



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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DATE: September 16, 2014

MEMO CODE: SP 65-2014

SUBJECT: Instructions for Reporting State Administrative Funds for  
Implementing the New Meal Patterns

TO: Regional Directors  
Special Nutrition Programs  
Financial Management  
All Regions

State Directors  
Child Nutrition Programs  
All States

To assist State agencies and the Food and Nutrition Service (FNS) to better monitor the use of Section 201 funds, as mentioned in our August 15, 2014 memorandum SP 60-2014 (*Second Extension of Grant Period for State Administrative Funds to Implement New Meal Pattern Requirements*), FNS has changed the frequency of financial reporting from annual reporting to quarterly reporting beginning with the fiscal year (FY) 2015. Our goal has been to make this change as easy and as seamless as possible while retaining all the necessary checks and balances. To that end, the decision was made not to make any changes to the CN-HHFKA-ADM SF-425 in the Food Programs Reporting System (FPRS), but rather to request that State agencies continue reporting as they have done in the past by revising the “Final” report, on a quarterly basis. In addition, FNS is also requesting State agencies to move the FY 2014 annual reporting of these grants forward, from December, 2014, to October, 2014.

### Quarterly Reporting Schedule

Beginning in FY 2015, State agencies will submit quarterly revisions to their “final” SF-425 reports for each of the two Section 201 allocations (FY 2012 and FY 2013).

#### FY 2012 Allocation

- Reporting for the FY 2012 funds will be **quarterly until the end of the period of performance for this allocation, which will be September 30, 2015.**
- The final revised report will be due December 29, 2015 (90 days after the end of the performance period).

#### FY 2013 Allocation

- Reporting for the FY 2013 funds will be **quarterly until the end of the period of performance for this allocation, which will be September 30, 2016.**
  - A final, revised report will be due December 29, 2016.

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.

### **Additional Reporting Information**

- Going forward, any needed revisions will be made to the most recently submitted report, which, for FY 2014 reports, will be the FY 2013 final annual report.
- A close out report may be submitted at any time prior to the end of the grant period of performance once all obligations have been liquidated, but never later than 90 days after the end of the grant period.
- Please put a note in the *Remarks* sections of the form stating which quarter is being reported (e.g., Q2, FY 2015 Report).

### **Email Notifications**

- FNS also has arranged for an email reminder to be sent to State agencies approximately two weeks before quarterly reports are due. There will be two emails, one corresponding to each fiscal year allocation of Section 201 administrative funding. The e-mail reminders will be sent to all levels of users (i.e., Data Entry, Verifiers, Certifiers, and Posters).

### **Annual Report for FY 2014**

- In addition to the above changes, for both allocations (FY 2012 and FY 2013), State agencies must submit their **FY 2014 annual reports by October 31, 2014.**
- By moving this due date from December 29, 2014 to the earlier October 31, 2014, FNS will understand on a more timely basis the amount of unspent funds each State agency has remaining, and consequently be better positioned to provide technical assistance to support State agencies in fully expending these funds.

The Attachment, *Section 201 Funding Reporting Schedule*, contains a chart illustrating the quarterly reporting schedule and lists the “Certify Due Date” for both allocations.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office.

**Original Signed**

Cynthia Long  
Deputy Administrator  
Child Nutrition Programs

Attachment

## Section 201 Funding Reporting Schedule

| <b>Section 201 Funding Reporting Schedule</b> |                         |                         |
|---|-------------------------|-------------------------|
| <b>FY 2012 allocation</b>                     | <b>Certify Due Date</b> | <b>Report</b>           |
|   | October 31, 2014        | Annual, FY 14           |
|   |                         |                         |
|   | January 30, 2015        | Q1, FY 2015             |
|   | April 30, 2015          | Q2, FY 2015             |
|   | July 30, 2015           | Q3, FY 2015             |
|   | October 30, 2015        | Q4, FY 2015             |
|   | December 29, 2015       | Final, close-out Report |
| <b>FY 2013 allocation</b>                     | <b>Certify Due Date</b> | <b>Report</b>           |
|   | October 31, 2014        | Annual, FY 14           |
|   |                         |                         |
|   | January 30, 2015        | Q1, FY 2015             |
|   | April 30, 2015          | Q2, FY 2015             |
|   | July 30, 2015           | Q3, FY 2015             |
|   | October 30, 2015        | Q4, FY 2015             |
|   |                         |                         |
|   | February 1, 2016        | Q1, FY 2016             |
|   | May 2, 2016             | Q2, FY 2016             |
|   | August 1, 2016          | Q3, FY 2016             |
|   | October 31, 2016        | Q4, FY 2016             |
| December 29, 2016                             | Final, close-out Report |                         |