



Food and
Nutrition
Service

Park Office
Center

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DATE: January 8, 2018

MEMO CODE: SP 03-2018

SUBJECT: FNS-640: SY 2016-17 Reporting Guidance

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memo provides SY 2016-17 reporting guidance for the FNS-640 report. The FNS-640 report form is scheduled to be available in the Food Programs Reporting System (FPRS) in January 2018. The attached revised instructions and business rules/edit checks supersede the instructions that were released with memorandum SP 25-2017, *FNS-640: Administrative Review Report Form and Instructions*. State agencies may use the revised instructions and business rules/edit check to begin and/or finalize implementation of processes for reporting and any system updates.

FNS-640 Alignment & Pilot

A workgroup consisting of National and Regional Office staff worked on the alignment of the FNS-640 and administrative review (AR) forms which resulted in the revision of the SY 2016-17 SFA-3 AR form and the first draft of the FNS-640 instructions that were released in April 2017. Beginning in May 2017, several State agencies and Regional office staff participated in a pilot phase to test functionality of the released FNS-640 instructions and business rules/edit checks and provide feedback on the revised instructions for the SY 2016-17 SFA-3 AR form. The SFA-3 AR form with revised instructions and options for use when completing the SY 2016-17 FNS-640 was released with SP43-2017. Additionally, the pilot group participated in testing the report upload and submission process through FPRS. Overall, the feedback from the group on the instructions, business rules/edit checks and report submission has been very positive. The efforts of both the FNS-640 alignment group and the pilot group informed the attached revised instructions and business rules/edit checks as well as the revisions to the SY 2017-18 AR forms directly related to the FNS-640.

SY 2016-17 Reporting Flexibilities

FNS understands that transitioning to reporting data at both the SFA and site levels will require effort, particularly for State agencies completing the report manually without assistance from an electronic system. While efforts were made in consideration to the time and resources needed for system development, staff training, data accuracy, and report completion, concerns remain with some State's ability to

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submit data collected during administrative reviews conducted in SY 2016-17 by March 1, 2018.

The expectation remains that all State agencies will report SY 2016-17 data using the redeveloped FNS-640, however, FNS recognizes the challenges associated with this first year of reporting and will therefore offer the following flexibilities for the SY 2016-17 FNS-640 report.

- Reporting Deadline Extension

The reporting deadline for SY 2016-17 reporting has been extended to May 1, 2018. Please note, the extended deadline will not be reflected in FPRS however, State agencies will not be penalized if reports are submitted by the extended deadline of May 1, 2018.

- Waiver Requests

State agencies have the opportunity to submit a waiver request, to their respective Regional Office, proposing the number and percentage of administrative reviews conducted in SY 2016-17 that they will be able to report by May 1, 2018. For example, a State Agency that conducted 200 reviews in SY 2016-17 could propose that due to the burden of manually entering data into the redeveloped FNS-640, the State will submit the FNS-640 to report data on 100 SFAs (50 percent) of the administrative reviews they conducted in SY 2016-17.

State agencies should refer to SP 27-2017, CACFP 12-2017, SFSP 08-2017: *Child Nutrition Program Waiver Request Guidance and Protocol* located online at <https://www.fns.usda.gov/child-nutrition-program-waiver-request-guidance-and-protocol> for guidance on requesting waivers. State agencies are highly encouraged to use the provided template to ensure all required information is included in the request. However, if States choose not to use the template, they must ensure that all components in the template are addressed.

When providing the specific Program requirements to be waived, State agencies should reference the following regulatory citation:

7 CFR 210.18(n): Each State agency must report to FNS the results of the administrative reviews by March 1 of each school year on a form designated by FNS. In such annual reports, the State agency must include the results of all administrative reviews conducted in the preceding school year.

Additionally, the proposed number and percentage of conducted SY 2016-17 Administrative Reviews to be reported by May 1, 2018 must be included when providing information in response to proposed monitoring and review procedures.

State agencies must submit final waiver requests to their respective FNS Regional Office no later than **February 2, 2018**. Regional Offices must submit waiver requests to the National Office by **February 9, 2018**. Responses to requests will be sent by the end of February 2018.

