

**Appendix G.5**  
**Telephone meeting advance email and call script**

## **Advance email for telephone call with State Agencies regarding data collection to satisfy Families First Coronavirus Response Act waiver reporting requirements through the School Meals Operations Study**

Subject: Upcoming SMO administrative data request for fiscal year [2020/2021]

Dear [SA CN DIRECTOR]

As you know, Mathematica is conducting the School Meals Operations (SMO) Study under contract with the U.S. Department of Agriculture's Food and Nutrition Service (FNS). SMO is gathering information from States on statutory reporting requirements for the nationwide Child Nutrition (CN) COVID-19 waivers. Thank you for your efforts to complete the previous SMO surveys and administrative data collection[s].

I am reaching out to request dates and times that you are available to discuss the upcoming SMO administrative data request for fiscal year [2021/2022]. We will again be requesting data based on your State's FNS-10, FNS-418, and FNS-44 submissions. I am attaching the MOU we provided to your agency for the fiscal year 2020 collection, as well as the administrative data requests for fiscal year [2021/2022] for us to review together when we meet.

Please let us know what dates and times will work for you to meet in the next week or so.

Thank you in advance for your assistance with this important study!

[SMO State Liaison]

Attachments: FY 2020 MOU; administrative data requests

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's planning, policy, and guidance related to state and local meal service operations. 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 30 minutes (0.5 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.

**Script for telephone call with State Agencies regarding data collection to satisfy Families First Coronavirus Response Act waiver reporting requirements through the School Meals Operations Study**

SCRIPT FOR DIRECT CALL TO SA:

Hello, may I speak with [STATE AGENCY DIRECTOR]?

Hello. This is [NAME] calling from Mathematica. We recently sent you an email about the School Meals Operations (SMO) Study, which is gathering information from States on statutory reporting requirements for the nationwide Child Nutrition (CN) COVID-19 waivers. We asked that you reply with possible dates and times for a telephone call to discuss the study and the related administrative data collection. At this time, we have not yet scheduled this telephone call.

Do you have time now to discuss the study?

- YES (GO TO INTRODUCTIONS)
- NO → When is a convenient time to have this discussion?

DATE: \_\_\_\_\_ TIME \_\_\_\_\_

Thank you. We will call you back then.

IF SA DIRECTOR DECLINES TO PARTICIPATE, DOCUMENT REASONS FOR REFUSAL:

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SCRIPT FOR SCHEDULED CONFERENCE CALL TO SA:

### I. Introductions (5 minutes)

Hello. This is [NAME] at Mathematica. I'm the [TITLE] for this study. My colleague [NAME] is also on the line. S/he is the Study's [TITLE]. Who do we have on the phone call from [STATE]?

STATE MAKES INTRODUCTIONS.

Thank you for your time today. The purpose of this call is to discuss the administrative data collection for the School Meals Operations Study, called SMO, which includes data you report to the Food and Nutrition Service, which I'll refer to as FNS, on the FNS-10, FNS-44, and FNS-418 forms. Thank you for your participation in the previous round(s) of SMO data collection. The goal today is to discuss the [second/third] data collection, which we are referring to as SMO [II/III]. I can also answer any questions you have.

Today, we will review the administrative data request for SMO [II/III], which covers Federal fiscal year (FY) [2021/2022] (October [2020/2021] through September [2021/2022]). We will also review the MOU that we provided to your agency as part of the FY20 SMO collection.

### II. Brief description of SMO Study (5 minutes)

Because the COVID-19 pandemic changed the way that school meals programs operated, with other CN programs such as the Seamless Summer Option (SSO), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP) being used in place of or in combination with the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to provide meals to students, the SMO Study will collect administrative and web survey data from States on each of these programs, as well as web survey data from school food authorities (SFAs) on the programs they operate.

Thank you for participating in the first [and second] round(s) of data collection for the study.

IF SECOND ROUND OF DATA COLLECTION: SMO II includes a State web survey in fall 2021 and an SFA web survey in winter 2021/2022, as well as collection of FY 2021 disaggregated administrative data from States in spring 2022.

