**Appendix D.1**

**FNS-10 Administrative Data Request**

NOTE TO REVIEWER: As noted in the supporting statement, each State agency will be asked for school-level administrative data first. If they do not have the data available at this level, they will be asked for SFA-level data. They will not be asked to provide data at both levels but both are provided here for reference.

Request for School-Level FNS-10 Data

We are asking each State to provide school- or site-level administrative records data based on the data your State submitted for the FNS-10, Report of School Program Operations, for Federal fiscal year (FY) 2020 (October 2019 through September 2020). Providing these data, along with the other administrative and survey data requested as part of this study, will satisfy reporting requirements in the Families First Coronavirus Response Act (FFCRA) related to the COVID-19 Child Nutrition waivers approved by FNS.

Data request

Please provide the FNS-10 Report of School Program Operations data at the school or site level for FY 2020. Table 1 at the end of this document shows all the data elements we are requesting for each school or site. These include (1) Part A data from 90-day reports of actual counts for each operating month in FY 2020,and (2) Part B data for October 2019. Although these data primarily reflect school meal program operations in schools, because the months of March through September 2020 coincide with the COVID-19 pandemic, we are also requesting Part A data on Seamless Summer Option (SSO) sites, if applicable.

Please provide the data in whatever format is easiest for you. For example, you could provide separate files for each month or a single Excel file with separate tabs for each month.

In addition to the FNS-10 data, for each school or site please provide:

* School or site name
* School or site ID number
* School or site city
* School or site zip code
* Grade range
* Indicator of whether the school is a charter school
* Indicator of whether the school is a public school, private school, or residential child care institution (RCCI)
* Indicator of whether the SSO site operates as an open or closed site
* Indicator of whether the SSO site was established under the Area Eligibility Waiver
* School Food Authority (SFA) name
* SFA ID number

Data delivery timeline

Please provide the data file for FY 2020 by March 31, 2021.

Data delivery and storage

We will provide a secure data transfer site to receive the data file. We can accept data in any standard format. We will store the data in a secure project directory where only those working with the data will have access.

Complete list of data elements requested

Table 1. Data elements requested for each school or site[[1]](#footnote-2)

| Data element | Item number on  FNS-10 |
| --- | --- |
| FNS-10 Part A (monthly) | |
| Number of lunches served in the NSLP, by reimbursement category   * Paid * Free * Reduced-price * Total * Average daily lunches served | 5a-A  5a-B  5a-C  5a-D  5a-E |
| Number of NSLP operating days | Not reported on FNS-10a |
| Number of reimbursable lunches served that qualify district for additional paymentb | 5b1-D |
| Number of reimbursable lunches served in districts certified for performance-based reimbursementsc | 5b2-D |
| Number of afterschool snacks served, by reimbursement category   * Paid * Freed * Reduced-price * Total * Average daily snacks served | 5c-A  5c-B  5c-C  5c-D  5c-E |
| Total free afterschool snacks served in area eligible schools and sites | 5d-B |
| Number of breakfasts served, by reimbursement categorye   * Paid * Free * Reduced-price * Total * Average daily breakfasts served | 6-A  6-B  6-C  6-D  6-E |
| Number of severe-need reimbursable breakfasts served, by reimbursement category   * Free * Reduced-price * Total * Average daily severe-need reimbursable breakfasts served | 7-B  7-C 7-D  7-E |
| Number of SBP operating days | Not reported on FNS-10a |
| Number of half pints served in the Special Milk Program, and reimbursement categoryf   * Paid * Free * Total | 9a-A, 9b-A, 9c-A  9a-B, 9b-B, 9c-B  9a-D, 9b-D, 9c-D |
| Number of Special Milk Program operating days | Not reported on FNS-10a |
| FNS-10 Part B (October) | |
| Membership/enrollment for school or institution of each type operating a program this month   * Enrollment for each public school operating each program each month: * NSLP * SBP * SBP (severe need only) * Enrollment for each private school operating each program each month: * NSLP * SBP * SBP (severe need only) * Enrollment for each RCCI operating each program each month: * NSLP * SBP * SBP (severe need only) | 12b-F  12b-I  12b-J  13b-F  13b-I  13b-J  14b-F  14b-I  14b-J |
| Number of children in each school approved for:   * Free lunches * Reduced-price lunches | 15a-F  15b-F |
| **FNS-10 remarks (monthly, March through September)** |  |
| Indicator of whether school or site provided meals/snacks throughg   * NSLP/SBP * SSO | 18  18 |
| Other information to include with all data | |
| School or site name | Not reported on FNS-10 |
| School or site ID number |
| School or site city |
| School or site zip code |
| Grade range |
| Indicator of whether school is a charter school |
| Indicator of whether the school is a public school, private school, or RCCI |
| Indicator of whether the SSO site operates as an open or closed site |
| Indicator of whether the SSO site was established under the Area Eligibility Waiver |
| SFA name |
| SFA ID number |

aPlease also provide program operating days per month, if these data are available.

