Appendix E.2  
FNS-418 Administrative Data Request for FY 2023

NOTE TO REVIEWER: As noted in the supporting statement, each State agency will be asked for site-level administrative data first. If they do not have the data available at this level, they will be asked for sponsor-level data. They will not be asked to provide data at both levels, but both are provided here for reference.

Exhibit C: Request for Site-Level FNS-418 Data

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 Federal fiscal year (FY) 2023 (October 2022 through September 2023). Fulfilling this data request will help FNS gain a deeper understanding of Child Nutrition Program operations in FY 2023. The information you provide is particularly important during this time when FNS is assessing program operations as sites and sponsors return to normal operations after COVID-19.

Please provide the FNS-418 Report of the Summer Food Service Program for Children at the site level for FY 2023. Table 1 at the end of this document 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.

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
* Indicator of whether site operates as an open or closed site

Data delivery timeline

Please provide the data file for FY 2023 by April 1, 2024.

Data delivery and storage

Most data files requested for this study, including any files requested in the web survey, can be submitted via email. However, if the data files contain sensitive information (for example, the names of individuals) or if an extra level of security is preferred, secure options for transmitting the files include password-protecting the files, sending the files through a secure transfer platform used by the State agency, or uploading them to Mathematica’s secure transfer site hosted by Box. 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 (monthly) | Item number on FNS-418 |
| FNS-418 Part A | |
| For each site   * Number of breakfasts served * Number of lunches served * Number of suppers served * Number of supplements served | 5-A, 5-B  8-A, 8-B  11-A, 11-B  14-A, 14-B |
| FNS-418 Part B | |
| For each site eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served | 24 |
| FNS-418 Part D | |
| Average daily attendance for each site | 33 |
| Number of SFSP operating days | Not reported on FNS-418 |
| Other information to include with all data | |
| Site name | Not reported on FNS-418 |
| Site ID number |
| Site city |
| Site zip code |
| Indicator of whether the site is a self-prep/rural site or “other” site |
| Indicator of whether site operates as an open or closed 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 |

Exhibit C: Request for Sponsor-Level FNS-418 Data

We are asking each State to provide administrative records data based on the data your State submitted for the FNS-418, Report of the Summer Food Service Program for Children, for Federal fiscal year (FY) 2023 (October 2022 through September 2023). Fulfilling this data request will help FNS gain a deeper understanding of Child Nutrition Program operations in FY 2023. The information you provide is particularly important during this time when FNS is assessing program operations as sites and sponsors return to normal operations after COVID-19. We are asking States that are unable to provide site-level data to provide sponsor-level data.

Data request

Please provide the FNS-418 Report of the Summer Food Service Program for Children at the sponsor level for FY 2023. 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.

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 sponsor please provide:

* Name
* ID number
* City
* Zip code
* Indicator of whether the sponsor is a school, government, residential camp, national youth sports program, or non-profit private sponsor
* Count of sites operating as open or closed sites

Data delivery timeline

Please provide the data file for FY 2023 by April 1, 2024.

Data delivery and storage

Most data files requested for this study, including any files requested in the web survey, can be submitted via email. However, if the data files contain sensitive information (for example, the names of individuals) or if an extra level of security is preferred, secure options for transmitting the files include password-protecting the files, sending the files through a secure transfer platform used by the State agency, or uploading them to Mathematica’s secure transfer site hosted by Box. 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 sponsor

|  |  |
| --- | --- |
| Data element (monthly) | Item number on FNS-418 |
| FNS-418 Part A | |
| For each sponsor   * Number of breakfasts served * Self-prep/rural sites * Other sites * Number of lunches served * Self-prep/rural sites * Other sites * Number of suppers served * Self-prep/rural sites * Other sites * Number of supplements served * Self-prep/rural sites * Other sites | 5-A  5-B  8-A  8-B  11-A  11-B  14-A  14-B |
| FNS-418 Part B | |
| For each sponsor eligible to receive USDA donated commodities, cumulative number of meals (all types) actually served | 24 |
| FNS-418 Part D | |
| Number of sites operated by each sponsor | 31 |
| For non-profit private sponsors: Number of rural sites | 32 |
| Average daily attendance for each sponsor | 33 |
| Average number of SFSP operating days for each sponsor | Not reported on FNS-418 |
| Other information to include with all data | |
| Name | Not reported on FNS-418 |
| ID number |
| City |
| Zip code |
| Indicator of whether the sponsor is a school, government, residential camp, national youth sports program, or non-profit private sponsor |
| Count of sites operating as open or closed sites |