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Contents Index Search Glossary - Search -

Home | OMB Forms and Form Instructions | FNS-640 | Form FNS-640 (Sheet A) Instructions (01-18)

## Form FNS-640 (Sheet A) Instructions (01-18)

### FNS-640 (Sheet A) Instructions

Field	Guidelines	Instructions
<b>Fields can be left blank if not specified otherwise</b>		
<b>Not meeting the formatting/business rules will trigger an error unless noted otherwise</b>		
<b>A1. General SFA Information</b>		
<b>NOT A DATA ENTRY FIELD (Header)</b>		
<b>A1-1. SFA ID #</b>	<ul style="list-style-type: none"> <li>Can be any character</li> <li>Cannot be left blank</li> </ul>	The SFA ID # entered must match the SFA ID # entered in field B1-1 (FNS-640B).  The SFA ID # entered in field A1-1 <b>must</b> be the same SFA ID # used in FNS-742 reporting for the same School Year.
<b>A1-2. SFA Name</b>	<ul style="list-style-type: none"> <li>Alphanumeric only</li> <li>Cannot be left blank</li> <li>Must match SFA Name in field B1-2</li> </ul>	Enter SFA Name as reported on Line 1 of the applicable SFA-3.  <b>Without SFA-3:</b> Enter SFA Name as reported on the applicable S-1.  The SFA Name entered in field A1-2 <b>must</b> be the same as the applicable SFA Name entered in field B1-2 (FNS-640B).
<b>A1-3. Review Period (Month)</b>	<ul style="list-style-type: none"> <li>Must be in ## format</li> <li>No special characters</li> <li>Cannot contain number other than 01-12</li> <li>Cannot be left blank</li> </ul>	Enter Review Period <u>Month</u> as reported on Line 3 of the applicable SFA-3  <b>Without SFA-3:</b> Enter Review Period Month as reported on Line 6 of the applicable S-1
<b>A1-4. Review Period (Year)</b>	<ul style="list-style-type: none"> <li>4-digit numeric only</li> <li>Must be in #### format</li> <li>No special characters</li> <li>Cannot be left blank</li> </ul>	Enter Review Period <u>Year</u> as reported on Line 3 of the applicable SFA-3  <b>Without SFA-3:</b> Enter Review Period Month as reported on Line 6 of the applicable S-1

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Contents Index Search Glossary - Search -

<b>A1-4. Review Period (Year)</b>	<ul style="list-style-type: none"> <li>4-digit numeric only</li> <li>Must be in #### format</li> <li>No special characters</li> <li>Cannot be left blank</li> </ul>	Enter Review Period <u>Year</u> as reported on Line 3 of the applicable SFA-3  <b>Without SFA-3:</b> Enter Review Period Month as reported on Line 6 of the applicable S-1
<b>A1-5. Total # Schools offering SBP</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Cannot be left blank</li> </ul>	Total # of Schools reviewed offering SBP within the applicable SFA  Enter Total # of Schools as reported on Line 2 (Reviewed) of the applicable SFA-3  <b>Without SFA-3:</b> List # of sites reviewed that serve SBP as determined through the site selection process
<b>A2. Certification and Benefit Issuance Review Method</b>		
<b>NOT A DATA ENTRY FIELD (Header)</b>		
<b>A2-1. Sampling Methodology (Select [1] one)</b>	<ul style="list-style-type: none"> <li>One type of sampling method (A2-1A through A2-1C) <b>must</b> be selected [1]</li> <li>Only one sampling method (A2-1A through A2-1C) can be selected</li> <li>Only 1 or 0 Allowed if a value is entered</li> </ul>	Select Sampling Methodology fields A2-1A, <u>through</u> A2-1C.  A2-1A, (100% of students eligible for free and reduced price benefits) A2-1B, (95% Confidence Level/Electronic System) A2-1C, (99% Confidence Level/ Manual System)  Select [1] type of sampling method as reported on Lines 4A through 4C of the applicable SFA-3  <b>Without SFA-3:</b> Select [1] type of sampling method as reported on Question 126 of the On-Site Assessment Tool  Not selecting one type of sampling method will trigger a warning message to list the reason why a sampling method was not selected.
<b>A2-2. Total # Students Reviewed (i.e. Sample Size #)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Cannot be left blank</li> </ul>	Enter Total # of students reviewed as reported in Line 4 of the applicable SFA-3  <b>Without SFA-3:</b> Record Total # of Students Reviewed (i.e. Sample Size #) as reported in Question 126 of the On-site Assessment Tool
<b>A2-3. SFA count of Reviewed Students (#)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Cannot be left blank</li> </ul>	Enter SFA Count (#) of Reviewed Students in fields A2-3A (Free) and A2-3B (Reduced-Price)