bAn SFA may receive an additional needs-based payment if at least 60 percent of its students received free or reduced-price lunches two years earlier.

cAn SFA certified for "performance-based" reimbursement earns an additional per-lunch reimbursement of 7 cents, adjusted annually.

dInclude all free snacks reported in item 5d-B

eInclude severe need.

fThe Special Milk Program provides milk to children in schools, residential and nonresidential child care institutions, and summer camps that do not participate in other Federal Child Nutrition meal service programs.

gFNS memo SP-16-2020, CACFP 10-2020, SFSP 09-2020 requires that this information be provided in the remarks section of the FNS-10 for the monthly data collections beginning with March 2020 and ending with either the June 2020 report or upon the expiration of the Federally declared public health emergency due to COVID-19, whichever is earlier. We are requesting these data for March – September, if available.

Request for SFA-Level FNS-10 Data

We are asking each State to provide administrative records data based on the data your State submitted for the FNS-10, Report of School Program Operations, for Federal fiscal year (FY) 2020 (October 2019 through September 2020). Providing these data, along with the other administrative and survey data requested as part of this study, will satisfy reporting requirements in the Families First Coronavirus Response Act (FFCRA) related to the COVID-19 Child Nutrition waivers approved by FNS. We are asking States that are unable to provide school- or site-level data to provide School Food Authority (SFA)-level data.

Data request

Please provide the FNS-10 Report of School Program Operations data at the SFA level for FY 2020. Table 1 at the end of this document shows all the data elements we are requesting for each SFA. These include (1) Part A data from 90-day reports of actual counts for each operating month in FY 2020,and (2) Part B data for October 2019. Although these data primarily reflect school meal program operations in schools, because the months of March through September 2020 coincide with the COVID-19 pandemic, we are also requesting Part A data on SSO operations, if applicable.

Please provide the data in whatever format is easiest for you. For example, you could provide separate files for each month or a single Excel file with separate tabs for each month.

In addition to the FNS-10 data, for each SFA please provide:

* Name
* ID number
* City
* Zip code
* Count of SSO sites operating as open or closed sites
* Count of SSO sites established under the Area Eligibility Waiver
* If available, a list of the schools in which each SFA operates and (1) the grade range for each school and (2) designation as public, private, charter, or RCCI.

Data delivery timeline

Please provide the data file for FY 2020 by March 31, 2021.

Data delivery and storage

We will provide a secure data transfer site to receive the data file. We can accept data in any standard format. We will store the data in a secure project directory where only those working with the data will have access.

