**Appendix D.2**

**FNS-418 Administrative Data Request**

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

Request for Site-Level FNS-418 Data

We are asking each State to provide site-level administrative records data based on the data your State submitted for the FNS-418, Report of the Summer Food Service Program for Children, for March 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.

Please provide the FNS-418 Report of the Summer Food Service Program for Children at the site level for March through September 2020. Table 1 at the end of this document shows all the data elements we are requesting for each site. Although some of these data are reported to FNS annually, we are requesting monthly data for each section of the FNS-418 form.

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-418 data, for each site please provide:

* Site name
* Site ID number
* Site City
* Site zip code
* Indicator of whether the site is a self-prep/rural site or “other” site
* Sponsor name
* Sponsor ID number
* Indicator of whether the sponsor is a school, government, residential camp, national youth sports program, or non-profit private sponsor
* Indicator of whether site operates as an open or closed site
* Indicator of whether the site was established under the Area Eligibility Waiver

Data delivery timeline

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

Data delivery and storage

We will provide a secure data transfer site to receive the data file(s). 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 site

|  |  |
| --- | --- |
| Data element (monthly, March – September) | Item number on FNS-418 |
| FNS-418 Part A | |
| For each site   * Number of breakfasts served * Number of lunches served * Number of suppers served * Number of supplements served | 5-A, 5-B  8-A, 8-B  11-A, 11-B  14-A, 14-B |
| FNS-418 Part B | |
| For each site eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served | 24 |
| FNS-418 Part D | |
| Average daily attendance for each site | 33 |
| Number of SFSP operating days | Not reported on FNS-418a |
| FNS-418 remarks | |
| Indicator of whether site operated under a COVID-19 waiverb | 34 |
| Other information to include with all data | |
| Site name | Not reported on FNS-418 |
| Site ID number |
| Site city |
| Site zip code |
| Indicator of whether the site is a self-prep/rural site or “other” site |
| Indicator of whether site operates as an open or closed site |
| Indicator of whether the site was established under the Area Eligibility Waiver |
| Sponsor name |
| Sponsor ID number |
| Indicator of whether the sponsor is a school, government, residential camp, national youth sports program, or non-profit private sponsor |

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

bFNS memo SP-16-2020, CACFP 10-2020, SFSP 09-2020 requires that this information be provided in the remarks section of the FNS-418 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 Sponsor-Level FNS-418 Data

We are asking each State to provide administrative records data based on the data your State submitted for the FNS-418, Report of the Summer Food Service Program for Children, for March 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 site-level data to provide sponsor-level data.

Data request

Please provide the FNS-418 Report of the Summer Food Service Program for Children at the sponsor level for March through September 2020. Table 1 at the end of this document shows all the data elements we are requesting for each sponsor. Although some of these data are reported to FNS annually, we are requesting monthly data for each section of the FNS-418 form.

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-418 data, for each sponsor please provide:

* Name
* ID number
* City
* Zip code
* Indicator of whether the sponsor is a school, government, residential camp, national youth sports program, or non-profit private sponsor
* Count of sites operating as open or closed sites
* Count of sites established under the Area Eligibility Waiver

Data delivery timeline

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

Data delivery and storage

We will provide a secure data transfer site to receive the data file(s). 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 sponsor

|  |  |
| --- | --- |
| Data element (monthly, March – September) | Item number on FNS-418 |
| FNS-418 Part A | |
| For each sponsor   * Number of breakfasts served * Self-prep/rural sites * Other sites * Number of lunches served * Self-prep/rural sites * Other sites * Number of suppers served * Self-prep/rural sites * Other sites * Number of supplements served * Self-prep/rural sites * Other sites | 5-A  5-B  8-A  8-B  11-A  11-B  14-A  14-B |
| FNS-418 Part B | |
| For each sponsor eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served | 24 |
| FNS-418 Part D | |
| Number of sites operated by each sponsor | 31 |
| For non-profit private sponsors: Number of rural sites | 32 |
| Average daily attendance for each sponsor | 33 |
| Average number of SFSP operating days for each sponsor | Not reported on FNS-418a |
| FNS-418 remarks | |
| Number of sites operating under COVID-19 waiversb | 34 |
| Other information to include with all data | |
| Name | Not reported on FNS-418 |
| ID number |
| City |
| Zip code |
| Indicator of whether the sponsor is a school, government, residential camp, national youth sports program, or non-profit private sponsor |
| Count of sites operating as open or closed sites |
| Count of sites established under the Area Eligibility Waiver |

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

bFNS memo SP-16-2020, CACFP 10-2020, SFSP 09-2020 requires that this information be provided in the remarks section of the FNS-418 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.