



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: December 28, 2015

MEMO CODE: SP 21-2016

SUBJECT: 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 newly developed resources intended to promote reporting efficiency. The attached “Reporting Timeline” and “Reporting Table” were developed to assist with tracking the diverse reports required to be submitted by State agencies to the Food and Nutrition Services (FNS) throughout the fiscal year.

These resources reflect key management information such as due dates, reporting frequency and method of submission of common reports required to be submitted by operators of the FNS Child Nutrition Programs. These are not all-inclusive; additional reports may be required.

These resources are meant to *complement* current policies and reporting requirements; they do not supersede or replace existing guidance. Occasionally requirements and policies will be revised; FNS will update and distribute these reporting documents periodically to reflect those revisions.

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

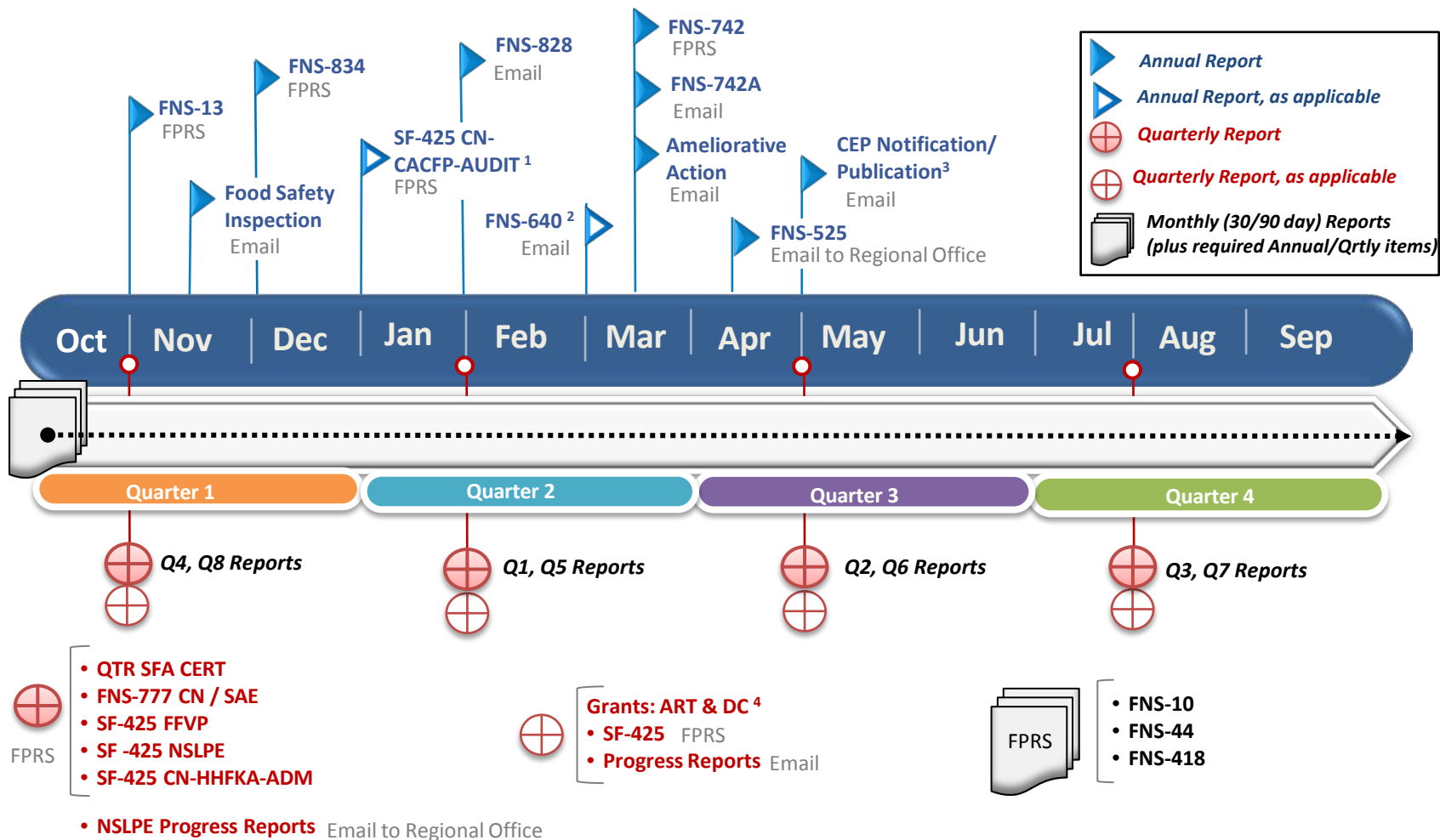
Original Signed

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

Attachments

October
2015**Fiscal Year Reporting Timeline - Child Nutrition Programs**

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

**NOTES**¹ SF-425 CN-CACFP-AUDIT *as applicable*; required by State agencies receiving reallocated CACFP Audit funds² FNS-640 Coordinated Review Effort (CRE) *as applicable*; required by State agencies that have not transitioned to new Administrative Review process³ Community Eligibility Provision (CEP) Annual Notification and Publication Requirement⁴ 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>

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Fiscal Year Reporting Table - Child Nutrition Programs

Attachment B.

This table provides information on commonly submitted reports that are required by FNS from State Agencies

Program: Schools (NSLP/SBP/SMP); CACFP; SFSP	Form/Name	Report	Brief Description	Method of Submission	Frequency	Due Dates
Schools	FNS-10	Report of School Program Operations	Covers monthly operation of NSLP, SBP, and SMP; includes number of meals served, the number of schools and RCCI participating and the number of children approved for free and reduced-price meals	FPRS	M / A	M (30/90 day): Items 5- 9 A: July - Item 17 A: October - Items 10-16
Schools	FNS-13	State Revenue Matching Requirement Report	Provides data necessary to monitor the State Revenue Matching Requirement	FPRS	A	October 31