IF THIRD ROUND OF DATA COLLECTION: SMO III includes a State web survey in summer 2022 and collection of FY 2022 disaggregated administrative data from States in spring 2023.

Full participation by States in SMO [II/III] will fulfill State's statutory reporting requirements in the Families First Coronavirus Response Act related to the nationwide Child Nutrition COVID-19 waivers used in school year [2020-2021/2021-2022]. These waivers apply to the [NSLP, SBP, SSO, SFSP, and CACFP/NSLP, SBP, SSO, and CACFP]. Do you have any questions given what you just heard?

IF YES, DISCUSS QUESTIONS AND ANSWERS.

Now let's discuss the data collection.

### III. Data collection (10 Minutes)

First, let's discuss the administrative data collection. As in previous year(s), we are asking each State to provide disaggregated data based on the State's FNS-10, FNS-44, and FNS-418 submissions.

We will again provide a secure data transfer site to receive the data file(s). We can accept data in any standard format, so please provide the data in whatever format is easiest for you. For example, you may provide separate files for each month or a single Excel file with separate tabs for each month. We will store the data in a secure project directory where only those working with the data will have access.

**IF SA ADMINISTERS NSLP, SBP, OR SSO (FNS-10 DATA):** We will be requesting school- or site-level data based on the FNS-10 Report of School Program Operations for Federal fiscal year [2021/2022]. This includes data on the NSLP, SBP, SSO, and Special Milk Program for the months of October [2020/2021] through September [2021/2022].

Please turn to Exhibit B in the MOU.

Table 1 at the end of Exhibit B shows all the data elements we are requesting for each school or site. These include (1) Part A data from 90-day reports of actual counts for each operating month in FY 2021, and (2) Part B data for October [2020/2021].

In addition to the FNS-10 data, for each school or site we will ask you to provide the additional data elements listed in Table.1, “Other information to include with all data.”

**IF SECOND YEAR OF DATA COLLECTION OF FY 2021 DATA:** Note that as per the Nationwide Waiver for Selected Child Nutrition Program Reporting Requirements issued on January 7, 2021, we won’t be requesting counts of the number of children approved for free lunches and the number of children approved for reduced-price lunches (data elements 15a and 15b).

Will you be able to provide the data elements listed in Table 1 for each school or site?

IF YES, MOVE TO NEXT RELEVANT FNS FORM.

IF NO, SHARE THE FNS-10 SFA-LEVEL DATA REQUEST.

We are asking States that are unable to provide school- or site-level data to provide SFA-level data for Federal fiscal year (FY) [2021/2022] (October [2020/2021] through September [2021/2022]). These include (1) Part A data from 90-day reports of actual counts for each operating month in FY [2021/2022], and (2) Part B data for October [2020/2021].

Will you be able to provide the data elements listed in Table 1 for each SFA?

IF NO, DOCUMENT REASON.

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Do you have any questions about the request for FNS-10 data?

DISCUSS QUESTIONS AND ANSWERS.

**IF SA ADMINISTERS SFSP (FNS-418 data):** We will be requesting site-level data based on the FNS-418 Report of the Summer Food Service Program for Children (SFSP) for FY [2021/2022], which includes the months of October [2020/2021] through September [2021/2022].

Please turn to Exhibit C in the MOU.

Table 1 at the end of Exhibit C 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.

In addition to the FNS-418 data, for each site we will ask you to provide the additional data elements listed in Table 1, “Other information to include with all data.”

Will you be able to provide the data elements listed in Table 1 for each site?

IF YES, MOVE TO NEXT RELEVANT FNS FORM.

IF NO, SHARE THE SPONSOR-LEVEL FNS-418 DATA REQUEST.

We are asking States that are unable to provide site-level data to provide sponsor-level data for FY [2021/2022]. 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.

Will you be able to provide the data elements listed in Table 1 for each sponsor?

IF NO, DOCUMENT REASON.

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Do you have any questions about the request for FNS-418 data?

DISCUSS QUESTIONS AND ANSWERS.

**IF SA ADMINISTERS CACFP (FNS-44 data):** We will be requesting outlet-level data based on the FNS-44 Report of the Child and Adult Care Food Program for FY [2021/2022], which includes the months of October [2020/2021] through September [2021/2022]. 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.

