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OMB Forms and Form Instructions | FNS-640 | Form FNS-640 (Sheet B) Instructions (01-18)

Form FNS-640 (Sheet B) Instructions (01-18)

FNS-640 (Sheet B) Instructions

Field	Guidelines	Instructions
Fields can be left blank if not specified otherwise		
Not meeting the formatting/business rules will trigger an error unless noted otherwise		
B1. General SFA Information		
NOT A DATA ENTRY FIELD (Header)		
B1-1. SFA ID #	<ul style="list-style-type: none"> Can be any character Cannot be left blank 	<p>The SFA ID # entered must match the SFA ID # entered in field A1-1 (FNS-640A).</p> <p>The SFA ID # entered in field B1-1 (FNS-640B) must be the same SFA ID # used in FNS-742 reporting for the same School Year.</p>
B1-2. SFA Name	<ul style="list-style-type: none"> Alphanumeric only Cannot be left blank Must match SFA Name in field A1-2 	<p>Enter SFA Name as reported on the S-1.</p> <p>The SFA Name entered in field B1-2 must be the same as the SFA Name entered in field A1-2.</p>
B2. General School Information		
NOT A DATA ENTRY FIELD (Header)		
B2-1. School Name	<ul style="list-style-type: none"> Can be any character Cannot be left blank 	Enter School Name as reported on the S-1.
B2-2. Type of School	<ul style="list-style-type: none"> Select [1] all that apply Only 1 or 0 allowed if a value is entered 	<p>Enter a 1 for all that apply as reported in Line 1 of the applicable S-1.</p> <p>At least one of fields B2-2A, B2-2B, B2-2C or B2-2F (Public, Private, Charter, or RCCI) under Type of School must equal 1.</p>

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B2-2. Type of School	<ul style="list-style-type: none"> Select [1] all that apply Only 1 or 0 allowed if a value is entered 	<p>Enter a 1 for all that apply as reported in Line 1 of the applicable S-1.</p> <p>At least one of fields B2-2A, B2-2B, B2-2C or B2-2F (Public, Private, Charter, or RCCI) under Type of School must equal 1.</p> <p>Select [1] all that apply of fields B2-2D, B2-2E, B2-2G, B2-2H, B2-2I, B2-2J) (Regular, Boarding, Pricing, Closed Campus, Traditional Schedule, and/or Single Track) as reported in Line 1 of the applicable S-1.</p>
B2-3. Special Provision Options 1, 2 & 3 (Complete Fields as)		
NOT A DATA ENTRY FIELD (Header)		
Field		
Guidelines		
Instructions		
B2-3A. Option Being Used	<ul style="list-style-type: none"> Only 0, 1, 2, or 3 allowed if a value is entered 	Enter Special Provision Option Being Used as reported in Line 1 on the S-1.
B2-3B. Base Year	<ul style="list-style-type: none"> Select [1] if in base year Only 1 or 0 allowed if a value is entered 	<p>Enter a 1 if "Base Year" is selected on S-1</p> <p>Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)</p>
B2-3C. Non-Base Year	<ul style="list-style-type: none"> Select [1] if not in Base Year Only 1 or 0 Allowed if a value is entered 	<p>Enter a 1 if not in Base Year as reported in Line 1 of S-1</p> <p>Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)</p>
B2-3D. SFA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3D cannot be left blank 	<p>Enter SFA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SFA Calculated Free Claiming % or Funding Level (field B2-3D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-3E. SA Calculated	<ul style="list-style-type: none"> Must be in designated 	Enter SA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable

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B2-3D. SFA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3D cannot be left blank 	<p>Enter SFA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SFA Calculated Free Claiming % or Funding Level (field B2-3D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-3E. SA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3E cannot be left blank 	<p>Enter SA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SA Calculated Free Claiming % or Funding Level (field B2-3E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-3F. SFA Calculated Reduced Price Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3F cannot be left blank 	<p>Enter SFA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SFA Calculated Reduced Claiming % or Funding Level (field B2-3F) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SFA Calculated Reduced Price Claiming % or Funding Level (field B2-3F) cannot be left blank when it is indicated that Special Provision 1, 2 or 3 is being used in field B2-3A.</p>
B2-3G. SA Calculated Reduced Price Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3G cannot be left blank 	<p>Enter SA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SA Calculated Reduced Claiming % or Funding Level (field B2-3G) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-4. Community Eligibility Provision (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	

