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# Form FNS-44 Instructions (10-99)

Click this link to open the PDF file containing the FNS-44 (10-99) form and instructions in a new window: [FNS-44.pdf](#)

## INSTRUCTIONS

(All items self-explanatory unless noted below)

### GENERAL

Part A is to be completed monthly. Part B is to be completed only for the months of December, March, June, and September. Part C lines 11, 12, 13, 18, 19, and 20 are to be completed only for the months of October and March. Part D Line 21 is to be completed only for the 90-Day monthly report. Part E is to be completed monthly. The FNS-44 must be mailed to the Regional Administrator, Food and Nutrition Service.

Note: Items 2 and 3 refer to the reporting month.

### 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 been received or approved by the reporting due date.
3. "Total" – The sum of ACTUAL data and ESTIMATED data.
4. "Reporting Month" – The month for which the FNS-44 is being reported. The month in which meals were actually served.
5. "Outlets" – Any facility where meals were actually served.
6. "Tier I" Home: A day care home located in a low-income area, as specified by Program regulations, or a home in which the providers household income is at or below 185% of the Federal income eligibility guidelines.

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7. "Tier II All Higher" Home: A day care home where all children are certified as eligible for the higher reimbursement rate.
8. "Tier II All Lower" Home: A day care home where none of the children are certified as eligible for the higher reimbursement rate.
9. "Tier II Mixed" Home: A day care home enrolling at least one child in each reimbursement category (higher and lower).
10. "Higher:" Meals claimed in day care homes at the higher reimbursement rate.
11. "Lower:" Meals claimed in day care homes at the lower reimbursement rate.
12. "After School 'At-Risk' Center:" A facility located in a low- income area and approved by the State agency, in accordance with program regulations, to be reimbursed at the "free" rate for supplements served to children through the age of 18 who participate in the facility's after school care program.
13. "Outside School Hours Care Center:" A public or private nonprofit organization or proprietary Title XX center approved to provide meal service to enrolled children (through the age of 12) outside of school hours.

**TYPE OF SUBMISSION**

- "30-Day Report" – Due in FNS Regional Offices on the last day of the month following the month being reported. This report may contain ESTIMATED and ACTUAL data.
- "60-Day Report" – A 60-day report is not required.
- "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.
- "Revised 90-Day Report" – Submit revisions to the latest 90-day report in accordance with FNS instructions.
- "Closeout Report" – Submit the Annual Financial Reconciliation (closeout) of Program Grants Report in accordance with FNS instructions.
- "Other Reports" – Submit other reports in accordance with FNS instructions. Use the "Remarks" section if necessary to describe the purpose of the report.

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"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 6 – 7)**

*(Estimates for missing data should be included on the 30-Day report.)*

**Line 6**

Sponsors of Day Care homes must be grouped in Blocks A thru D according to the number of homes each sponsor administers. Example: If 20 sponsors administer from 1 to 50 homes, then the number 20 is entered in Block A. If nine Sponsors administer from 51-200 homes, then enter nine in Block B. (Count sponsors only once.)

**Line 7 – Example**

Sponsor W administers 40 homes  
 Sponsor X administers 175 homes  
 Sponsor Y administers 450 homes  
 Sponsor Z administers 1,300 homes

SPONSOR	HOMES				TOTAL
	1 - 50 (A)	51 - 200 (B)	201 - 1000 (C)	1000+ (D)	
W	40				40
X	50	125			175



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TOTAL	190	425	1,050	300	1,965
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\* Sponsor W's 40 homes would be entered in Column A.

The first 50 homes of Sponsor X would be entered in Column A. The remaining 125 homes would be entered in Column B.

The first 50 homes of Sponsor Y are entered in Column A. The next 150 homes would be entered in Column B. The remaining 250 homes would be entered in Column C.

Sponsor Z's first 50 homes would be entered in Column A. The next 150 homes would be entered in Column B. The next 800 homes would be entered in Column C. The remaining 300 homes would be entered in Column D.

The State totals of Columns A thru D are now entered under the appropriate headings on Line 7.

**PART B (Lines 8 – 10)**

*(Estimates for missing data should be included on the 30-Day report.)*

Line 8

Column A – Complete Quarterly – Enter the number of institutions with an approved agreement that operated only Child Care Centers during the reporting month. Child Care Centers include Proprietary Title XX Centers, Outside School Hours Care Centers, Head Start Centers, After-School "At-Risk" Centers, and Homeless Shelters.

Column B1 – Complete Quarterly – Enter the number of Day Care Home Sponsors with an approved agreement that operated only Day Care Homes during the reporting month.

Column B2 – Complete Quarterly – Enter the number of institutions or sponsors with an approved agreement that operated both Child Care Centers and Day Care Homes during the reporting month.