Regional Offices should send waiver requests to Talitha Jordan at talitha.jordan@fns.usda.gov. Please be sure to the subject line “SY 2016-17 640 Waiver Request – [add Region and State name]”.

FPRS Access

To gain access to the CN/FNS-640 form, users must follow the instructions provided on the FPRS welcome page located online at <https://fprs.fns.usda.gov>.

- New users will have to, first obtain and then, register their Level 2 eAuthentication account with FPRS in order to gain access.
- Users with an existing FPRS registration will only have to submit a new FNS-674 requesting access to the CN/FNS-640.

Note: If you have previously submitted a request for access to the CN/FNS-640, you do not have to submit a new request. Access will be provided once the form is released in FPRS.

Technical Assistance and Training

FNS will continue to offer technical assistance to support State agencies’ implementation of the revised form. Webinars to provide training and guidance on reporting using the redeveloped FNS-640 will be held in February 2018. Webinars will also provide a demonstration of report submission in FPRS.

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



Sarah E. Smith-Holmes
Director
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Child Nutrition Programs

**SY 2016-2017 FNS-640 Instructions and Business Rules/Edit Checks
Summary of Revisions and Clarifications**

NOTE: Revisions have been highlighted in the attached revised instructions and business rules/edit checks for easy identification.

Overall, the changes involve revisions made to:

- Correct typographical and reference errors
- Provide clarifications due to the AR process
- Include additional instructions for State agencies that are not using the SFA-3 to assist with reporting SFA-level data
- Better align FNS-640 and administrative review terminology, and
- Allow for warnings with a justification request have replaced some of the error messages to allow for flexibility in areas to address concerns raised where the process of the administrative review allows for exceptions to the applicable business rule/edit check.

Primary changes to the instructions and business rules/edit checks for the FNS-640A (SFA-level data)

- **SFA-3 Instructions:** Addition of instructions for State agencies that are not using the SFA-3 to assist with reporting SFA-level data
- **Sampling Methodology:** “Error” replaced with “Warning with Justification” to address when application reviews are not required due to participation in an applicable Special Provision Options (SPO)
- **Fiscal Action:** Reporting an action (disregard/recover) when \$0.00 overclaim/underclaim is reported

Primary changes to the instruction and business rules/edit checks for the FNS-640B (Site-level data)

- **Type of School:** Now includes RCCI as an option in the grouping where at least one must be selected (Public, Private, Charter, or RCCI)
- **Alignment with SY 16-17 S-1 AR Form:** Clarifications on how to report options that are not included on the SY 16-17 S-1 AR form
 - Nonprogram Foods
 - Location of Meal Service
- **Meal Patterns Utilized in the School:** Clarifications to what is to be reported
- **“Error” replaced with “Warning with Justification”:** Errors were replaced with Warnings for the following fields where the business rule included conditions based on exceeding amounts reported in other data fields
 - Total # of Meals Served (NSLP & SBP)
 - Difference (+/-) between SFA and SA Meal Counts (NSLP & SBP)
 - Total # of Snacks Served
 - Counting and Claiming Consolidation Errors (+/-) – Snack
- **Difference (+/-) between SFA and SA Meal Counts:**
 - Clarifications were provided on reporting for CEP meals
 - Business rule/edit check removed to better align with the AR process
- **Recalculation:** Clarification was made that Performance Standard 2 does not apply to Recalculation

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Fields can be left blank if not specified otherwise

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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>Without SFA-3: Enter SFA Name as reported on the applicable S-1.</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 	<p>Enter Review Period <u>Month</u> as reported on Line 3 of the applicable SFA-3</p> <p>Without SFA-3: Enter Review Period Month as reported on Line 6 of the applicable S-1</p>
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 	<p>Enter Review Period <u>Year</u> as reported on Line 3 of the applicable SFA-3</p> <p>Without SFA-3: Enter Review Period Year as reported on Line 6 of the applicable S-1</p>
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> <p>Without SFA-3: List # of sites reviewed that serve SBP as determined through the site selection process</p>
A2. Certification and Benefit Issuance Review Method	NOT A DATA ENTRY FIELD (Header)	