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Field	Guidelines	Instructions
<b>A2-3. SFA count of Reviewed Students (#)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Cannot be left blank</li> </ul>	Enter SFA Count (#) of Reviewed Students in fields A2-3A (Free) and A2-3B (Reduced-Price) as reported in Line 4F of the applicable SFA-3.  <b>Without SFA-3:</b> Record SFA count of Reviewed Students (#) as reported in Block 4.A on the applicable SFA-1
<b>A2-4. SA count of Reviewed Students (#)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Cannot be left blank</li> </ul>	Enter SA Count (#) of Reviewed Students in fields A2-4A (Free) and A2-4B (Reduced-Price) as reported in Line 4G of the applicable SFA-3.  <b>Without SFA-3:</b> Record SA count of Reviewed Students (#) as reported in Block 4.B on the applicable SFA-1
<b>A2-5. Application Errors by Type (#)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Enter total # of application errors by type for A2-5A</li> </ul>	Enter total # of application errors by type for each field A2-5A through A2-5E (Child or Household Name, Case Number, Income Amount or Source, Social Security # (last 4 digits), Adult Signature) as calculated for the DATA SUMMARY (Total for each Column) for Line 1A
<b>A2-6. Total # of Applications Miscategorized</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Enter total # of miscategorized applications by type for A2-6A through A2-6D</li> </ul>	Enter total # of applications miscategorized for each field A2-6A through A2-6D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 4D on the applicable SFA-3  <b>Without SFA-3:</b> Record total # of applications miscategorized for each field A2-6A through A2-6D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 1.B on the applicable SFA-1.
<b>A2-7. Total # of Benefit Issuance Errors</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Enter total # of Benefit Issuance Errors by type for A2-7A through A2-7D</li> </ul>	Enter total # of benefit issuance errors for each field A2-7A through A2-7D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 4E on the applicable SFA-3  <b>Without SFA-3:</b> Enter total # of benefit issuance errors for each field A2-7A through A2-7D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Block 2 on the applicable SFA-1

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Field	Guidelines	Instructions
<b>A3. Fiscal Action</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>A3-1. NSLP Total Overclaim/Underclaim (\$ +/-)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Must be in .XX format</li> <li>Overclaims must be a positive number</li> <li>Underclaims must be a negative number</li> <li>Cannot be left blank</li> </ul>	To Calculate NSLP Total Overclaim/Underclaim (\$ +/-), subtract the sum of Afterschool Snack Adjustment field totals from all NSLP tabs in the Fiscal Action Workbook from the Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook  <b>(Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook) minus (Sum of Afterschool Snack Adjustment totals from all NSLP tabs in the Fiscal Action Workbook) equals NSLP Total Overclaim/Underclaim (\$ +/-)</b>  Overclaims must be a positive number and Underclaims must be a negative number
<b>A3-2. SBP Total Overclaim/Underclaim (\$ +/-)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Must be in .XX format</li> <li>Overclaims must be a positive number</li> <li>Underclaims must be a negative number</li> <li>Cannot be left blank</li> </ul>	Enter Total SBP Fiscal Action amount as reported in the FA Summary Tab of the Fiscal Action Workbook  Overclaims must be a positive number and Underclaims must be a negative number
<b>A3-3. Afterschool Snacks Total Overclaim/Underclaim (\$ +/-)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Must be in .XX format</li> <li>Overclaims must be a positive number</li> <li>Underclaims must be a negative number</li> <li>Cannot be left blank</li> </ul>	Enter sum of Afterschool Snack Adjustment fields from all NSLP tabs in the Fiscal Action Workbook  Overclaims must be a positive number and Underclaims must be a negative number
<b>A3.4 Misc Overclaim</b>	<ul style="list-style-type: none"> <li>Only 1 or 0 Allowed if a value</li> </ul>	Enter a "1" if an overclaim was disregarded

