

<b>U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE</b>  <b>REPORT OF THE SUMMER FOOD SERVICE PROGRAM FOR CHILDREN</b>  <i>State Agency: Submit report according to the instructions 30 and 90 days following the month being reported. Send original to the Regional Administrator, Food and Nutrition Service.</i>	1. STATE	4A. TYPE OF SUBMISSION ("X" ONE) A. <input type="checkbox"/> 30 - Day B. <input type="checkbox"/> 60 - Day (Optional) C. <input type="checkbox"/> 90 - Day D. <input type="checkbox"/> 90 - Day Revision No. _____ ( 1 = 1st rev; 2 = 2nd, etc.) E. <input type="checkbox"/> Closeout F. <input type="checkbox"/> Other _____	<b>FOR FNS USE ONLY</b>  STATE CODE <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <table border="1"> <tr> <td>CAL. YEAR</td><td>MONTH</td><td>TYPE</td> </tr> <tr> <td></td><td></td><td></td> </tr> </table> FNS REGIONAL OFFICE USE <input type="checkbox"/> <b>REVIEWED</b>								CAL. YEAR	MONTH	TYPE			
	CAL. YEAR	MONTH	TYPE													
2. CALENDAR YEAR	4B. LAST REPORTING MONTH OF FISCAL YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE														
3. MONTH		SIGNATURE OF FNS OFFICIAL														

According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0594. The time required to complete this information collection is estimated to average 2 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

### PART A - MEALS SERVED

MEAL TYPE	TOTAL MEALS - ALL SPONSORS Report every month	
	SELF-PREP/RURAL SITES (A)	OTHER SITES (B)
BREAKFASTS	ACTUAL 5.	
	ESTIMATED 6.	
	TOTAL 7.	
LUNCHES	ACTUAL 8.	
	ESTIMATED 9.	
	TOTAL 10.	
SUPPERS	ACTUAL 11.	
	ESTIMATED 12.	
	TOTAL 13.	
SUPPLEMENTS	ACTUAL 14.	
	ESTIMATED 15.	
	TOTAL 16.	
TOTAL	ACTUAL 17.	
	ESTIMATED 18.	
	TOTAL 19.	

I CERTIFY that this report is true and correct to the best of my knowledge and belief.

20. SIGNATURE	21. TITLE	22. DATE SIGNED
	23. ADMINISTERING AGENCY	

**PART B - COMMODITIES**

(Complete for 90-Day report for last reporting month of the fiscal year.)

24. CUMULATIVE MEALS (All Types) ACTUALLY SERVED BY SPONSORS ELIGIBLE TO RECEIVE USDA DONATED COMMODITIES.  
 (If no sponsors are eligible to receive commodities, enter "X".)

**PART C - MEALS SERVED**

(Complete according to instructions for July 90-Day Report Only)

MEAL TYPE (Actual Meals Served)	SCHOOL SPONSORS (A)	GOVERNMENT SPONSORS (B)	RESIDENTIAL CAMPS (C)	NATIONAL YOUTH SPORTS PROGRAM (D)	NON-PROFIT PRIVATE SPONSORS (E)	TOTAL (F)
BREAKFASTS 25.						
LUNCHES 26.						
SUPPERS 27.						
SUPPLEMENTS 28.						
TOTAL 29.						

**PART D - PARTICIPATION - JULY 90-DAY REPORT ONLY**

NO. OF SPONSORS 30.						
NO. OF SITES 31.						
NO. OF RURAL SITES 32. (Include in 31 above)						
ADA OF SPONSORS REPORTED LINE 30 33.						

34. REMARKS

## INSTRUCTIONS

(All items self-explanatory unless noted below)

### DEFINITIONS

1. "Actual" - Meals for which claims have been approved for reimbursement for the month.
2. "Estimated" - Projection of the number of meals that were served and are expected to be approved for reimbursement for which claims have not seem received or approved by the reporting due date.
3. "Total" - The sum of ACTUAL and ESTIMATED data.
4. "ADA" - SFSP average daily attendance rate (ADA) is calculated by taking the total number of meals served in a **sponsor's primary meal service (usually lunch)** during the claim period and dividing that number by the number of **operating or meal service days** for that claim period. This results in the ADA for a sponsor on an average day during the claim period.

### TYPE OF SUBMISSION

- 4A. "30-Day Report" - Due in FNS Regional Offices on the last day of the month following the month being reported. This report may contain ACTUAL and ESTIMATED data.
- 4B. "60-Day Report" - A 60-Day Report is not required.
- 4C. "90-Day Report" - The 90-Day Report must be submitted to the FNS Regional Office within ninety days following the month being reported. This is a "final" report and must consist of ACTUAL data only.
- 4D. "Revised 90-Day Report" - Submit revisions to the latest 90-Day Report in accordance with FNS instructions.
- 4E. "Closeout Report" - Submit the Annual Financial Reconciliation (**Closeout**) of Program Grants Report in accordance with FNS instructions.
- 4F. "Other Reports" - Submit other reports in accordance with FNS instructions. Use the "Remarks" section if necessary to describe the purpose of the report.

### PART A - (Lines 5-19)

**Note: For each reporting month, complete Columns A and B.**

#### COLUMN A

Enter the ACTUAL, ESTIMATED, AND TOTAL number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in self-prep and/or rural sites operating under all sponsor types.

#### COLUMN B

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in all other sites operating under all sponsor types.

### PART B - (Line 24)

#### **Complete for 90-Day Report for the Last Operating Month of the Fiscal Year**

Sponsors eligible to receive commodities in the Summer Food Service Program are self-preparation sponsors and those sponsors which contract with a school or with a school district for the preparation of meals, and school food authority sponsors procuring meals from a food service management company as provided by Program regulations.

Report the total number of ACTUAL meals served by all sponsors **eligible** to receive USDA donated commodities whether or not those sponsors actually received commodities. This is a cumulative number of meals (all types) for the entire Summer Food Service Program. For summer camps, this would include both the reimbursable meals served to needy children and at the State's option, actual counts of non-reimbursable meals served to non-needy children. Submit this information on the 90-Day Report for the last operating month.

**(EXAMPLE: If all meal service concluded in the month of August, then line 24 would be completed on the August 90-Day Report.)**

### PART C - (Lines 25-29)

#### **Complete for July 90-Day Report ONLY**

#### COLUMNS A-E

Enter the ACTUAL number of BREAKFASTS, LUNCHESES, SUPPERS, AND SUPPLEMENTS served by each of the indicated sponsor types.

#### COLUMN F

Enter the total number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served by all sponsors.

### PART D - (Lines 30-33)

#### **Complete for July 90-Day Report ONLY**

Line 30 - Enter the number of sponsors by type that operated during the month of July.

Line 31 - Enter the number of sites that operated under each sponsor type during the month of July.

Line 32 - Enter the number of sites from Line 31 which are rural sites. Include these sites on Line 31 above.

Line 33 - Enter the Average Daily Attendance (ADA) for each type of sponsor entered on Line 30 for the month of July. This is the sum of the average daily attendance figures reported by each type of sponsor.