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FNS-640A Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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)</p> <p>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>Without SFA-3: Select [1] type of sampling method as reported on Question 126 of the On-Site Assessment Tool</p> <p>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 	<p>Enter Total # of students reviewed as reported in Line 4 of the applicable SFA-3</p> <p>Without SFA-3: Record Total # of Students Reviewed (i.e. Sample Size #) as reported in Question 126 of the On-site Assessment Tool</p>
A2-3. SFA count of Reviewed Students (#)	<ul style="list-style-type: none"> Numeric only Cannot be left blank 	<p>Enter SFA Count (#) of Reviewed Students in fields A2-3A (Free) and A2-3B (Reduced-Price) as reported in Line 4F of the applicable SFA-3.</p> <p>Without SFA-3: Record SFA count of Reviewed Students (#) as reported in Block 4.A on the applicable SFA-1</p>
A2-4. SA count of Reviewed Students (#)	<ul style="list-style-type: none"> Numeric only Cannot be left blank 	<p>Enter SA Count (#) of Reviewed Students in fields A2-4A (Free) and A2-4B (Reduced-Price) as reported in Line 4G of the applicable SFA-3.</p> <p>Without SFA-3: Record SA count of Reviewed Students (#) as reported in Block 4.B on the applicable SFA-1</p>
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 	<p>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 calculated for the DATA SUMMARY (Total for each Column) for Line 1A on the applicable SFA-1</p>

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FNS-640A Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
A2-6. Total # of Applications Miscategorized	<ul style="list-style-type: none"> Numeric only Enter total # of miscategorized applications by type for A2-6A through A2-6D 	<p>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 4D on the applicable SFA-3</p> <p>Without SFA-3: Record 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 1.B on the applicable SFA-1.</p>
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 	<p>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 4E on the applicable SFA-3</p> <p>Without SFA-3: 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 Block 2 on the applicable SFA-1</p>
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 positive number Underclaims must be a negative number Cannot be left blank 	<p>To Calculate NSLP Total Overclaim/Underclaim (\$+/-), subtract the sum of Afterschool Snack Adjustment field totals from all NSLP tabs in the Fiscal Action Workbook from the Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook</p> <p>(Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook) minus (Sum of Afterschool Snack Adjustment totals from all NSLP tabs in the Fiscal Action Workbook) equals NSLP Total Overclaim/Underclaim (\$+/-)</p> <p>Overclaims must be a positive number (i.e. 100) and Underclaims must be a negative 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 positive number Underclaims must be a negative 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 positive number (i.e. 100) and Underclaims must be a negative number (i.e. -100)</p>

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FNS-640A Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
A3-3. Afterschool Snacks Total Overclaim/ Underclaim (\$+/-)	<ul style="list-style-type: none"> Numeric only Must be in .XX format Overclaims must be a positive number Underclaims must be a negative number Cannot be left blank 	<p>Enter sum of Afterschool Snack Adjustment fields from all NSLP tabs in the Fiscal Action Workbook</p> <p>Overclaims must be a positive number (i.e. 100) and Underclaims (i.e. -100) must be a negative number</p>
A3-4. Was Overclaim Disregarded (Select [1] if Yes)	<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 - \$600.00 AND/OR A3-2 is \$0.01 - \$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>
A3-5. Were Funds Withheld or Recovered (Select [1] if Yes)	<ul style="list-style-type: none"> Only 1 or 0 allowed if a value is entered <u>A3-5 must be 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>Selecting 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>
A3-6. Underclaim paid to SFA (\$)	<ul style="list-style-type: none"> Numeric only Must be in .XX format 	<p>Enter total amount (\$) Underclaim paid to SFA (total of NSLP and SBP) as determined by SA based on the calculated amounts in the Fiscal Action Workbook</p>

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FNS-640A Instructions for SY 16-17 Reporting

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 SY 16-17 AR Resource Management Risk Indicator Tool and should not be selected [1] for SY 16-17 reporting</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 the Resource Management Risk Indicator Tool</p>

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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 (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	
B2-3A. Option Being	<ul style="list-style-type: none"> Only 0, 1, 2, or 3 allowed if a 	Enter Special Provision Option Being Used as reported in Line 1 on the S-1.

FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
Used	value is entered	
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 	<p>Enter a 1 if “Base Year” is selected on S-1</p> <p>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)</p>
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 	<p>Enter a 1 if not in Base Year as reported in Line 1 of S-1</p> <p>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)</p>
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) <u>If B2-3A equals 1, 2, or 3, B2-3D cannot be left blank</u> 	<p>Enter SFA Calculated Free Claiming % or Funding Level as reported in Line 1. of the applicable S1.</p> <p>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%)</p>
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) <u>If B2-3A equals 1, 2, or 3, B2-3E cannot be left blank</u> 	<p>Enter SA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>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%)</p>
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) <u>If B2-3A equals 1, 2, or 3, B2-3F cannot be left blank</u> 	<p>Enter SFA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>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%)</p> <p>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.</p>
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) <u>If B2-3A equals 1, 2, or 3, B2-3G cannot be left blank</u> 	<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>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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) <u>If B2-4B has a value, B2-4D cannot be left blank</u> 	<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>
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>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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 2c of applicable S-1.</p> <p>NOTE: Options recorded on the SY 16-17 S-1 are not the same as the data fields requested on the FNS-640. Report only “Vending to other CN program sites,” “Catering,” and “A la Carte” as recorded on the SY 16-17 S-1 for the FNS-640 SY 16-17 report. Revisions were made to the SY 17-18 S-1 to better align with the FNS-640 report.</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>
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>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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> <p>NOTE: Options recorded on the SY 16-17 S-1 are not the same as the data fields requested on the FNS-640. Report only “Cafeteria,” “Classroom,” “A la Carte,” and “Other” as recorded on the SY 16-17 S-1 for the FNS-640 SY 16-17 report. Revisions were made to the SY 17-18 S-1 to better align with the FNS-640 report.</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>
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>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (SBP) in the applicable S-1.
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

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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
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 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) of the applicable S-1</p>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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
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 Instructions for SY 16-17 Reporting

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) 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</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>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
B4. National School Lunch Program	NOT A DATA ENTRY FIELD (Header)	
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 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(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.</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>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
B4-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	
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

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
B4-2D(c). 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 (NSLP) of the applicable S-1
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) 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 Instructions for SY 16-17 Reporting

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 Instructions for SY 16-17 Reporting

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) 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)	
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>Enter Total # of Snacks Served as reported in Line 22A (School Count) of the applicable S-1</p>

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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 	Field B5-1B(a) (Free) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1
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 	Field B5-1B(b) (Reduced-Price) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1
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 	Field B5-1B(c) (Paid) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1
B5-2. Review Period	NOT A DATA ENTRY FIELD (Header)	
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 	The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Total # of Snacks Served as reported in Line 22B (SFA Count) of the applicable S-1

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FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
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 	Field B5-1B(a) (Free) cannot exceed field B5-2A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22B of the applicable S-1
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 	Field B5-1B(a) (Reduced-Price) cannot exceed field B5-2A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22B of the applicable S-1
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 	Field B5-1B(a) (Paid) cannot exceed field B5-2A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22B of the applicable S-1

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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 Without SFA-3: Applicable S-1.
A1-3.	Review Period (Month)	Line 3 SFA-3 Without SFA-3: Line 6 of applicable S-1
A1-4.	Review Period (Year)	Line 3 SFA-3 Without SFA-3: Line 6 of the applicable S-1
A1-5.	Total # Schools offering SBP	Line 2 (Reviewed) SFA-3 Without SFA-3: List # of sites reviewed that serve SBP as determined through the site selection process
A2.	Certification and Benefit Issuance Review Method	
A2-1.	Sampling Methodology (Select [1] one)	Line 4 SFA-3 Without SFA-3: Question 126 of the On-Site Assessment Tool
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 Without SFA-3: Question 126 of the On-site Assessment Tool
A2-3.	SFA Count of Reviewed Students (#)	Line 4F SFA-3 Without SFA-3: Block 4.A on the applicable SFA-1
A2-3A.	Free	
A2-3B.	Reduced price	
A2-4.	SA Count of Reviewed Students(#)	Line 4G SFA-3 Without SFA-3: Block 4.B on the applicable SFA-1
A2-4A.	Free	
A2-4B.	Reduced price	
A2-5.	Application Errors by Type(#)	Line 1A on the applicable SFA-1
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	