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Contents Index Search Glossary - Search -

	negative number	
	<ul style="list-style-type: none"> <li>Cannot be left blank</li> </ul>	
<b>A3-4. Was Overclaim Disregarded (Select [1] if Yes)</b>	<ul style="list-style-type: none"> <li>Only 1 or 0 Allowed if a value is entered</li> <li>A3-4 and/or A3-5 must contain the value 1 if the sum of A3-1 and A3-3 is 00.01 to 600 AND A3-2 is 00.01 to 600</li> <li>A3-4 must be blank or 0 if the sum of A3-1 and A3-3 is OVER 600 AND A3-2 is OVER 600</li> </ul>	<p>Enter a "1" if an overclaim was disregarded</p> <p>If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) is Equal to or UNDER 600 and A3-2 (SBP Overclaim/Underclaim) is Equal to or UNDER 600 then A3-4 (Overclaim Disregard) or A3-5 (Funds Withheld/Recovered) must be selected [1]</p> <p>If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) is OVER 600 and A3-2 (SBP Overclaim/Underclaim) is OVER 600 then A3-4 (Funds Withheld/Recovered) must be blank or 0.</p>
<b>A3-5. Were Funds Withheld or Recovered (Select [1] if Yes)</b>	<ul style="list-style-type: none"> <li>Only 1 or 0 allowed if a value is entered</li> <li>A3-5 must be 1 if the sum of A3-1 and A3-3 is over 600 OR A3-2 is over 600</li> <li>If both A3-4 and A3-5 are</li> </ul>	<p>Enter a "1" if funds were recovered</p> <p>If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) equals \$0.01 - 600.00 and A3-2 (SBP Overclaim/Underclaim) is \$0.01 - 600.00 and A3-4 (Overclaim Disregard) is blank then A3-5 (Funds Withheld/Recovered) must equal 1</p>
<b>Field</b>	<b>Guidelines</b>	<b>Instructions</b>
	checked and the total of (A3-1 + A3-3) and (A3-2) are between 0.01 to 600.00 the user must specify why in the Remarks tab.	
		Selecting both A3-4 (Overclaim Disregard) and A3-5 (Funds Withheld/Recovered) when an overclaim for both NSLP and SBP UNDER \$600 are reported, will trigger a warning message to report from which program (NSLP or SBP) funds were recovered.
<b>A3-6. Underclaim paid to SFA (\$)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Must be in .XX format</li> </ul>	Enter total amount (\$) Underclaim paid to SFA (total of Line 9A(NSLP) and Line 9B (SBP) Underclaim paid t SFA) on the applicable SFA-3

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Contents Index Search Glossary - Search -

	A3-2 is over 600	0000 and A3-4 (Overclaim Disregard) is blank then A3-5 (Funds Withheld/Recovered) must equal 1
	<ul style="list-style-type: none"> <li>If both A3-4 and A3-5 are</li> </ul>	
<b>Field</b>	<b>Guidelines</b>	<b>Instructions</b>
	checked and the total of (A3-1 + A3-3) and (A3-2) are between 0.01 to 600.00 the user must specify why in the Remarks tab.	
		Selecting both A3-4 (Overclaim Disregard) and A3-5 (Funds Withheld/Recovered) when an overclaim for both NSLP and SBP UNDER \$600 are reported, will trigger a warning message to report from which program (NSLP or SBP) funds were recovered.
<b>A3-6. Underclaim paid to SFA (\$)</b>	<ul style="list-style-type: none"> <li>Numeric only</li> <li>Must be in .XX format</li> </ul>	Enter total amount (\$) Underclaim paid to SFA (total of Line 9A(NSLP) and Line 9B (SBP) Underclaim paid t SFA) on the applicable SFA-3
		<b>Without SFA-3:</b> Enter total amount (\$) Underclaim paid to SFA (total of NSLP and SBP) Underclaim paid t SFA) based on underclaim amounts from the Fiscal Action Workbook Summary Tab
<b>A4. Resource Management</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>A4-1. Risk Flag(s) Triggered (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply for A4-1B through A4-1E</li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>A4-1A. (SFA Enrollment) has been removed as an option on the Resource Management Risk Indicator Tool and is NA and cannot be selected [1]</p> <p>Select [1] all that apply for A4-1B through A4-1E (Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs)</p> <p>Select [1] all that apply as reported on the Resource Management Risk Indicator Tool</p>