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Form FNS-418 Instructions (3-02)

Click this link to open the PDF file containing the FNS-418 (3-02) form and instructions in a new window: [FNS-418.pdf](#)

INSTRUCTIONS

(All items self-explanatory unless noted below)

DEFINITIONS

1. "Actual" - Meals for which claims have been approved for reimbursement for the month.
2. "Estimated" - Projection of the number of meals that were served and are expected to be approved for reimbursement for which claims have not seem received or approved by the reporting due date.
3. "Total" - The sum of ACTUAL and ESTIMATED data.

TYPE OF SUBMISSION

- 4A. "30-Day Report" - Due in FNS Regional Offices on the last day of the month following the month being reported. This report may contain ACTUAL and ESTIMATED data.
- 4B. "60-Day Report" - A 60-Day Report is not required. 4C. "90-Day Report" - The 90-Day Report must be submitted to the FNS Regional Office within ninety days following the month being reported. This is a "final" report and must consist of ACTUAL data only.
- 4D. "Revised 90-Day Report" - Submit revisions to the latest 90-Day Report in accordance with FNS instructions.
- 4E. "Closeout Report" - Submit the Annual Financial Reconciliation (Closeout) of Program Grants Report in accordance with FNS

Report the total number of ACTUAL meals served by all sponsors *eligible* to receive USDA donated commodities whether or not those sponsors actually received commodities. This is a cumulative number of meals (all types) for the entire Summer Food Service Program. For summer camps, this would include both the reimbursable meals served to needy children and at the State's option, actual counts of non-reimbursable meals served to non-needy children. Submit this information on the 90-Day Report for the last operating month.

(EXAMPLE: If all meal service concluded in the month of August, then line 24 would be completed on the August 90-Day Report.)

PART C - (Lines 25-29)

Complete for July 90-Day Report ONLY

COLUMNS A-E

Enter the ACTUAL number of BREAKFASTS, LUNCHESES, SUPPERS, AND SUPPLEMENTS served by each of the indicated sponsor types.

COLUMN F

Enter the total number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served by all sponsors.

PART D - (Lines 30-33)

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4E. Closeout Report - Submit the Annual Financial Reconciliation (Closeout) of Program Grants Report in accordance with FNS instructions.

4F. "Other Reports" - Submit other reports in accordance with FNS instructions. Use the "Remarks" section if necessary to describe the purpose of the report.

PART A - (Lines 5-19)

Note: For each reporting month, complete Columns A and B.

COLUMN A

Enter the ACTUAL, ESTIMATED, AND TOTAL number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in self-prep and/or rural sites operating under all sponsor types.

COLUMN B

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in all other sites operating under all sponsor types.

PART B - (Line 24)

Complete for 90-Day Report for the Last Operating Month of the Fiscal Year

Sponsors eligible to receive commodities in the Summer Food Service Program are self-preparation sponsors and those sponsors which contract with a school or with a school district for the preparation of meals, and school food authority sponsors procuring meals from a food service management company as provided by Program regulations.

PART D - (Lines 30-33)

Complete for July 90-Day Report ONLY

Line 30 - Enter the number of sponsors by type that operated during the month of July.

Line 31 - Enter the number of sites that operated under each sponsor type during the month of July.

Line 32 - Enter the number of sites from Line 31 which are rural sites. Include these sites on Line 31 above.

Line 33 - Enter the Average Daily Attendance (ADA) for each type of sponsor entered on Line 30 for the month of July. This is the sum of the average daily attendance figures reported by each type of sponsor.