Please turn to Exhibit D in the MOU.

Table 1 at the end of Exhibit D 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).

In addition to the FNS-44 data, for each outlet we will ask you to provide the additional data elements listed in Table 1, “Other information to include with all data.”

Will you be able to provide the data elements listed in Table 1 for each outlet?

IF YES, MOVE TO SCHEDULE FOR DATA DELIVERY.

IF NO, SHARE THE INSTITUTION-LEVEL FNS-44 DATA REQUEST.

We are asking States that are unable to provide outlet-level data to provide institution-level data 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).

Will you be able to provide the data elements listed in Table 1 for each institution?

IF NO, DOCUMENT REASON.

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Do you have any questions about the request for FNS-44 data?

DISCUSS QUESTIONS AND ANSWERS.

**SCHEDULE FOR DATA DELIVERY:** The administrative data collection is planned to take place from March to May [2022/2023]. We will contact you when it's time to begin data collection. In the meantime, you are welcome to contact us to answer any questions you may have.

**SURVEYS:** In addition to the administrative data collection for SMO, all State Agencies will receive a web-based survey in fall 2021 and summer 2022. These surveys will collect information on the statutory reporting requirements for nationwide CN COVID-19 waivers used in SY 2020-21 and SY 2021-22, respectively. Do you have any questions about the State Agency survey?

Additionally, a nationally representative sample of SFAs will receive a web-based survey that will gather information on COVID-19 pandemic impacts on program operations and SFA finances during SY 2020-2021 and the start of SY 2021-2022. The SFA survey will also be administered in fall 2021. Do you have any questions about the SFA survey?

DISCUSS QUESTIONS AND ANSWERS.

#### IV. MOU With Mathematica (5 Minutes)

**IF AGENCY COMPLETED AN MOU WITH MATHEMATICA:** Now let's discuss the MOU. This is the MOU we previously completed with your agency. As a default, the MOU will remain in full force for the duration of the study. Can you confirm that we are able to proceed with data collection, using the MOU as-is?

IF YES, MOVE TO OPEN DISCUSSION AND NEXT STEPS.

IF NO:

1. What modifications are needed to the MOU to move forward with the next round of data collection?

DOCUMENT MODIFICATIONS NEEDED.

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2. After we modify the MOU, who in your agency should we send it to for completion?

DOCUMENT SA CONTACT.

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**IF AGENCY DID NOT COMPLETE AN MOU WITH MATHEMATICA:** At your direction, we did not previously complete an MOU with your agency for the SMO data collection. Can you confirm that we are able to proceed with the next round of data collection without an MOU?

IF YES, MOVE TO OPEN DISCUSSION AND NEXT STEPS.

IF NO:

1. Who in your agency should we submit the MOU to for review and completion?

DOCUMENT SA CONTACT.

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## V. Open discussion and next steps (5 minutes)

What questions do you have about the SMO study?

DISCUSS QUESTIONS AND ANSWERS.

As previously mentioned, the administrative data collection is planned to take place from March to May [2022/2023]. We will contact you when it's time to begin data collection. In the meantime, you are welcome to contact us with any questions you may have.

Thank you!



## MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (“MOU” or “Agreement”) is entered into and made effective as of [Date] (the “Effective Date”) by and between the [State Agency] (“[agency abbreviation]”) and Mathematica Inc. (“Mathematica”), the prime contractor to the United States Department of Agriculture, Food and Nutrition Service (“FNS”) to facilitate Mathematica’s performance of the *School Meals Operations Study* project under Contract Numbers 12319819A0009 and 12319819F0162, including any modifications or extensions thereof (“SMO Study”). Mathematica and [agency abbreviation] individually are referred to herein as “Party” and collectively, as “Parties.”

