

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

The Food and Nutrition Service (FNS) is collecting this information in order to satisfy the congressionally mandated reporting requirements from State agencies on 21 COVID-19 nationwide waivers pursuant to section 2202 of the Families First Coronavirus Response Act (P.L. 116-127). This is a mandatory collection and FNS will use the information to assess how the waivers improved services to children and to inform FNS's planning, policy, and guidance related to state and local meal service operations during future emergency situations and unanticipated school closures. Because the personally identifiable information (PII) requested under this collection will not be used to retrieve survey records or data, requirements of the Privacy Act of 1974 do not apply. Responses will be kept private to the extent provided by law and FNS regulations. 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 0584-0607. The time required to complete this information collection is estimated to average 6 hours 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-0607). Do not return the completed form to this address.

- 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 site¹

Data element	Item number on FNS-10
FNS-10 Part A (monthly)	
Number of lunches served in the NSLP, by reimbursement category	
• Paid	5a-A
• Free	5a-B
• Reduced-price	5a-C
• Total	5a-D
• Average daily lunches served	5a-E
Number of NSLP operating days	Not reported on FNS-10 ^a
Number of reimbursable lunches served that qualify district for additional payment ^b	5b1-D
Number of reimbursable lunches served in districts certified for performance-based reimbursements ^c	5b2-D
Number of afterschool snacks served, by reimbursement category	
• Paid	5c-A
• Free ^d	5c-B
• Reduced-price	5c-C
• Total	5c-D
• Average daily snacks served	5c-E
Total free afterschool snacks served in area eligible schools and sites	5d-B
Number of breakfasts served, by reimbursement category ^e	
• Paid	6-A
• Free	6-B
• Reduced-price	6-C
• Total	6-D
• Average daily breakfasts served	6-E
Number of severe-need reimbursable breakfasts served, by reimbursement	

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.

Data element	Item number on FNS-10
category	7-B
• Free	7-C
• Reduced-price	7-D
• Total	7-E
• Average daily severe-need reimbursable breakfasts served	
Number of SBP operating days	Not reported on FNS-10 ^a
Number of half pints served in the Special Milk Program, and reimbursement category ^f	9a-A, 9b-A, 9c-A
• Paid	9a-B, 9b-B, 9c-B
• Free	9a-D, 9b-D, 9c-D
• Total	
Number of Special Milk Program operating days	Not reported on FNS-10 ^a
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	12b-F
- SBP	12b-I
- SBP (severe need only)	12b-J
• Enrollment for each private school operating each program each month:	
- NSLP	13b-F
- SBP	13b-I
- SBP (severe need only)	13b-J
• Enrollment for each RCCI operating each program each month:	
- NSLP	14b-F
- SBP	14b-I
- SBP (severe need only)	14b-J
Number of children in each school approved for:	
• Free lunches	15a-F
• Reduced-price lunches	15b-F
FNS-10 remarks (monthly, March through September)	
Indicator of whether school or site provided meals/snacks through ⁹	
• NSLP/SBP	18
• SSO	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	

Data element	Item number on FNS-10
SFA name	
SFA ID number	
<p>^aPlease also provide program operating days per month, if these data are available.</p>	
<p>^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.</p>	
<p>^cAn SFA certified for "performance-based" reimbursement earns an additional per-lunch reimbursement of 7 cents, adjusted annually.</p>	
<p>^dInclude all free snacks reported in item 5d-B</p>	
<p>^eInclude severe need.</p>	
<p>^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.</p>	
<p>^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.</p>	

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	5a-A
• Free	5a-B
• Reduced-price	5a-C
• Total	5a-D
• Average daily lunches served	5a-E
Average number of NSLP operating days	Not reported on FNS-10 ^a
Number of reimbursable lunches served that qualify district for additional payment ^b	5b1-D
Number of reimbursable lunches served in districts certified for performance-based reimbursements ^c	5b2-D
Number of afterschool snacks served, by reimbursement category	
• Paid	5c-A
• Free ^d	5c-B
• Reduced-price	5c-C
• Total	5c-D
• Average daily snacks served	5c-E
Total free afterschool snacks served in area eligible schools and sites	5d-B
Number of breakfasts served, by reimbursement category ^e	
• Paid	6-A
• Free	6-B
• Reduced-price	6-C
• Total	6-D
• Average daily breakfasts served	6-E
Average number of SBP operating days	Not reported on FNS-10 ^a
Number of severe-need reimbursable breakfasts served, by reimbursement category	
• Free	7-B
• Reduced-price	7-C
• Total	7-D
• Average daily severe-need reimbursable breakfasts served	7-E
Number of half pints served in the Special Milk Program, and reimbursement category ^f	
• Schools ^g	9a-A
- Paid	9a-B
- Free	9a-D
- Total	
• Nonresidential Child Care Institutions	9b-A
- Paid	9b-B
- Free	9b-D
- Total	
• Summer camps	
- Paid	9c-A