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

Data Field	Data Element	Location
A2-6.	Total # of Applications - Miscategorized	Line 4D SFA-3 Without SFA-3: Line 1.B on the applicable SFA-1.
A2-6A.	Free -> Reduced Price	
A2-6B.	Free -> Paid	
A2-6C.	Reduced price -> Paid	
A2-6D.	Reduced price -> Free	
A2-7.	Total # of Benefit Issuance Errors	Line 4E SFA-3 Without SFA-3: Block 2 on the applicable SFA-1
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
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 (\$)	
A4.	Resource Management	
A4-1.	Risk Flag(s) Triggered (Select [1] all that apply)	Resource Management Risk Indicator Tool
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-640B – 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)	Line 2c S-1
B2-5A.	FSMC	
B2-5B.	Vended	Line 2a S-1
B2-5C.	Self Prep (On-Site Prep)	
B2-5D.	Self Prep (Pre-Packaged Satellite)	
B2-5E.	Self Prep (Base/Central Kitchen)	
B2-5F.	Self Pep (Bulk Satellite)	

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FNS-640B – Site Level Data
Data Fields & Elements Location (Resource)

Data Field	Data Element	Location
B2-6.	CN Programs Offered (Select [1] all that apply)	Line 2b S-1
B2-6A.	NSLP	
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 2c 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	Line 8 S-1
B3-1A.	Location of Meal Service (Select [1] all that apply)	
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)	Line 12 (SBP) S-1
B3-2D(a).	Milk Type	

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FNS-640B – Site Level Data
Data Fields & Elements Location (Resource)

Data Field	Data Element	Location
B3-2D(b).	Food Quantities	
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 (#)	
B3-2E(a).	Free	Line 13 (SBP) S-1
B3-2E(b).	Reduced-Price	
B3-2E(c).	Paid	
B3-3.	Review Period	
B3-3A.	Total # of Meals Served	Line 17A (SFA) 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)	
B3-3D(a).	Milk Type	Line 16 (SBP) S-1
B3-3D(b)	Food Quantities	
B3-3D(c).	Whole Grain Rich Foods	
B3-3D(d).	Dietary Specifications	Line 16A (SBP) S-1
B3-3E.	Difference (+/-) between SFA and SA Meal Count (#)	
B3-3E(a).	Free	Line 17A(SBP) S-1
B3-3E(b).	Reduced-Price	
B3-3E(c).	Paid	
B3-4.	Recalculation	
B3-4A.	Was Recalculation necessary? (Select [1] type below if Yes]	
B3-4A(a).	Partial	Line 24(SBP) S-1
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)	
B4-1A(a).	Cafeteria	Line 8(NSLP) S-1
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)	
B4-1D(a).	Pre-K Age/Grade Group	Line 3(NSLP) S-1
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
B4-2C.	# Meals served Missing Meal Components	Line 11(NSLP) S-1

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FNS-640B – Site Level Data
Data Fields & Elements Location (Resource)

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	Line 12A(NSLP) S-1
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) 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)	Line 16 (NSLP) S-1
B4-3D(a).	Milk Type	
B4-3D(b).	Vegetable Sub-group	
B4-3D(c).	Food Quantities	
B4-3D(d).	Whole Grain Rich Foods	
B4-3D(e).	Dietary Specifications	Line 16A (NSLP) S-1
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 25(NSLP) S-1
B4-4A(a).	Partial	
B4-4A(b).	Full	
B4-4B.	In what area was the violation? (Select [1] all that apply)	
B4-4B(a).	Performance Standard 1	
B4-4A(b).	Performance Standard 2	
B5.	Afterschool Snack	
B5-1.	Day of Review	Line 22A(School Count) S-1
B5-1A.	Total # of Snacks Served	
B5-1B.	Counting and Claiming Consolidation Errors (# +/-)	Line22A S-1
B5-1B(a).	Free	
B5-1B(b).	Reduced-Price	
B5-1B(c).	Paid	
B5-2.	Review Period	Line22B (SFA Count) S-1
B5-2A.	Total # of Snacks Served	
B5-2B.	Counting and Claiming Consolidation Errors (# +/-)	Line22B S-1
B5-2B(a).	Free	
B5-2B(b).	Reduced-Price	
B5-2B(c).	Paid	

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