In consideration of the mutual promises and covenants contained in this Agreement, and other valuable and good consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following:

### I. BACKGROUND AND LEGAL AUTHORITY

- a. The FNS administers school-based Child Nutrition Programs to ensure that children in low-income families do not go hungry and have access to safe, nutritious foods. To effectively manage these programs—including, but not limited to, the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”)—FNS needs to understand how the programs are operating and needs timely information to inform current and future policy decisions. The SMO Study will provide FNS with a mechanism for collecting data from State Agencies (“SAs”) in a timely and efficient manner. To minimize burden, the SMO Study will include a combination of primary data collection and secondary analysis of existing administrative data to address FNS’s information needs.
- b. FNS has contracted with Mathematica to conduct the SMO Study and to collect administrative records data during the SMO Study period, beginning with data from Federal fiscal year 2020. FNS’s August 21, 2020 memorandum “SP 24-2020, CACFP 13-2020, SFSP 13-2020” informed State Directors of Child Nutrition Programs that FNS is repurposing the SMO Study to collect required information on Child Nutrition waiver activity under Section 2202(d) of the Families First Coronavirus Response Act (“FFCRA”, PL 116-127). According to the memorandum, data collection is scheduled to start in spring 2021, and SA participation will satisfy FFCRA reporting requirements.
- c. Section 305 of the Healthy, Hunger Free Kids Act of 2010 (HHFKA, Public Law 111-296), amended Section 28 of the Richard B. Russell National School Lunch Act (NSLA, 42 U.S.C. 1769i), to require that participants in programs authorized under the HHFKA and the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq) cooperate with contractors acting on behalf of the USDA Secretary in conducting evaluations and studies under those Acts.
- d. As a Federal contractor under contract to FNS, Mathematica is expressly permitted to receive all information obtained through the SMO Study data collection process. See 42 U.S.C. § 1758(b)(6) (A); 7 C.F.R. § 245.6(f)(3). This Agreement describes the roles and responsibilities of Mathematica and [agency abbreviation] throughout the period of performance.

## II. TERM AND TERMINATION

- a. This Agreement is effective as of the date last signed below and shall terminate on the date of completion of the work of the SMO Study. For informational purposes only, it is currently anticipated that the SMO Study will be completed on or around March 28, 2025.
- b. This Agreement is contingent upon approval of the Office of Management and Budget (“OMB”) for the SMO Study’s data collection. Approval is expected in February 2021. In the event that OMB does not grant approval, this Agreement will terminate automatically.
- c. Upon termination of this Agreement, Mathematica shall return or destroy the data described in Exhibit A provided by or on behalf of [agency abbreviation] (the “Study Data”) that Mathematica maintains in its possession, and will confirm in writing this return or destruction, except as provided in this section.
- d. In the event that Mathematica determines that returning or destroying all of the Study Data is infeasible, Mathematica shall provide to [agency abbreviation] notification of the conditions that make the return or destruction infeasible, and shall extend the protections of this Agreement to such Study Data, and limit further uses and disclosures of such Study Data to those purposes that make return or destruction infeasible, for so long as Mathematica maintains such Study Data.

## III. DATA COLLECTION ACTIVITIES

- e. A detailed description of the data collection activities is contained in the Study Roles and Expectations document, attached hereto as Exhibit A and incorporated herein by reference.

## IV. CONFIDENTIALITY

- f. Mathematica shall maintain the confidentiality of the Study Data and shall use the Study Data only for purposes of the SMO Study, as specified in this Agreement or as may otherwise be required by law. In the event [agency abbreviation] directs Mathematica to interface with its vendor for the acquisition of Study Data, [agency abbreviation] hereby consents to Mathematica receiving such Study Data directly from its vendor.
- g. Mathematica shall only disclose the Study Data to those of its employees, agents, consultants, or subcontractors who need access to the information in order to perform the SMO Study (the “Mathematica Study Team”).
- h. Mathematica and the Mathematica Study Team shall protect the confidentiality of the Study Data in accordance with applicable provisions of Federal, State, and local laws, rules and regulations. Mathematica agrees to use appropriate administrative, technical, and physical safeguards to protect the Study Data from any unauthorized use or disclosure not provided for in this Agreement. These confidentiality and nondisclosure obligations shall not apply to information that is or becomes public through no breach of this Agreement, that is received from a third party, or that is required by law to be disclosed.
- i. At the conclusion of the SMO Study, Mathematica will create a data archive that may be made available as a restricted-use or public-use data file (as required by its contract with FNS) The data files will include all primary and extant data gathered during the SMO Study. The following information will not be included in the dataset: the names or any individually identifiable information, of the individuals included in the SMO Study sample, or school or district

identifiers. Pursuant to the terms of Mathematica's contract with FNS, FNS will approve Mathematica's de-identification methods.

