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# Form FNS-13 Instructions (5-98)

Click this link to open the PDF file containing the FNS-13 (5-98) form and instructions in a new window: [FNS-13.pdf](#)

## INSTRUCTIONS

**PREPARATION AND DISTRIBUTION** – Prepare in duplicate. Mail original to the appropriate Regional Office. Retain one copy.

**PURPOSE** – This report provides data necessary to monitor the State Revenue Matching Requirement under the National School Lunch Program (NSLP).

**REPORTING PERIOD** – The period covered by this report shall be the school year (July 1 – June 30). The report must be mailed by October 31.

**STATE AGENCY RESPONSIBILITIES** – Each State agency is responsible for submitting a report on "actual data." Further, the State agency must provide, at the request of FNS, adequate corrections and/or clarifications on a timely basis.

All items are self-explanatory except:

**ITEM 4** – If this is not a final report, indicate in the "Remarks" section why it is not the final report and when the final report will be submitted.

**ITEM 5** – Enter the amount of non-Federal revenue applicable to the State Revenue Matching Requirement (SRMR). This refers to those revenues used specifically by the State for school nutrition program purposes (NSLP, SBP, and SMP in schools) as defined in the NSLP regulations and must be documented by an audit trail to ensure that revenues provided are used for the stated purpose. For example: funds appropriated by a State and used for reimbursing schools on a per-meal basis for meals served could be counted in this item.