**Appendix D.3**

**FNS-44 Administrative Data Request**

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

Request for Outlet-Level FNS-44 Data

We are requesting outlet-level administrative records data based on the data your State submitted for the FNS-44, Report of the Child and Adult Care Food Program, for March through September 2020. Providing these data, along with the other administrative and survey data requested in 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. This study is focused on Child Nutrition programs, and therefore, we are not requesting data on CACFP meals and snacks served in adult day care centers. We are asking States that are unable to provide outlet-level data to provide institution-level data.

Key Definitions:

An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served.

An institution is any independent center or sponsoring organization of day care homes, child care centers, at-risk afterschool care centers, outside-school-hours care centers, emergency shelters, or adult day care centers which enters into an agreement with the State agency to assume final administrative and financial responsibility for program operations.

Data request

Please provide the FNS-44 Report of the Child and Adult Care Food Program data at the outlet level for March through September 2020. Table 1 at the end of this document shows all the data elements we are requesting for each outlet. Although some of these data are reported to FNS quarterly or annually, we are requesting monthly data for each section of the FNS-44 form (A through E).

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-44 data, for each outlet please provide:

* Outlet name
* Outlet ID number
* Outlet city
* Outlet zip code
* Indicator of whether the outlet is a for-profit child care center, outside school hours child care center, Head Start center, at-risk afterschool care center, emergency shelter, Tier I day care home, Tier II all higher day care home, Tier II all lower day care home, or Tier II mixed day care home
* Institution name
* Institution ID number

Data delivery timeline

Please provide the data file(s) 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 outlet

| Data element (monthly, March – September) | Item number on FNS-44 |
| --- | --- |
| FNS-44 Part B | |
| Average daily attendance | 10-A, 10-B1, 10-B2 |
| Number of CACFP operating days | Not reported on FNS-44a |
| FNS-44 Part C |  |
| Average daily attendance | 13-A, 13-B, 13-C, 13-D, 13-E |
| Number of CACFP operating days | Not reported on FNS-44a |
| FNS-44 Part Db | |
| Total number of lunches and suppers served during the month in each center and home receiving USDA Foods assistance   * Child care centers * Cash-in-lieu assistance * Entitlement USDA Foods assistance * Day care homes * Cash-in-lieu assistance * Entitlement USDA Foods assistance | 21-A  21-B  21-C  21-D |
| FNS-44 Part E | |
| Number of breakfasts served   * Free * Reduced * Paid | 22-A1, 22-A2, 22-B  25-A1  28-A1 |
| Number of lunches served   * Free * Reduced * Paid | 31-A1, 31-A2, 31-B  34-A1  37-A1 |
| Number of suppers served   * Free * Reduced * Paid | 40-A1, 40-A2, 40-B  43-A1  46-A1 |
| Number of snacks served   * Free * Reduced * Paid | 49-A1, 49-A2, 49-B  52-A1  55-A1 |
| Total meals free | 58 |
| Total meals reduced | 59 |
| Total meals paid | 60 |
| **FNS-44 remarks** |  |
| Indicator of whether center-based site offeredc:   * Childcare * Meals only   Indicator of whether home-based site offered:   * Childcare * Meals only | Remarks  Remarks  Remarks  Remarks |
| Other information to include with all data | |
| Outlet name | Not reported on FNS-44 |
| Outlet ID number |
| Outlet city |
| Outlet zip code |
| Indicator of whether the outlet is a for-profit child care center, outside school hours child care center, Head Start center, at-risk afterschool care center, emergency shelter, Tier I day care home, Tier II all higher day care home, Tier II all lower day care home, or Tier II mixed day care home |
| Institution name |
| Institution ID number |

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

bExclude data elements for Part D if State agency receives only cash in lieu of USDA Foods.

cFNS memo SP-16-2020, CACFP 10-2020, SFSP 09-2020 requires that this information be provided in the remarks section of the FNS-44 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 Institution-Level FNS-44 Data

We are requesting administrative records data based on the data your State submitted for the FNS-44, Report of the Child and Adult Care Food Program, 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. This study is focused on Child Nutrition programs, and therefore, we are not requesting data on CACFP meals and snacks served in adult day care centers. We are asking States that are unable to provide outlet-level data to provide institution-level data.

Key Definitions:

An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served.

