

<p><b>Summer Food Site Locator:</b> State data exchange: 2019 Template Instructions</p>	<p><b>2019</b></p>	<p><b>OMB Control Number: 0584-XXXX</b> <b>Form: FNS-905</b> <b>Expires: XX/XX/20XX</b> <b>INSTRUCTIONS</b></p>	<p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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-XXXX. The time required to complete this information collection is estimated to average 7.5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx*). Do not return the completed form to this address.</p>	<p>Visit the Portal to access this material any time, and to see the status of your state throughout the cycles over the course of 2019.</p> <p><a href="https://www.partnerweb.usda.gov/communities/SF-SummerRocks-states">https://www.partnerweb.usda.gov/communities/SF-SummerRocks-states</a></p>
<p><b>Worksheet 1: Instructions for using the template and sending data to FNS (Data Dictionary)</b></p>				

- Notes:**
1. PLEASE ENSURE ALL REQUIRED FIELDS ARE RECORDED. The Summer site will not import into the database without this information.
  2. Fields (cells) may highlight YELLOW if potential errors are detected. Please review cells highlighted yellow and amend any errors.
  3. State agencies may request that FNS provide a list of sites passed without error and sent for mapping, or sites not-passed (not sent)
  4. See "Overview of Major Steps" at bottom of this sheet for additional information.

DATA DICTIONARY					
Field Order	Field Name	Required	Field Type	Business rules	Example(s)
1	Site Name	Required	text - 255 characters		

2	Site Status (Open, Closed, Camp, Migrant, Delete)	Required	text - 255 characters	<b>MUST USE ONLY ONE OF THE FIVE STATUSES:</b> Open, Closed, Camps, Migrant or Delete. Closed means closed enrolled sites. Site types can be found at 7 CFR 225.2. <b>Only open sites will be on the Summer Site Finder for the public to search or download.</b> After summer is over, all site types will be displayed on the Capacity Builder and symbolized by type for strategic planning; please submit all site types for this reason. <b>The Delete status should only be used for State agencies who sent a site in error. The Delete status will remove the site and permanently delete the record.</b>	Camp
3	Site Address1	Required	text - 255 characters		123 Mockingbird Lane
4	Site Address2	Optional	text - 255 characters	optional if needed	Building #21
5	Site City	Required	text - 255 characters		
6	Site State	Required	text - 2 characters	<b>MUST USE 2 LETTER DESIGNATION FOR YOUR STATE</b>	NE
7	Site Zip	Required	numeric - 5 to 10 characters	5 digit zip code with or without 4 digit extension	12345 or 12345-1341
8	Site Phone	Strongly Suggested	numeric - 10 characters	this is for a general phone number for the site, if you do not have a phone number for the contact then it is suggested you have one have for people to call, the import process will format the phone number properly	123-123-1234 or (123) 123-1234 or 1234567891
9	Ext	Optional	numeric - 10 characters	provide only number with no alpha characters.	1234 or 12 or 0 ( <b>NOT</b> "x1234")
10	Contact First Name	Optional	text - 255 characters	Site contact first name OR first and last name	Ami or Ami Nguyen
11	Contact Last Name	Optional	text - 255 characters	Site contact last name	Nguyen
12	Contact Phone	Optional	numeric - 10 characters	this is for a phone number for the contact, if you do not have a phone number for the general site then it is suggested you have one have for people to call, the import process will format the phone number properly. There is no extension field for this phone number.	123-123-1234 or (123) 123-1234 or 1234567891
13	Sponsoring Organization	Required	text - 255 characters		
14	Start date (MM/DD/YY)	Required	date field	<b>MUST USE FORMAT:</b> MM/DD/YY or MM/DD/YYYY	06/01/19 or 06/01/2019
15	End date (MM/DD/YY)	Required	date field	<b>MUST USE FORMAT:</b> MM/DD/YY or MM/DD/YYYY	We can process dates MM/DD/YY or MM/DD/YYYY
16	Days of operation (S, M, T, W, TH, F, SA)	Strongly Suggested	text	<b>MUST HAVE A COMMA BETWEEN DAYS.</b> This is used for advanced filtering in search. If you do not capture this information you can use the "Comments" to provide instructions	Examples: M,T,W or M,T,W,TH
17	Comments	Strongly Suggested	text- 255 characters	<b>Please note:</b> This field allows States to add clarification, hours, additional comments, details or directions to the Summer sites. For open sites, this field WILL APPEAR in the Summer Site Finder.	9:00-5:30 or "Site is closed between meal times" or "See meal times for hours" or "contact site for days open & meals served" 3/14/16 JWK Looking to see if this can be changed to "general info" and used for special information, re: unique closed dates (closed July 4) or access info (meet at tennis courts in park)
18	Breakfast Time	Dependent on site	varchar - 255 characters	Please provide start and end times separated by a hyphen.	9:00-10:00 a.m.

