

**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.

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 4 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.

## 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
<b>FNS-418 Part A</b>	
For each site	
• Number of breakfasts served	5-A, 5-B
• Number of lunches served	8-A, 8-B
• Number of suppers served	11-A, 11-B
• Number of supplements served	14-A, 14-B
<b>FNS-418 Part B</b>	
For each site eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served	24
<b>FNS-418 Part D</b>	
Average daily attendance for each site	33
Number of SFSP operating days	Not reported on FNS-418 <sup>a</sup>
<b>FNS-418 remarks</b>	
Indicator of whether site operated under a COVID-19 waiver <sup>b</sup>	34
<b>Other information to include with all data</b>	
Site name	
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	Not reported on FNS-418
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	

<sup>a</sup>Please also provide program operating days per month, if these data are available.

<sup>b</sup>FNS 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
<b>FNS-418 Part A</b>	
For each sponsor	
• Number of breakfasts served	
- Self-prep/rural sites	5-A
- Other sites	5-B
• Number of lunches served	
- Self-prep/rural sites	8-A
- Other sites	8-B
• Number of suppers served	
- Self-prep/rural sites	11-A
- Other sites	11-B
• Number of supplements served	
- Self-prep/rural sites	14-A
- Other sites	14-B
<b>FNS-418 Part B</b>	
For each sponsor eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served	24
<b>FNS-418 Part D</b>	
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-418 <sup>a</sup>
<b>FNS-418 remarks</b>	
Number of sites operating under COVID-19 waivers <sup>b</sup>	34
<b>Other information to include with all data</b>	
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	Not reported on FNS-418
Count of sites operating as open or closed sites	
Count of sites established under the Area Eligibility Waiver	

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

<sup>b</sup>FNS 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.