**Appendix E.3
FNS-44 Administrative Data Request for FY 2021 and FY 2022**

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.

**Exhibit D: Request for Outlet-Level FNS-44 Data**

We are requesting outlet[[1]](#footnote-1)-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 Federal fiscal year (FY) [2021/2022] (October [2020/2021] through September [2021/2022]). 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.

Data request

Please provide the FNS-44 Report of the Child and Adult Care Food Program data at the outlet level for FY [2021/2022]. 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[[2]](#footnote-2) name
* Institution ID number

Data delivery timeline

Please provide the data file(s) for FY [2021/2022] by March 31, [2022/2023].

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) | 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 centersCash-in-lieu assistanceEntitlement USDA Foods assistanceDay care homesCash-in-lieu assistanceEntitlement USDA Foods assistance | 21-A21-B21-C21-D |
| **FNS-44 Part E** |
| Number of breakfasts servedFree ReducedPaid | 22-A1, 22-A2, 22-B25-A128-A1 |
| Number of lunches servedFree ReducedPaid | 31-A1, 31-A2, 31-B34-A137-A1 |
| Number of suppers servedFree ReducedPaid | 40-A1, 40-A2, 40-B43-A146-A1 |
| Number of snacks servedFree ReducedPaid | 49-A1, 49-A2, 49-B52-A155-A1 |
| Total meals free | 58 |
| Total meals reduced | 59 |
| Total meals paid | 60 |
| **FNS-44 remarksc** |  |
| Center-based sites that offered childcareCenter-based sites that offered meals onlyCenter-based sites that offered at-risk meals under the area eligibility waiverHome-based sites that offered childcareHome-based sites that offered meals only | RemarksRemarksRemarksRemarksRemarks |
| **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 02-2021, CACFP 02-2021, SFSP 02-2021 requires that this information be provided in the remarks section of the FNS-44 for the monthly data collections. We are requesting these data for each month, if available.

**Exhibit D: 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 Federal fiscal year (FY) [2021/2022] (October [2020/2021] through September [2021/2022]). 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[[3]](#footnote-3)-level data to provide institution[[4]](#footnote-4)-level data.

Data request

Please provide the FNS-44 Report of the Child and Adult Care Food Program data at the institution level for FY [2021/2022]. 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 FY [2021/2022] by March 31, [2022/2023].

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) | 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 outletsChild care centers onlyDay care homes onlyTier ITier II All HigherCenters & homesTier II All LowerTier II Mixed | 9-A9-B19-B19-B29-B2 |
| Average daily attendance of outlets reported on line 9Child care centers onlyDay care homes onlyTier ITier II All HigherCenters & homesTier II All LowerTier II Mixed | 10-A10-B110-B110-B210-B2 |
| Average number of CACFP operating days | Not reported on FNS-44a |
| **FNS-44 Part C** |
| Number of outletsFor-profit centersOutside school-hours care centersHead Start centersAt-risk afterschoolEmergency shelters | 12-A12-B12-C12-D12-E |
| Average daily attendance of outlets reported on line 12For-profit centersOutside school-hours care centersHead Start centersAt-risk afterschoolEmergency shelters | 13-A13-B13-C13-D13-E |
| Average number of CACFP operating days | Not reported on FNS-44a |

| Data element (monthly) | Item number on FNS-44 |
| --- | --- |
| **FNS-44 Part Db** |
| Total number of lunches and suppers served during the month in centers and homes receiving USDA Foods assistance Child care centersCash-in-lieu assistanceEntitlement USDA Foods assistanceDay care homesCash-in-lieu assistanceEntitlement USDA Foods assistance | 21-A21-B21-C21-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

ReducedAll child care centers, including at-riskPaidAll child care centers, including at-risk | 22-A122-A222-B22-B22-B25-A128-A1 |
| LunchesFree Child care centers* All child care centers, including at-risk
* At-risk only

Day care homes* Tier I
* Tier II, Higher
* Tier II, Lower

ReducedPaid | 31-A131-A231-B31-B31-B34-A37-A |
| SuppersFree 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-A140-A240-B40-B40-B43-A146-A1 |
| SnacksFree Child care centers* All child care centers, including at-risk
* At-risk only

Day care homes* Tier I
* Tier II, Higher
* Tier II, Lower

ReducedPaid | 49-A149-A249-B49-B49-B52-A55-A |
| Total meals freeAll child care centers, including At-RiskAt-Risk child care centers onlyTier I day care homesTier II Higher day care homesTier II Lower day care homes | 58-A158-A258-B58-B58-B |
| Total meals reducedAll child care centers | 59-A |
| Total meals paidAll child care centers | 60-A |
| **FNS-44 remarksc** |  |
| Number of center-based sites that offeredd childcaremeals onlyat-risk meals under the area eligibility waiverNumber of home-based sites that offeredchildcaremeals only | RemarksRemarksRemarksRemarksRemarks |
| **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 02-2021, CACFP 02-2021, SFSP 02-2021 requires that this information be provided in the remarks section of the FNS-44 for the monthly data collections. We are requesting these data for each month, if available.

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

1. An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)