An institution is any independent center or sponsoring organization of day care homes, child care centers, at-risk afterschool care centers, outside-school-hours care centers, emergency shelters, or adult day care centers which enters into an agreement with the State agency to assume final administrative and financial responsibility for program operations.

Data request

Please provide the FNS-44 Report of the Child and Adult Care Food Program data at the institution level for March through September 2020. Table 1 at the end of this document shows all the data elements we are requesting for each institution. Although some of these data are reported to FNS quarterly or annually, we are requesting monthly data for each section of the FNS-44 form (A through E).

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-44 data, for each institution please provide:

* Name
* ID number
* City
* Zip code

Data delivery timeline

Please provide the data file(s) 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. 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 institution

| Data element (Monthly, March – September) | Item number on FNS-44 |
| --- | --- |
| FNS-44 Part A | |
| Number of day care homes administered by sponsoring organization | 6-A, 6-B, 6-C, 6-D |
| FNS-44 Part B | |
| Number of outlets   * Child care centers only * Day care homes only * Tier I * Tier II All Higher * Centers & homes * Tier II All Lower * Tier II Mixed | 9-A  9-B1  9-B1  9-B2  9-B2 |
| Average daily attendance of outlets reported on line 9   * Child care centers only * Day care homes only * Tier I * Tier II All Higher * Centers & homes * Tier II All Lower * Tier II Mixed | 10-A  10-B1  10-B1  10-B2  10-B2 |
| Average number of CACFP operating days | Not reported on FNS-44a |
| FNS-44 Part C | |
| Number of outlets   * For-profit centers * Outside school-hours care centers * Head Start centers * At-risk afterschool * Emergency shelters | 12-A  12-B  12-C  12-D  12-E |
| Average daily attendance of outlets reported on line 12   * For-profit centers * Outside school-hours care centers * Head Start centers * At-risk afterschool * Emergency shelters | 13-A  13-B  13-C  13-D  13-E |
| Average number of CACFP operating days | Not reported on FNS-44a |
|  |  |
| FNS-44 Part Db | |
| Total number of lunches and suppers served during the month in centers and homes receiving USDA Foods assistance   * Child care centers * Cash-in-lieu assistance * Entitlement USDA Foods assistance * Day care homes * Cash-in-lieu assistance * Entitlement USDA Foods assistance | 21-A  21-B  21-C  21-D |
| FNS-44 Part E | |
| Breakfasts   * Free * Child care centers * All child care centers, including at-risk * At-risk only * Day care homes * Tier I * Tier II, Higher * Tier II, Lower * Reduced * All child care centers, including at-risk * Paid * All child care centers, including at-risk | 22-A1  22-A2  22-B  22-B  22-B  25-A1  28-A1 |
| Lunches   * Free * Child care centers * All child care centers, including at-risk * At-risk only * Day care homes * Tier I * Tier II, Higher * Tier II, Lower * Reduced * Paid | 31-A1  31-A2  31-B  31-B  31-B  34-A  37-A |
| Suppers   * Free * Child care centers * All child care centers, including at-risk * At-risk only * Day care homes * Tier I * Tier II, Higher * Tier II, Lower * Reduced * Paid | 40-A1  40-A2  40-B  40-B  40-B  43-A1  46-A1 |
| Snacks   * Free * Child care centers * All child care centers, including at-risk * At-risk only * Day care homes * Tier I * Tier II, Higher * Tier II, Lower * Reduced * Paid | 49-A1  49-A2  49-B  49-B  49-B  52-A  55-A |
| Total meals free   * All child care centers, including At-Risk * At-Risk child care centers only * Tier I day care homes * Tier II Higher day care homes * Tier II Lower day care homes | 58-A1  58-A2  58-B  58-B  58-B |
| Total meals reduced   * All child care centers | 59-A |
| Total meals paid   * All child care centers | 60-A |
| **FNS-44 remarks** |  |
| Number of center-based sites that offeredc,d   * Childcare * Meals only   Number of home-based sites that offered   * Childcare * Meals only | Remarks  Remarks  Remarks  Remarks |
| Other information to include with all data | |
| Name | Not reported on FNS-44 |
| ID number |
| City |
| Zip code |

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

bExclude data elements for Part D if State agency receives only cash in lieu of USDA Foods.

cFNS memo SP-16-2020, CACFP 10-2020, SFSP 09-2020 requires that this information be provided in the remarks section of the FNS-44 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.

dIf possible, please provide the number of centers by type (as reported in Part C item 12).