**V. ADDITIONAL PROVISIONS**

- j. This Agreement may be modified or amended, provided that any such modification or amendment is in writing and is signed by the Parties. It is agreed, however, that any amendments to laws, rules, or regulations cited herein will result in the correlative modification of this Agreement, without the necessity for executing written amendment.
- k. Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either Party without the prior express written consent of the other Party.
- l. All terms and conditions of this Agreement are embodied herein. No other terms and conditions will be considered a part of this Agreement unless expressly agreed upon in writing and signed by both Parties.
- m. The [agency abbreviation] shall not have any liability or responsibility for errors or omissions in or any decisions made by Mathematica in reliance upon any information provided by [agency abbreviation].
- n. Mathematica shall notify [agency abbreviation] promptly upon confirmation of any unauthorized use or disclosure of Study Data obtained under this Agreement and will cooperate with [agency abbreviation] in every reasonable way to regain control of such information, mitigate the consequences of its disclosure, and prevent its further unauthorized use.
- o. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given when delivered by hand, sent by courier or other express mail service, postage prepaid, or transmitted by facsimile or e-mail addressed to a Party at the address identified in this Agreement.
- p. If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable, such provision shall be interpreted to the maximum extent to which it is valid and enforceable, all as determined by such court in such action, and the remaining provisions of Agreement will continue in full force and effect without being impaired or invalidated in any way.
- q. This Agreement constitutes the Parties' entire Agreement with respect to the subject matter hereof and supersedes any and all prior statements or agreements, both written and oral.

**VI. KEY CONTACTS**

- r. Mathematica contacts

For any technical questions related to the SMO Study or data collection process, contact the SMO Study director:

Rachel Frisk  
Mathematica Inc.  
1100 1st Street NE, 12th Floor  
Washington, DC 20002  
Email: RFrisk@mathematica-mpr.com

For any notices or legal notifications regarding this Agreement, submit notices to:

Pamela L. Tapscott  
Vice President and Director of Contract Operations  
Mathematica Inc.  
1100 1st Street NE, 12th Floor  
Washington, DC 20002  
Fax (202) 863-1763  
Email: Contracts@Mathematica-mpr.com

- s. [agency abbreviation] key contacts
  - 1. For technical matters related to the SMO Study, contact [name, address, email, telephone number, etc.].
  - 2. For any notices or legal notifications regarding this Agreement, submit notices to [name, address, email, telephone number, etc.].

**This Agreement is accepted and agreed to by:**

**FOR MATHEMATICA INC.**

**FOR the [agency abbreviation]:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name/Title*

\_\_\_\_\_  
*Print Name/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

## EXHIBIT A STUDY ROLES AND EXPECTATIONS

### 1. DATA COLLECTION ACTIVITIES:

This section describes the Study Data provided by [agency abbreviation] and the activities covered by this MOU that [agency abbreviation] will perform to support Study Data collection.

- t. **Provide administrative data.** [Agency abbreviation] will provide administrative data to Mathematica as more particularly described in requests for data annexed as Exhibit B (school-level FNS-10 data), Exhibit C (site-level FNS-418 data) and Exhibit D (outlet-level FNS-44 data), and incorporated herein by reference, for Federal fiscal year 2020, as well as other and future FNS administrative records data as required for the SMO Study. The Mathematica Study Team will work with [agency abbreviation] to ensure that Study Data requested in subsequent years are available and feasible for [agency abbreviation] to provide.
- u. **Complete a survey.** [Agency abbreviation] will complete a survey that will provide information needed to respond to the SMO Study research questions that cannot be answered using administrative data.
- v. **Support School Food Authority (“SFA”) survey participation, if requested.** Future years of the SMO Study may include a survey of a nationally representative sample of SFAs. If this survey is administered, [Agency abbreviation] will email letters to all SFAs in their State that have been selected to participate in the SFA survey. The letters will be provided by Mathematica and will encourage SFAs to take the survey.
- w. The Study Data does not require any individual level data.