Complete list of data elements requested

Table 1. Data elements requested for each SFA

| Data element | Item number on FNS-10 |
| --- | --- |
| FNS-10 Part A (monthly) | |
| Number of lunches served in the NSLP, by reimbursement category   * Paid * Free * Reduced-price * Total * Average daily lunches served | 5a-A  5a-B  5a-C  5a-D  5a-E |
| Average number of NSLP operating days | Not reported on FNS-10a |
| Number of reimbursable lunches served that qualify district for additional paymentb | 5b1-D |
| Number of reimbursable lunches served in districts certified for performance-based reimbursementsc | 5b2-D |
| Number of afterschool snacks served, by reimbursement category   * Paid * Freed * Reduced-price * Total * Average daily snacks served | 5c-A  5c-B  5c-C  5c-D  5c-E |
| Total free afterschool snacks served in area eligible schools and sites | 5d-B |
| Number of breakfasts served, by reimbursement categorye   * Paid * Free * Reduced-price * Total * Average daily breakfasts served | 6-A  6-B  6-C  6-D  6-E |
| Average number of SBP operating days | Not reported on FNS-10a |
| Number of severe-need reimbursable breakfasts served, by reimbursement category   * Free * Reduced-price * Total * Average daily severe-need reimbursable breakfasts served | 7-B  7-C  7-D  7-E |
| Number of half pints served in the Special Milk Program, and reimbursement categoryf   * Schoolsg * Paid * Free * Total * Nonresidential Child Care Institutions * Paid * Free * Total * Summer camps * Paid * Free * Total | 9a-A  9a-B  9a-D  9b-A  9b-B  9b-D  9c-A  9c-B  9c-D |
| Average number of Special Milk Program operating days | Not reported on FNS-10a |
| FNS-10 Part B (October) | |
| Number of lunches served in private schools, by reimbursement category   * Paid * Free * Reduced-price * Total * Average daily lunches served | 10a-A  10a-B  10a-C  10a-D  10a-E |
| Number of afterschool snacks served in private schools, by reimbursement category   * Paid * Freeh * Reduced-price * Total * Average daily snacks served | 10b-A  10b-B  10b-C  10b-D  10b-E |
| Number of free afterschool snacks served in private area eligible schools or sites | 10c-B |
| Number of breakfasts served in private schools, by reimbursement categorye   * Paid * Free * Reduced-price * Total * Average daily breakfasts served | 10d-A  10d-B  10d-C  10d-D  10d-E |
| Number of severe-need breakfasts served in private schools, by reimbursement category   * Free * Reduced-price * Total * Average daily severe-need reimbursable breakfasts served | 10e-B  10e-C  10e-D  10e-E |
| Number of lunches served in Residential Child Care Institutions (RCCIs), by reimbursement category   * Paid * Free * Reduced-price * Total * Average daily lunches served | 11a-A  11a-B  11a-C  11a-D  11a-E |
| Number of snacks served in RCCIs, by reimbursement category   * Paid * Free * Reduced-price * Total * Average daily snacks served | 11b-A  11b-B  11b-C  11b-D  11b-E |
| Number of breakfasts served in RCCIs, by reimbursement categorye   * Paid * Free * Reduced-price * Total * Average daily breakfasts served | 11c-A  11c-B  11c-C  11c-D  11c-E |
| Number of severe-need breakfasts served in RCCIs, by reimbursement category   * Free * Reduced-price * Total * Average daily severe-need reimbursable breakfasts served | 11d-B  11d-C  11d-D  11d-E |
| Number of public schools operating a program in October, and enrollment   * NSLP * Enrollment * NSLP snacks (all schools and sites) * NSLP snacks (area eligible schools only) * SBP (including severe need) * Enrollment * SBP (severe need only) * Enrollment * Special Milk Program | 12a-F  12b-F  12a-G  12a-H  12a-I  12b-I  12a-J  12b-J  12a-L |
| Number of private schools operating a program in October, and enrollment   * NSLP * Enrollment * NSLP snacks (all schools and sites) * NSLP snacks (area eligible schools only) * SBP (including severe need) * Enrollment * SBP (severe need only) * Enrollment * Special Milk Program | 13a-F  13b-F  13a-G  13a-H  13a-I  13b-I  13a-J  13b-J  13a-L |
| Number of RCCIs operating a program in October, and enrollment   * NSLP * Enrollment * NSLP snacks (all schools and sites) * NSLP snacks (area eligible schools only) * SBP (including severe need) * Enrollment * SBP (severe need only) * Enrollment * Special Milk Program | 14a-F  14b-F  14a-G  14a-H  14a-I  14b-I  14a-J  14b-J  14a-L |
| Number of children approved for   * Free lunches * Reduced-price lunches | 15a-F  15b-F |
| Number of nonresidential child care institutions operating the Special Milk Program in Octoberf | 16-L |
| Number of summer camps operating the Special Milk Program for the month of July onlyf | 17-L |
| FNS-10 remarks (monthly, March through September) | |
| Number of schools or sites, by type, that provided meals and/or snacks throughi   * NSLP/SBP * SSO | 18  18 |
| Other information to include with all data | |
| Name | Not reported on FNS-10 |
| ID number |
| City |
| Zip code |
| If available, a list of the schools in which each SFA operates and (1) the grade range for each school and (2) designation as public, private, charter, or RCCI |
| Count of SSO sites operating as open or closed sites |
| Count of SSO sites established under the Area Eligibility Waiver |

aPlease also provide average program operating days per month, if these data are available.

bAn SFA may receive an additional needs-based payment if at least 60 percent of its students received free or reduced-price lunches two years earlier.

cAn SFA certified for "performance-based" reimbursement earns an additional per-lunch reimbursement of 7 cents, adjusted annually.

dInclude all free snacks reported in item 5d-B

eInclude severe need.

fThe Special Milk Program provides milk to children in schools, residential and nonresidential child care institutions, and summer camps that do not participate in other Federal Child Nutrition meal service programs.

gInclude RCCIs.

hInclude all free snacks reported in item 10c-B

iFNS memo SP-16-2020, CACFP 10-2020, SFSP 09-2020 requires that this information be provided in the remarks section of the FNS-10 for the monthly data collections beginning with March 2020 and ending with either the June 2020 report or upon the expiration of the Federally declared public health emergency due to COVID-19, whichever is earlier. We are requesting these data for March – September, if available.

1. This includes all public and private schools, as well as residential child care institutions, operating school meal programs. In addition, for March through September, we are requesting FNS-10 Part A data elements for SSO sites. We are also requesting Part A Item 9 data elements for nonresidential child care institutions and summer camps that operate the Special Milk Program. [↑](#footnote-ref-2)