

U.S. DEPARTMENT OF AGRICULTURE - Food and Nutrition Service

STATE AGENCY

**COORDINATED REVIEW EFFORT (CRE)  
DATA REPORT**

SCHOOL YEAR

AGREEMENT #

FOR SFAs WITH ENROLLMENT:

< 40,000

>= 40,000

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0006. The time required to complete this collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**I. SUMMARY OF REVIEW ACTIVITY**

1. GENERAL DATA	FIRST REVIEW	FOLLOW-UP REVIEW	# SCHS. FIRST REVIEW		# SCHS. FOLLOW-UP REVIEW	
			Total	Reviewed	Total	Reviewed
a. # SFAs Reviewed						
b. # Single School SFAs						
c. # Multi-school SFAs						
d. # Schools in multi-school SFAs selected and reviewed based on criteria in 7 CFR 210.18(e)(2)(i)						

2. PERFORMANCE STANDARD 1 SFA LEVEL	FIRST REVIEW	FOLLOW-UP REVIEW	PERFORMANCE STANDARD 2	FIRST REVIEW	FOLLOW-UP REVIEW
a. #SFAs exceeding PS 1 Threshold due to <u>inadequate</u> system for consolidating claims			b. Total # Incomplete Lunches Observed		
			c. Total # Lunches Observed		

3. PERFORMANCE STANDARD 1 SCHOOL LEVEL	FIRST REVIEW	FOLLOW-UP REVIEW
a. Total # Reviewed Schools in SFAs which exceed PS 1 Threshold		
b. # Schools contributing to SFAs exceeding PS 1 Threshold due to schools with 10% or more (but not less than 100) free and reduced price lunches claimed incorrectly.		
c. # Schools contributing to SFAs exceeding PS 1 Threshold due to <u>inadequate</u> counting or claiming system on day of review or review period.		

4. THRESHOLD SUMMARY	FIRST REVIEW	FOLLOW-UP REVIEW
a. # SFAs PS 1 Threshold Exceeded		
b. # SFAs PS 2 Threshold Exceeded		

## II. REVIEW PERIOD PROFILE - ALL DATA FOR REVIEW PERIOD ONLY

5. SFA CONSOLIDATION		FIRST REVIEW			FOLLOW-UP REVIEW		
		Free	Reduced	Paid	Free	Reduced	Paid
a. Total meals claimed by reviewed SFAs (SFA-2, #103, "SFA Claimed Lunch Counts")							
b. Total meals claimed in error (SFA-2, #103, "Difference")	OVER (+)						
	UNDER (-)						

6. SCHOOL LEVEL MEAL COUNTING AND CONSOLIDATION		FIRST REVIEW			FOLLOW-UP REVIEW		
		Free	Reduced	Paid	Free	Reduced	Paid
a. Total meals claimed by all reviewed schools (S-1, #15, "SFA Claim for This School for Review Period")							
b. Total meals claimed in error (S-1, #15, "Difference")	OVER (+)						
	UNDER (-)						

7. RECALCULATED SCHOOLS		FIRST REVIEW			FOLLOW-UP REVIEW		
		Free	Reduced	Paid	Free	Reduced	Paid
a. # Reviewed schools recalculated							
		Free	Reduced	Paid	Free	Reduced	Paid
b. # Meals claimed by SFA for recalculated schools (S-1, #15, "SFA Claim for this School for Review Period.")  (RECALCULATED SCHOOLS ONLY)							
c. Total meals in error for review period based on recalculation (FA-4, #6, and/or FA-5, #7.)  (REVIEW PERIOD ONLY)	OVER (+)						
	UNDER (-)						

8. SCHOOL LEVEL CERTIFICATION AND BENEFIT ISSUANCE ERRORS				FIRST REVIEW	FOLLOW-UP REVIEW
a. Reviewer's count of free and reduced price eligibles (S-1, #13, Free plus Reduced)					
b. # of free AND reduced price meals claimed in error due to certification & benefit issuance errors (SFA-1, #4, "Number of Lunches Claimed Incorrectly")					

9. MEALS MISSING ITEM/ COMPONENT		FIRST REVIEW			FOLLOW-UP REVIEW		
		Free	Reduced	Paid	Free	Reduced	Paid
a. Total meals missing item/ component(s) during review period for reviewed schools (S-7, #11, 12, 13)							