Data element	Item number on FNS-10
- Free	9c-B
- Total	9c-D
Average number of Special Milk Program operating days	Not reported on FNS-10 ^a
FNS-10 Part B (October)	
Number of lunches served in private schools, by reimbursement category	
• Paid	10a-A
• Free	10a-B
• Reduced-price	10a-C
• Total	10a-D
• Average daily lunches served	10a-E
Number of afterschool snacks served in private schools, by reimbursement category	
• Paid	10b-A
• Free ^h	10b-B
• Reduced-price	10b-C
• Total	10b-D
• Average daily snacks served	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 category ^e	
• Paid	10d-A
• Free	10d-B
• Reduced-price	10d-C
• Total	10d-D
• Average daily breakfasts served	10d-E
Number of severe-need breakfasts served in private schools, by reimbursement category	
• Free	10e-B
• Reduced-price	10e-C
• Total	10e-D
• Average daily severe-need reimbursable breakfasts served	10e-E
Number of lunches served in Residential Child Care Institutions (RCCIs), by reimbursement category	
• Paid	11a-A
• Free	11a-B
• Reduced-price	11a-C
• Total	11a-D
• Average daily lunches served	11a-E
Number of snacks served in RCCIs, by reimbursement category	
• Paid	11b-A
• Free	11b-B
• Reduced-price	11b-C
• Total	11b-D
• Average daily snacks served	11b-E
Number of breakfasts served in RCCIs, by reimbursement category ^e	
• Paid	11c-A
• Free	11c-B

Data element	Item number on FNS-10
• Reduced-price	11c-C
• Total	11c-D
• Average daily breakfasts served	11c-E
Number of severe-need breakfasts served in RCCIs, by reimbursement category	
• Free	11d-B
• Reduced-price	11d-C
• Total	11d-D
• Average daily severe-need reimbursable breakfasts served	11d-E
Number of public schools operating a program in October, and enrollment	
• NSLP	12a-F
- Enrollment	12b-F
• NSLP snacks (all schools and sites)	12a-G
• NSLP snacks (area eligible schools only)	12a-H
• SBP (including severe need)	12a-I
- Enrollment	12b-I
• SBP (severe need only)	12a-J
- Enrollment	12b-J
• Special Milk Program	12a-L
Number of private schools operating a program in October, and enrollment	
• NSLP	13a-F
- Enrollment	13b-F
• NSLP snacks (all schools and sites)	13a-G
• NSLP snacks (area eligible schools only)	13a-H
• SBP (including severe need)	13a-I
- Enrollment	13b-I
• SBP (severe need only)	13a-J
- Enrollment	13b-J
• Special Milk Program	13a-L
Number of RCCIs operating a program in October, and enrollment	
• NSLP	14a-F
- Enrollment	14b-F
• NSLP snacks (all schools and sites)	14a-G
• NSLP snacks (area eligible schools only)	14a-H
• SBP (including severe need)	14a-I
- Enrollment	14b-I
• SBP (severe need only)	14a-J
- Enrollment	14b-J
• Special Milk Program	14a-L
Number of children approved for	
• Free lunches	15a-F
• Reduced-price lunches	15b-F
Number of nonresidential child care institutions operating the Special Milk Program in October ^f	
Number of summer camps operating the Special Milk Program for the month of July only ^f	
17-L	
FNS-10 remarks (monthly, March through September)	

Data element	Item number on FNS-10
Number of schools or sites, by type, that provided meals and/or snacks through ⁱ	
• NSLP/SBP	18
• SSO	18
Other information to include with all data	
Name	
ID number	
City	
Zip code	Not reported on FNS-10
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.