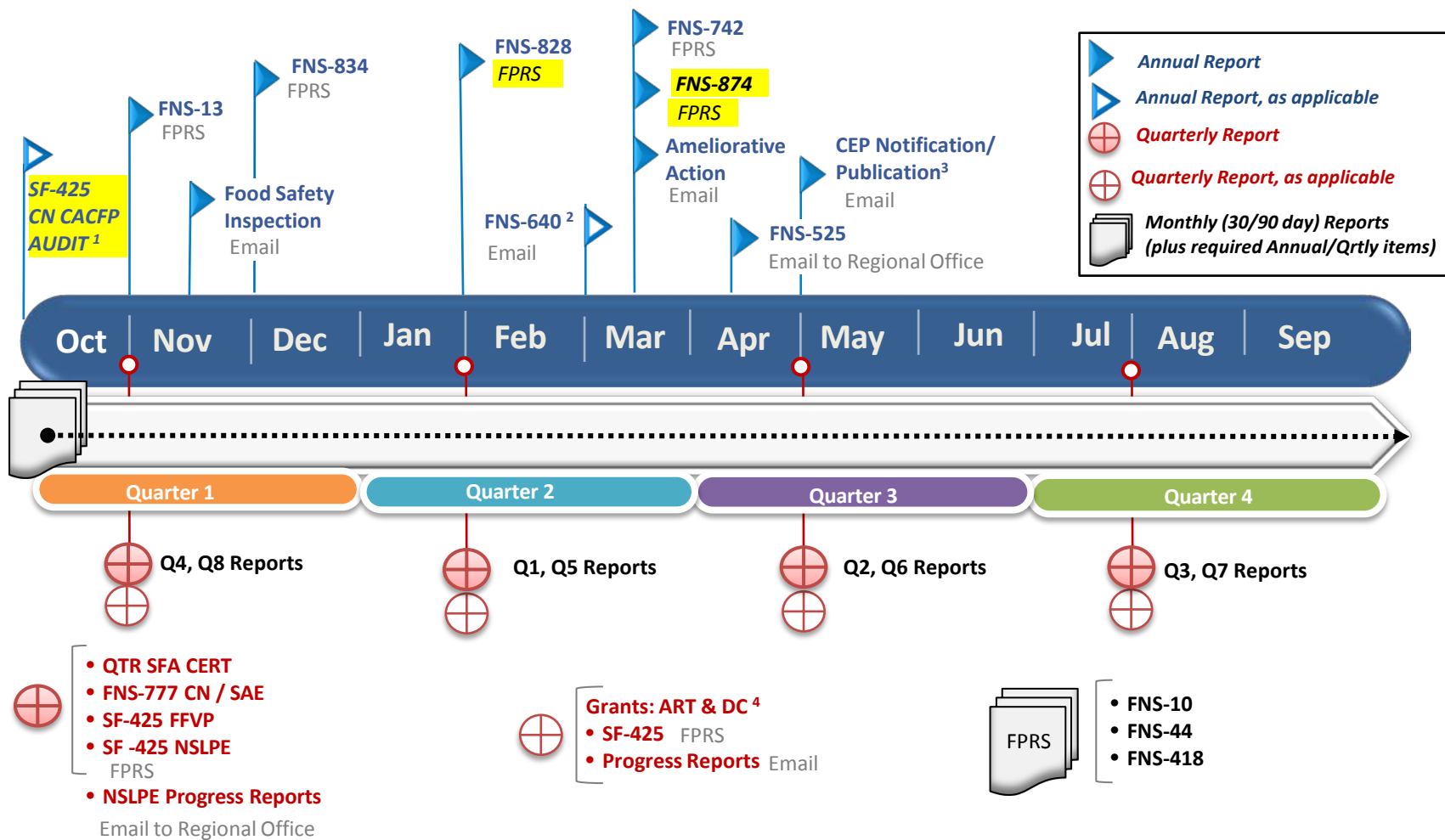
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## Fiscal Year Reporting Timeline - Child Nutrition Programs

This timeline represents when commonly submitted forms are due to FNS by State Agencies.

Attachment A.  
OCTOBER 2016  
Updates in Italics



NOTES

<sup>1</sup> SF-425 CN-CACFP-AUDIT *as applicable*; required by State agencies receiving reallocated CACFP Audit funds. **Annual reports (Sept 30) Email; Final report (Dec 30) FPRS**

<sup>2</sup> FNS-640 Administrative Review [Coordinated Review Effort (CRE)] *as applicable*; **Updated instructions anticipated Spring of 2017**

<sup>3</sup> Community Eligibility Provision (CEP) Annual Notification and Publication Requirement. **Additional reporting requirements may apply**

<sup>4</sup> Grants: Administrative Review Training (ART) ; Direct Certification (DC) Implementation, Tier I, Tier II *as applicable*; required by State agencies receiving grant funding  
Dates and requirements subject to change. Forms and Instructions available on USDA public website under "School Meals" <http://www.fns.usda.gov/forms>

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