**III. FISCAL ACTION - TOTAL AMOUNTS FOR ALL REVIEWS COMPLETED DURING SCHOOL YEAR REPORTED ON THIS FORM**

10. UNDERCLAIMS	FIRST REVIEW	FOLLOW-UP REVIEW
a. Number of SFAs with <u>net</u> underclaims		
b. \$ Value of all underclaims (FA-6, #13, "B, Underclaims")		
c. \$ Value of underclaims actually paid to SFAs by State Agency		

11. OVERCLAIMS - DISREGARDED	FIRST REVIEW	FOLLOW-UP REVIEW
a. # of SFAs with <u>net</u> overclaims disregarded (Do not include overclaims of less than \$600 that were collected)		
b. \$ Value of all disregards		

12. OVERCLAIMS NOT DISREGARDED	FIRST REVIEW		FOLLOW-UP REVIEW	
a. # SFAs with <u>net</u> overclaims which were not disregarded				
	A. Overclaims	B. Underclaims	A. Overclaims	B. Underclaims
b. \$ Value of over (+) claims for certification and benefit issuance errors (FA-6, #7)				
c. \$ Value of over (+) and under (-) claims for meal count and component errors (FA-6, #8)				
d. \$ Value of over (+) and under (-) claims for SFA level claim consolidation errors (FA-6, #9)				
e. \$ Value of over (+) and under (-) claims for recalculations FA-6, #12)				

13. WITHHOLDING	FIRST REVIEW	FOLLOW-UP REVIEW
# SFAa With Funds Withheld		

**INSTRUCTIONS**  
**COORDINATED REVIEW EFFORT DATA REPORT**  
(FNS-640)

The FNS-640 is used by State agencies to annually report on the results of first and follow-up reviews conducted during the preceding school year review period. State agencies must report to FNS by March 1 of each school year.

Report the results of first reviews conducted during the school year (July 1 - June 30) and follow-up reviews conducted either during the school year or by December 31 following the school year, provided that the review has been completed through the calculation of fiscal action. Reviews which have not been completed through the calculation of fiscal action should be reported on the next year's FNS-640.

Please note that separate reports must be submitted on the results of reviews in SFAs with less than 40,000 children enrolled and those with 40,000 or more children enrolled. Mark the appropriate box on page 1 to indicate which type of SFAs are being reported.

Report all dollar amounts in whole numbers, rounded to the nearest whole dollar. All of the information for the form may be obtained from the CRE review forms which are completed for each review. The CRE form citations indicate the location of the data on the CRE review forms.

### **I. Summary of Review Activity**

- 1a. Self-explanatory
  - 1b. Of those SFAs reported in 1a, the number which have only one school in the SFA.
  - 1c. Of those SFAs reported in 1a, the number which have more than 1 school in the SFA.
  - 1d. For those SFAs reporting in 1c, the number of schools which were selected for review based on the mandatory selection criteria in 7 CFR 210.18(e)(2)(i).
  - 2a. The number of SFAs which exceeded Performance Standard 1 because of an inadequate system for consolidating claims at the SFA level. (SFA-1, #3, Performance Standard 1, "No" answers only.)
  - 2b-c. From SFA-1, #3, "Performance Standard 2" (For all SFAs).
    - 3a. Total number of schools reviewed in those SFAs which exceeded the PS 1 Threshold.
    - 3b. Of those schools reported on 3a, the number in which 10% or more, but not less than 100 free and reduced price lunches were claimed incorrectly.
    - 3c. Of those schools reported on 3a, the number which had an inadequate counting and claiming system for the day of the review or the review period.
    - 4a-b. The total number of SFAs which exceeded Performance Standard 1 and the total number which exceeded Performance Standard 2 for first and follow-up reviews (SFA-1, "PS-1 Threshold Exceeded" and "PS 2 Threshold Exceeded", "Yes" answers.
- ### **II. Review Period Profile**
- 5 - 9, Self-explanatory. All data is obtained from the cited data elements in the CRE review forms. Include data from all reviewed SFAs and schools.
- ### **III. Fiscal Action**
- 10a. Total the number of SFAs with entries on FA-6, line 13, col. B.
  - 10b. Self-explanatory.
  - 10c. Of the underclaims reported on 10b, the amount which was or will be repaid to SFAs by State agencies.
  - 11a. The number of SFAs with entries on FA-6, line 13, col. A, for which the claim was disregarded.
  - 11b. Self-explanatory.
  - 12a. The number of SFAs with entries on FA-6, line 13, col. A, for which the claim was not disregarded.
  - 12b-e. Report these amounts only for those SFAs reported on line 12a. above.
  13. The number of SFAs for which funds were withheld because of a nonresponsive and/or ineffective corrective action plan.