### 2. STUDY RESULTS

For informational purposes only, the Mathematica Study Team will disseminate the SMO Study findings in some or all of the following ways:

- x. Producing a report presenting the results of the analysis. FNS will make the final report available on its website.
- y. Producing a brief summary of findings.
- z. Preparing a journal article presenting key findings from the analysis.
- aa. Preparing data visualization products such as infographics or fact sheets.
- bb. Conducting a briefing at FNS headquarters.

The analyses presented to external audiences will not contain personally identifiable information on SA or district staff, NSLP or SBP participants, or any person participating in data collection activities. Privacy protection provisions are explained in Article 4 of the MOU.

## Exhibit B: Request for FNS-10 Data, School Meals Operations Study

The School Meals Operations study is examining school participation, student participation, and meal counts in the National School Lunch Program (NSLP), School Breakfast Program (SBP), NSLP Afterschool Snack Service, and Special Milk Program. We are asking each State to provide school- or site-level administrative records data based on the data your State submitted for the FNS-10, Report of School Program Operations, for Federal fiscal year (FY) 2020 (October 2019 through September 2020). In addition to the study's overall goals, these data will allow us to answer research questions about NSLP, SBP, and Seamless Summer Option (SSO) operations during the beginning of the COVID-19 pandemic, from March through September 2020.

### Data request

Please provide the FNS-10 Report of School Program Operations data at the school or site level for FY 2020. Table 1 at the end of this document shows all the data elements we are requesting for each school or site. These include (1) Part A data from 90-day reports of actual counts for each operating month in FY 2020, and (2) Part B data for October 2019. Although these data primarily reflect school meal program operations in schools, because the months of March through September 2020 coincide with the COVID-19 pandemic, we are also requesting Part A data on SSO sites, if applicable.

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-10 data, for each school or site please provide:

- School or site name
- School or site ID number
- School or site city
- School or site zip code
- Grade range
- Indicator of whether the school is a charter school
- Indicator of whether the school is a public school, private school, or residential child care institution (RCCI)
- School Food Authority (SFA) name
- SFA ID number

### Data delivery timeline

Please provide the data file for FY 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 school or site<sup>1</sup>**

Data element	Item number on FNS-10
<b>FNS-10 Part A (monthly)</b>	
Number of lunches served in the NSLP, by reimbursement category	
• Paid	5a-A
• Free	5a-B
• Reduced-price	5a-C
• Total	5a-D
• Average daily lunches served	5a-E
Number of reimbursable lunches served that qualify district for additional payment <sup>a</sup>	5b1-D
Number of reimbursable lunches served in districts certified for performance-based reimbursements <sup>b</sup>	5b2-D
Number of afterschool snacks served, by reimbursement category	
• Paid	5c-A
• Free <sup>c</sup>	5c-B
• Reduced-price	5c-C
• Total	5c-D
• Average daily snacks served	5c-E
Total free afterschool snacks served in area eligible schools and sites	5d-B
Number of breakfasts served, by reimbursement category <sup>d</sup>	
• Paid	6-A
• Free	6-B
• Reduced-price	6-C
• Total	6-D
• Average daily breakfasts served	6-E
Number of severe-need reimbursable breakfasts served, by reimbursement category	
• Free	7-B
• Reduced-price	7-C
• Total	7-D
• Average daily severe-need reimbursable breakfasts served	7-E

<sup>1</sup> This includes all public and private schools, as well as residential child care institutions, operating school meal programs. In addition, for March through September, we are requesting FNS-10 Part A data elements for SSO sites. We are also requesting Part A Item 9 data elements for nonresidential child care institutions and summer camps that operate the Special Milk Program.

