

**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<sup>1</sup>-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<sup>2</sup> name
- Institution ID number

The Food and Nutrition Service (FNS) is collecting this information to understand how the COVID-19 pandemic has affected school food authority (SFA) operations and finances and to satisfy State agencies' congressionally mandated reporting requirements for the COVID-19 nationwide waivers pursuant to section 2202 of the Families First Coronavirus Response Act (P.L. 116-127). This is a mandatory collection for State agencies and SFAs. FNS will use the information to assess how the waivers improved services to children and to inform FNS planning, policy, and guidance related to State and local food service operations. Because the personally identifiable information collected is not shared with other agencies, you do not need to obtain a separate agreement with the State agency to assume financial administrative and financial responsibility for program operations.

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

<sup>2</sup> An institution is an 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 apply. If an institution 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.

## 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
<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	
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>	
Number of breakfasts served	
Free	22-A1, 22-A2, 22-B
Reduced	25-A1
Paid	28-A1
Number of lunches served	
Free	31-A1, 31-A2, 31-B
Reduced	34-A1
Paid	37-A1
Number of suppers served	
Free	40-A1, 40-A2, 40-B
Reduced	43-A1
Paid	46-A1
Number of snacks served	
Free	49-A1, 49-A2, 49-B
Reduced	52-A1
Paid	55-A1
Total meals free	58
Total meals reduced	59

Data element (monthly)	Item number on FNS-44
Total meals paid	60
<b>FNS-44 remarks<sup>c</sup></b>	
Center-based sites that offered childcare	Remarks
Center-based sites that offered meals only	Remarks
Center-based sites that offered at-risk meals under the area eligibility waiver	Remarks
Home-based sites that offered childcare	
Home-based sites that offered meals only	Remarks
	Remarks
<b>Other information to include with all data</b>	
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 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<sup>3</sup>-level data to provide institution<sup>4</sup>-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.

The Food and Nutrition Service (FNS) is collecting this information to understand how the COVID-19 pandemic has affected school food authority (SFA) operations and finances and to satisfy state agencies' congressionally mandated reporting requirements for the COVID-19 nationwide waivers pursuant to section 202 of the Families First Coronavirus Response Act (P.L. 116-127). This is a mandatory collection for State agencies and SFAs. FNS will use the information to assess the impact of the pandemic on school meal service and to inform the development of future policies and programs. 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, and risk reduction centers, all outside school hours (Care centers, day care centers, day care centers, and adult day care centers, which are not subject to the 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.

## Complete list of data elements requested

Table 1. Data elements requested for each institution

Data element (monthly)	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>

Data element (monthly)	Item number on FNS-44
<b>FNS-44 Part D<sup>b</sup></b>	
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	

Data element (monthly)	Item number on FNS-44
<b>Free</b>	
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
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<b>FNS-44 remarks<sup>c</sup></b>	
Number of center-based sites that offered <sup>d</sup> childcare meals only	Remarks
at-risk meals under the area eligibility waiver	Remarks
Number of home-based sites that offered childcare meals only	Remarks
	Remarks
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<b>Other information to include with all data</b>	
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 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.

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