19	Lunch Time	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen.	12:00-1:00 p.m.
20	Snack Time AM	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen.	9:00-9:30 a.m.
21	Snack Time PM	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen.	2:00-3:00 p.m.
22	Supper/Dinner Time	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen.	7:00-8:00 p.m.
23	Site Location	Optional	text - 255 characters	Location type - FIXED at the same site, likely at or near a brick and mortar location or MOBILE site, similar to a food truck	Fixed or Mobile
24	Site Program	Optional	text - 255 characters	Either Summer Food Service Program (SFSP) or Seamless Summer Option (SSO)	SFSP or SS)
25	State Site ID Number	Optional	text - 255 characters	State agency site ID or reference key. This field can assist in communication with FNS in identifying, updating and deleting specific sites. This field will not be made public.	106-001
26	State Sponsor ID Number	Optional	text - 255 characters	State agency sponsor ID or reference key. This field will not be made public.	106
27	soo-x	Optional	numeric - 25 characters	PLEASE NOTE: if your State has already geocoded your sites, please include the x coordinate of the site here	
28	soo-y	Optional	numeric - 25 characters	PLEASE NOTE: if your State has already geocoded your sites, please include the y coordinate of the site here	

## OVERVIEW OF MAJOR STEPS

Below are the five major steps performed for each of the 19 cycles during the Summer Food Site Finder season.  
 More detailed information can be found at the Summer Food PartnerWeb site: <https://www.partnerweb.usda.gov/communities/SF-SummerRocks-states/Pages/Home.aspx>

<b>Step 1: Review template and supporting material for 2019</b>			<p>Use this excel file together with the FNS-905 Template-2019 excel file. The FNS-905 template is a "data template" for submitting sites to FNS. It is in the format needed to successfully upload data into the Summer Site Finder and Capacity Builder. Please read through this guide to ensure your data will meet validation requirements. Submit questions to <a href="mailto:SummerTechSupport@fns.usda.gov">SummerTechSupport@fns.usda.gov</a>.</p> <p>This guide describes how each column in the template is used.</p> <p>Please review this guide and the data template. Instructions and data fields have been clarified.</p>	<p><b>Communicate to FNS via email: <a href="mailto:SummerTechSupport@fns.usda.gov">SummerTechSupport@fns.usda.gov</a></b>        .....  <b>Visit the Portal to access this material any time, and to see the status of your state throughout the cycles over the course of 2019.</b>    <a href="https://www.partnerweb.usda.gov/communities/SF-SummerRocks-states">https://www.partnerweb.usda.gov/communities/SF-SummerRocks-states</a>        .....  <b>You'll find the USPS addressing standards at this site:</b>  <a href="http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf">http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf</a></p>
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	Step 2: Baseline/add new data for 2019		<p>Please complete all REQUIRED fields.</p> <p><b>NEW:</b></p> <p>COMMENTS WILL BE PUBLIC. Stakeholder feedback indicated that directions and other information would be useful to share with the public here.</p> <p>Morning and Afternoon Snack times are now in two columns to ease confusion.</p> <p>X and Y coordinates can now be completed by States. Stakeholders indicated this would be easier for them and help improve site location on the Summer Site Finder.</p>	
	Step 3: Review results/feedback		<p>FNS will notify you once you have successfully processed through an entire cycle. If some, but not all, sites succeeded all the way through, we can provide you with a list of the sites that did not pass. You can resubmit those in a future cycle with corrections.</p> <p><b>New:</b> Common issues now highlight the issue in the form allowing you to correct it. The "Custom Sort" option under "Sort &amp; Filter" will allow you to sort by cell color and display those highlighted cells first, making it easier to correct errors.</p>	
	Step 4: Submit Cycle updates (after the first successful upload in Step 2)		<p>PLEASE REMEMBER THAT THIS YEAR WHEN SUBMITTING CYCLE UPDATES, ONLY SUBMIT NEW SITES or SITES THAT HAVE BEEN CORRECTED/UPDATED. DO NOT RESUBMIT SITES THAT HAVE SUCCESSFULLY UPLOADED THIS YEAR. We can give you this list of passed/failed sites at your request.</p> <p>Steps 4 and 5 are "Cycle runs" where you can submit new sites. Once you have successfully submitted an initial site list, you can submit new data during cycles at any time, as needed.</p>	
	Step 5: Review		same as Step 3.	

Site Name	Site Type (Open, Closed, Camp, Migrant, Delete)	Site Address1	Site Address2	Site City	Site State	Site Zip	Site Phone	Ext	Contact First Name	Contact Last Name	Contact Phone	Sponsoring Organization	Start date (MM/DD/YY)	End date (MM/DD/YY)
<i>This is an example site name</i>	Open	123 Mockingbird Lane	Building 21	Rockford	IL	02112	815-555-1234	23	John	Smith		Food for America	<i>this should be numeric M</i>	6/15/2019

Days of operation (S,M,T,W, TH,F,SA)	Comments	Breakfast Time	Lunch Time	Snack Time AM	Snack Time PM	Dinner/Supper Time	Site Location	Site Program	State Site ID Number	State Sponsor ID Number	soo-x	soo-y
M,T,W,TH,F	<i>Location closed between meals. Close on Summer Holidays (May 25, Jul 4th)</i>	9:00 - 10:00	12:30-1:30				Mobile	SFSP	106-001	106		