Data element	Item number on FNS-10
Number of half pints served in the Special Milk Program, and reimbursement category <sup>e</sup>	
• Paid	9a-A, 9b-A, 9c-A
• Free	9a-B, 9b-B, 9c-B
• Total	9a-D, 9b-D, 9c-D
<b>FNS-10 Part B (October)</b>	
Membership/enrollment for school or institution of each type operating a program this month	
• Enrollment for each public school operating each program each month:	
- NSLP	12b-F
- SBP	12b-I
- SBP (severe need only)	12b-J
• Enrollment for each private school operating each program each month:	
- NSLP	13b-F
- SBP	13b-I
- SBP (severe need only)	13b-J
• Enrollment for each RCCI operating each program each month:	
- NSLP	14b-F
- SBP	14b-I
- SBP (severe need only)	14b-J
Number of children in each school approved for:	
• Free lunches	15a-F
• Reduced-price lunches	15b-F
<b>FNS-10 remarks (monthly, March through June)</b>	
Indicator of whether school or site provided meals/snacks through <sup>f</sup>	
• NSLP/SBP	18
• SSO	18
<b>Other information to include with all data</b>	
School or site name	
School or site ID number	
School or site city	
School or site zip code	
Grade range	Not reported on FNS-10
Indicator of whether school is a charter school	
Indicator of whether the school is a public school, private school, or RCCI	
SFA name	
SFA ID number	

<sup>a</sup>An SFA may receive an additional needs-based payment if at least 60 percent of its students received free or reduced-price lunches two years earlier.

<sup>b</sup>An SFA certified for "performance-based" reimbursement earns an additional per-lunch reimbursement of 7 cents, adjusted annually.

<sup>c</sup>Include all free snacks reported in item 5d-B

<sup>d</sup>Include severe need.

<sup>e</sup>The Special Milk Program provides milk to children in schools, residential and nonresidential child care institutions, and summer camps that do not participate in other Federal Child Nutrition meal service programs.



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

## **Exhibit C: Request for FNS-418 Data, School Meals Operations Study**

The School Meals Operations study is examining participation and meals served in the Summer Food Service Program (SFSP). 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. In addition to the study’s overall goals, these data will allow us to answer research questions about SFSP operations during the beginning of the COVID-19 pandemic.

### Data request

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. These include (1) Part A data from 90-day reports of actual counts for each operating month in March through September, (2) Part B data for September 2020, and (3) Part D data for July 2020.

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

### 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 site**

Data element	Item number on FNS-418
<b>FNS-418 Part A (monthly)</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 (September)</b>	
For each site eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served	24
<b>FNS-418 Part D (July)</b>	
Average daily attendance for each site	33
<b>FNS-418 remarks (monthly, March through June)</b>	
Indicator of whether site operated under a COVID-19 waiver <sup>a</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	Not reported on FNS-418
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>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.

## Exhibit D: Request for FNS-44 Data, School Meals Operations Study

The School Meals Operations study is examining participation and meals served in the Child and Adult Care Food Program (CACFP). We are requesting outlet<sup>2</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 March through September 2020. In addition to the study's overall goals, these data will allow us to answer research questions about CACFP operations during the beginning of the COVID-19 pandemic. 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.

<sup>2</sup> An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served.

## 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. These include (1) Part B data for March, June, and September, (2) Part C data for March, (3) Part D data from 90-day reports of actual counts for each month, and (4) Part E data from 90-day reports of actual counts for each month.

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>3</sup> 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	Item number on FNS-44
<b>FNS-44 Part B (March, June, and September)</b>	
Average daily attendance	10-A, 10-B1, 10-B2
<b>FNS-44 Part C (March)</b>	
Average daily attendance	13-A, 13-B, 13-C, 13-D, 13-E
<b>FNS-44 Part D – USDA Foods data (monthly, March – September)<sup>a</sup></b>	

<sup>3</sup> 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 element	Item number on FNS-44
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

**FNS-44 Part E (monthly, March – September)**

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
Total meals paid	60

**FNS-44 remarks, (monthly, March through June)**

Indicator of whether center-based site offered <sup>b</sup> :	
• Childcare	Remarks
• Meals only	Remarks
Indicator of whether home-based site offered:	
• Childcare	Remarks
• Meals only	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	

Data element	Item number on FNS-44
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Institution ID number

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

<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-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.