CACFP	FNS-44	Report of The Child and Adult Care Food Program	Covers monthly operation of CACFP; includes number of sponsoring organizations, sites, average daily participation and amount of USDA foods assistance	FPRS	M / Q / A	M (30/90 day): Parts A and E 90 day only: Part D Q: 30 days after end of Q - Part B A: October and March - Part C
SFSP	FNS-418	Summer Food Service Program Report	Covers operating months of SFSP; includes number of meals served at different sites, participation and average daily attendance	FPRS	M / A	M (30/90 days) - Part A A: July - Parts C and D A: 90 day for last operating month of FY - Part B
ALL	FNS-525	State Administrative Expenses Funds Reallocation Report	Report on current status of SAE funds; request additional funds through reallocation or return of excess funds	FNS Regional Office	A	April, per memo
Schools	FNS-742	School Food Authority Verification Collection Report	Verification and direct certification data for each SFA participating in the NSLP	FPRS	A	March 15
Schools	FNS-742A	Second Review of Applications	Collects results of second review of applications of selected SFAs	EMAIL: cnstatesystems@fns.usda.gov	A	March 15
ALL	FNS-777 CN	Financial Status Report: Child Nutrition	Financial data for programs, function and activity for which a State agency receives Federal program funds (CACFP, Summer, Schools)	FPRS	Q / F	Q: 30 days after end of Q F: 90 days after end of 4th Q
ALL	FNS-777 SAE	Financial Status Report: State Administrative Expense (SAE) Funds	Financial data for SAE Funds (columns 11 and 12), and CACFP Sponsor Admin Funds (column 2); 2 year grant period report up to 7 Quarterly and Final	FPRS	Q / F	Q: 30 days after end of Q 1-7 F: 30 days after end of last applicable Q
Schools	FNS-828	School Food Authority Paid Lunch Price Report	Report most frequently charged paid lunch price by grade categories in each SFA	EMAIL: paidlunchpricereport@fns.usda.gov	A	Last operating day of <u>JANUARY</u>
Schools	FNS-834	State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report	Report of data elements #2 (SNAP) and #3 (NSLP) for annual calculation of Direct Certification Rate	FPRS	A	December 1
Schools	SF-425 CN-HHFK-ADM	Federal Financial Report: CN-HHFK-ADM (Section 201 Funds)	Report use of Section 201 funds to assist with new meal pattern administration	FPRS	Q / F	Q: 30 days after end of Q F: 90 days after end of grant
Schools	SF-425 FFVP	Federal Financial Report: Fresh Fruits and Vegetables Program	Report of funding expenditures related to FFVP	FPRS	Q / F	Q: 30 days after each Q F: 90 days after end of grant