Column C – Complete Quarterly – Enter the number of Adult Day Care Sponsors with an approved agreement that operated during the reporting month.

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Line 9

Column A – Enter the number of Centers, including eligible Proprietary Title XX Centers, Outside School Hours Care Centers, Head Start Centers, After School "At-Risk" Centers, and Homeless Shelters that were eligible and that operated during the reporting month. Report in Column A child care centers operated by institutions in 8(A) and 8(B2).

Column B – Enter in the appropriate space the total number of Tier I, Tier II All Higher, Tier II All Lower, and Tier II Mixed family day care homes that operated under institutions reported in 8(B1) and 8(B2) during the report month. (See definitions).

Column C – Enter the number of Adult Day Care Centers that operated during the reporting month.

Line 10

Enter the Average Daily Attendance of outlets that were entered on Line 9. ADA for the reporting month is computed by adding the ADA for each outlet that operated. Report in Column B the ADA for Day Care Homes by type of home.

**PART C (Lines 11 – 13, AND 18 – 20)**

*(Estimates for missing data should be included on the 30-Day report.)*

Line 11

Enter the number of Proprietary Title XX Centers (Column A), Outside School Hours Care Centers (Column B), Head Start Centers (Column C), After School "At-Risk" Centers (Column D), or Homeless Shelters (Column E) with an approved agreement that operated during the months of October and March. (These figures, Line 11 Cols. A, B, C, D, and E are subsets of the figures appearing in Line 8 for the month of March.) Sponsors administering several types of facilities shall be entered in each column that is appropriate.

Line 12

Enter the number of Proprietary Title XX Centers (Column A), Outside School Hours Care Centers (Column B), Head Start Centers (Column C), After School "At-Risk" Centers (Column D), or Homeless Shelters (Column E) that were eligible and that operated during the reporting month. (These figures, Line 12 Columns A, B, C, D, and E are subsets of the figure appearing in Line 9, Column A for the month of March.)

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Line 13

Enter the Average Daily Attendance of outlets that were entered on Line 12.

Line 18

Enter the number of Proprietary Title XIX Centers (Column A), Proprietary Title XX Centers (Column B), and all other Adult Day Care Centers (Column C) with an approved agreement that operated during the months of October and March. (These figures, Line 18 Columns A, B, and C are subsets of the figure appearing on Line 8, Column C for the month of March.)

Line 19

Enter the number of Proprietary Title XIX Centers (Column A), Proprietary Title XX Centers (Column B), and all other Adult Day Care Centers (Column C) that were eligible and that operated during the reporting month. (These figures, Line 19 Columns A, B, and C are subsets of the figure appearing in Line 9, Column C for the month of March.)

Line 20

Enter the Average Daily Attendance of outlets that were entered on Line 19.

**PART D**

Line 21

Complete only for the 90-day report. Enter in 21A the total number of lunches and suppers for Child Care Centers which receive cash-in-lieu of donated commodities. Enter in 21B the total number of lunches and suppers for Child Care Centers which receive USDA entitlement commodities. Enter in 21C the total number of cash-in-lieu lunches and suppers for Family Day Care Homes. Enter in 21D the total number of lunches and suppers for Family Day Care Homes which have elected to receive donated commodities. Enter in 21E the total number of lunches and suppers served in Adult Day Care Centers which receive cash-in-lieu of donated commodities. Enter in 21F the total number of lunches and suppers for Adult Day Care Centers which have elected to receive donated commodities. Enter in 21G the sum of Items 21A through 21F.

If the State agency receives only cash-in-lieu assistance, then mark an "X" in Item 21A. This indicates that all lunches and suppers reported on Page 2 "Part E" for Child Care Centers, Family Day Care Homes, and Adult Care Centers receive cash-in-lieu assistance.



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### PART E (Lines 22 – 60)

#### Column A

Enter the ACTUAL, ESTIMATED, and TOTAL number of FREE, REDUCED, and PAID BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in Centers. (Include in Col. A, for all meal categories, Proprietary Title XX Centers, Outside School Hours Care Centers, Head Start Centers, and Homeless Shelters.) For Line 49 through 51, also include SUPPLEMENTS served to children in after school At-Risk programs in both Column A1 (All), and separately in the "At-Risk Only" Column (A2).

#### Column B

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in Day Care Homes. Report these meals in the appropriate column, either Tier I or Tier II.

#### Column C

Enter the ACTUAL, ESTIMATED, and TOTAL number of FREE, REDUCED, and PAID BREAKFASTS, LUNCHESES, SUPPERS, and SUPPLEMENTS served in all Adult Day Care Centers.

#### Column D

(Enter the line totals of Columns A1 (All), B, and C.)

Line 58 – Sum of Lines 24, 33, 42, 51

Line 59 – Sum of Lines 27, 36, 45, 54

Line 60 – Sum of Lines 30, 39, 48, 57