

**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

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.

- 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
<b>FNS-44 Part B</b>	
Average daily attendance	10-A, 10-B1, 10-B2
Number of CACFP operating days	Not reported on FNS-44 <sup>a</sup>
<b>FNS-44 Part C</b>	
Average daily attendance	13-A, 13-B, 13-C, 13-D, 13-E
Number of CACFP operating days	Not reported on FNS-44 <sup>a</sup>
<b>FNS-44 Part D<sup>b</sup></b>	
Total number of lunches and suppers served during the month in each center and home receiving USDA Foods assistance	
<ul style="list-style-type: none"> <li>• Child care centers           <ul style="list-style-type: none"> <li>- Cash-in-lieu assistance</li> <li>- Entitlement USDA Foods assistance</li> </ul> </li> <li>• Day care homes           <ul style="list-style-type: none"> <li>- Cash-in-lieu assistance</li> <li>- Entitlement USDA Foods assistance</li> </ul> </li> </ul>	
	21-A
	21-B
	21-C
	21-D
<b>FNS-44 Part E</b>	
Number of breakfasts served	
<ul style="list-style-type: none"> <li>• Free</li> <li>• Reduced</li> <li>• Paid</li> </ul>	22-A1, 22-A2, 22-B
	25-A1
	28-A1
Number of lunches served	
<ul style="list-style-type: none"> <li>• Free</li> <li>• Reduced</li> <li>• Paid</li> </ul>	31-A1, 31-A2, 31-B
	34-A1
	37-A1
Number of suppers served	
<ul style="list-style-type: none"> <li>• Free</li> </ul>	40-A1, 40-A2, 40-B

Data element (monthly, March – September)	Item number on FNS-44
<ul style="list-style-type: none"> <li>Reduced</li> </ul>	43-A1
<ul style="list-style-type: none"> <li>Paid</li> </ul>	46-A1
Number of snacks served	
<ul style="list-style-type: none"> <li>Free</li> </ul>	49-A1, 49-A2, 49-B
<ul style="list-style-type: none"> <li>Reduced</li> </ul>	52-A1
<ul style="list-style-type: none"> <li>Paid</li> </ul>	55-A1
Total meals free	58
Total meals reduced	59
Total meals paid	60

**FNS-44 remarks**

Indicator of whether center-based site offered <sup>c</sup> :	
<ul style="list-style-type: none"> <li>Childcare</li> </ul>	Remarks
<ul style="list-style-type: none"> <li>Meals only</li> </ul>	Remarks
Indicator of whether home-based site offered:	
<ul style="list-style-type: none"> <li>Childcare</li> </ul>	Remarks
<ul style="list-style-type: none"> <li>Meals only</li> </ul>	Remarks

**Other information to include with all data**

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	Not reported on FNS-44
Institution name	
Institution ID number	

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

<sup>b</sup>Exclude data elements for Part D if State agency receives only cash in lieu of USDA Foods.

<sup>c</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-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
<b>FNS-44 Part A</b>	
Number of day care homes administered by sponsoring organization	6-A, 6-B, 6-C, 6-D
<b>FNS-44 Part B</b>	
Number of outlets	
• Child care centers only	9-A
• Day care homes only	
- Tier I	9-B1
- Tier II All Higher	9-B1
• Centers & homes	
- Tier II All Lower	9-B2
- Tier II Mixed	9-B2
Average daily attendance of outlets reported on line 9	
• Child care centers only	10-A
• Day care homes only	
- Tier I	10-B1
- Tier II All Higher	10-B1
• Centers & homes	
- Tier II All Lower	10-B2
- Tier II Mixed	10-B2
Average number of CACFP operating days	Not reported on FNS-44 <sup>a</sup>
<b>FNS-44 Part C</b>	
Number of outlets	
• For-profit centers	12-A
• Outside school-hours care centers	12-B
• Head Start centers	12-C
• At-risk afterschool	12-D
• Emergency shelters	12-E
Average daily attendance of outlets reported on line 12	
• For-profit centers	13-A
• Outside school-hours care centers	13-B
• Head Start centers	13-C
• At-risk afterschool	13-D
• Emergency shelters	13-E
Average number of CACFP operating days	Not reported on FNS-44 <sup>a</sup>

**FNS-44 Part D<sup>b</sup>**

Data element (Monthly, March – September)	Item number on FNS-44
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	21-A
- Entitlement USDA Foods assistance	21-B
• Day care homes	
- Cash-in-lieu assistance	21-C
- Entitlement USDA Foods assistance	21-D
<b>FNS-44 Part E</b>	
Breakfasts	
• Free	
- Child care centers	
▪ All child care centers, including at-risk	22-A1
▪ At-risk only	22-A2
- Day care homes	
▪ Tier I	22-B
▪ Tier II, Higher	22-B
▪ Tier II, Lower	22-B
• Reduced	
- All child care centers, including at-risk	25-A1
• Paid	
- All child care centers, including at-risk	28-A1
Lunches	
• Free	
- Child care centers	
▪ All child care centers, including at-risk	31-A1
▪ At-risk only	31-A2
- Day care homes	
▪ Tier I	31-B
▪ Tier II, Higher	31-B
▪ Tier II, Lower	31-B
• Reduced	34-A
• Paid	37-A
Suppers	
• Free	
- Child care centers	
▪ All child care centers, including at-risk	40-A1
▪ At-risk only	40-A2
- Day care homes	
▪ Tier I	40-B
▪ Tier II, Higher	40-B
▪ Tier II, Lower	40-B
• Reduced	43-A1
• Paid	46-A1
Snacks	
• Free	

Data element (Monthly, March – September)	Item number on FNS-44
- Child care centers	
▪ All child care centers, including at-risk	49-A1
▪ At-risk only	49-A2
- Day care homes	
▪ Tier I	49-B
▪ Tier II, Higher	49-B
▪ Tier II, Lower	49-B
• Reduced	52-A
• Paid	55-A
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Total meals free	
• All child care centers, including At-Risk	58-A1
• At-Risk child care centers only	58-A2
• Tier I day care homes	58-B
• Tier II Higher day care homes	58-B
• Tier II Lower day care homes	58-B
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Total meals reduced	
• All child care centers	59-A
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Total meals paid	
• All child care centers	60-A

**FNS-44 remarks**

Number of center-based sites that offered <sup>c,d</sup>	
• Childcare	Remarks
• Meals only	Remarks
Number of home-based sites that offered	
• Childcare	Remarks
• Meals only	Remarks

**Other information to include with all data**

Name	
ID number	
City	Not reported on FNS-44
Zip code	

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

<sup>b</sup>Exclude data elements for Part D if State agency receives only cash in lieu of USDA Foods.

<sup>c</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-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.

<sup>d</sup>If possible, please provide the number of centers by type (as reported in Part C item 12).