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Fiscal Year Reporting Table - Child Nutrition Programs

Attachment B.

This table provides information on commonly submitted reports that are required by FNS from State Agencies

Program: Schools (NSLP/SBP/SMP); CACFP; SFSP	Form/Name	Report	Brief Description	Method of Submission	Frequency	Due Dates
Schools	SF-425 NSLPE; SF-425 NSLPE2	Federal Financial Report: NSLP Equipment Assistance Grants	Report of funding expenditures related to NSLP Equipment Assistance Grants (SF-425 NSLPE2 used for "Second Round" FY 2014 funds only)	FPRS	Q / F	Q: 30 days after end of QF: 90 days after end of grant
Schools	Ameliorative Action	Ameliorative Action Report	Report of actions taken or planned as part of the verification reporting requirement under 7 CFR Section 245.12(i)	EMAIL: cnstatesystems@fns.usda.gov	A	March 15
Schools	CEP Notification and Publication	Community Eligibility Provision (CEP) Annual Notification and Publication Requirement	State agencies provide link to public website with list of LEAs and schools eligible and near-eligible for, or currently participating in, CEP	EMAIL: cepnotification@fns.usda.gov	A	May 1
Schools	NSLP Equipment Grants	Progress Reports	State agencies receiving Equipment Assistance Grants submit progress reports of activities	FNS Regional Office	Q / F	Q: 30 days after end of QF: 90 days after end of grant
Schools	QTR-SFA-CERT	Quarterly SFA Certification Report	Identifies SFAs certified to receive performance based reimbursement	FPRS	Q	30 days after end of Q
Schools	School Food Safety Inspection	School Food Safety Inspection	Report of total safety inspections for SFAs in each State agency	EMAIL: NSLPFoodSafetyInspections@fns.usda.gov	A	November 15

As Applicable

Schools	SF-425 CN-ART; SF-425 CN-DC	Federal Financial Reports: ART and DC Grants	Report status of grant funds: Administrative Review Training (ART); and Direct Certification (DC) Implementation and DC Tier 1 & Tier 2 Improvement	FPRS	Q / F	Q: 30 days after end of QF: 90 days after end of grant
Schools	ART and DC Grants	Progress Reports	State agencies receiving ART Grants and DC Grants submit progress reports of activities	EMAIL: cnstatesystems@fns.usda.gov	Q / F	Q: 30 days after end of QF: 90 days after end of grant
CACFP	SF-425 CN-CACFP-Audit	Federal Financial Report: CACFP Audit Fund Reallocation	Report status of reallocated CACFP Audit funds	FPRS	A / F	A: December 29 (1st yr) F: December 29 (2nd yr)
Schools	FNS-640	Coordinated Review Effort (CRE)	State agencies that have not transitioned to new Administrative Review process use this to report on the results of first and follow-up reviews conducted during the preceding school year review period	EMAIL: cnstatesystems@fns.usda.gov	A	March 1

A = Annual

F = Final

Q = Quarterly

M = Monthly (30/90 day): "Estimated" and "Actual" data is due 30 and 90 days, respectively, after the month reported for

Dates and requirements subject to change. Forms and Instructions available on USDA public website under "School Meals" <http://www.fns.usda.gov/forms>

Prepared by PMOS - October 2015

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.