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B2-4. Community Eligibility Provision (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	
B2-4A. District-Wide (Select 1) if CEP district-wide)	<ul style="list-style-type: none"> Select [1] if CEP District-Wide Only 1 or 0 Allowed if a value is entered 	Enter a 1 if "Districtwide" CEP as reported in Line 1 of applicable S-1.
B2-4B. SFA Calculated ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SFA Calculated ISP as reported in Line 1 of applicable S-1</p> <p>The SFA Calculated ISP (field B2-4B) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-4C. SA Confirmed ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SA Confirmed ISP as reported in Line 1 of applicable S-1.</p> <p>The SA Confirmed ISP (field B2-4C) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SA Confirmed ISP (field B2-4C) must be reported when the SFA Calculated ISP field (field B2-4B) has been reported.</p>
B2-4D. SFA Calculated Free Claiming %	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SFA Calculated Free Claiming % as reported in Line 1 of applicable S-1.</p> <p>The SFA Calculated Free Claiming % (field B2-4D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
Field	Guidelines	Instructions
	<ul style="list-style-type: none"> If B2-4B has a value, B2-4D cannot be left blank 	The SFA Calculated Free Claiming % (field B2-4D) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.
B2-4E. SA Calculated Free Claiming %	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 	Enter SA Calculated Free Claiming % as reported in Line 1 of applicable S-1.

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Field	Guidelines	Instructions
	<ul style="list-style-type: none"> If B2-4B has a value, B2-4D cannot be left blank 	The SFA Calculated Free Claiming % (field B2-4D) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.
B2-4E. SA Calculated Free Claiming %	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SA Calculated Free Claiming % as reported in Line 1 of applicable S-1.</p> <p>The SA Calculated Free Claiming % (field B2-4E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
Field	Guidelines	Instructions
		The SA Calculated Free Claiming % (field B2-4E) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed

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 FNS-44
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 FNS-46 (PR)
 FNS-101
 FNS-101 (CNMI)
 FNS-152
 FNS-153
 FNS-191
 FNS-203
 FNS-209
 FNS-209 (PR)
 FNS-227 and 227A
 FNS-250
 FNS-259
 FNS-292
 FNS-292A
 FNS-292B
 FNS-366A
 FNS-366A (PR)
 FNS-366A (PR Relief)
 FNS-366B (Annual)
 FNS-366B (Quarterly)
 FNS-388
 FNS-388 (AS)
 FNS-388 (CNMI-NAP)
 FNS-388 (PR)
 FNS-388 (PR-NAP)
 FNS-388A
 FNS-388A (CNMI-NAP)
 FNS-388A (PR)
 FNS-418
 FNS-498
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 FNS-586A
 FNS-586B
 FNS-640
 Form FNS-640 (Sheet A) Instructions (✓)
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B2-5. Food Service System (Select [1] all that apply)	<ul style="list-style-type: none"> (Select [1] all that apply) At least one type of Food 	At least one type of Food Service System in fields B2-5A through B2-5F (FSMC, Vended, Self-Prep On-Site, Self-Prep Pre-Packaged Satellite, Self-Prep Base/Central Kitchen, Self-Prep)
Field that apply	Guidelines	Instructions
	<p>Service System (fields B2-5A through B2-5F) must equal 1</p> <ul style="list-style-type: none"> Only 1 or 0 allowed if a value is entered 	<p>Bulk Satellite) must equal 1</p> <p>Select [1] all that apply from applicable S-1.</p> <ul style="list-style-type: none"> Fields B2-5A through B2-5B (Line 2c) Fields B2-5C through B2-5F (Line 2a).
B2-6. CN Programs Offered (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-6A through B2-6F Only 1 or 0 allowed if a value is entered 	At least one type of Food Service System in fields B2-6A through B2-6F (NSLP, SBP, SMP, SSO, AfterschoolSnack, FFVP) must equal 1
		Select [1] all that apply as reported in Line 2b of applicable S-1.
B2-7. Nonprogram Foods (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-7A through B2-7E Only 1 or 0 allowed if a value is entered 	Select [1] all that apply for B2-7A through B2-7E (Adult Meals, Vending to other CN sites, Catering, A la Carte, Other)
		Select [1] all that apply as reported in Line 2c of applicable S-1.
		NOTE: Options recorded on the SY 16-17 S-1 are not the same as the data fields requested on the FNS-640. Report only "Vending to other CN program sites," "Catering," and "A la Carte" as recorded on the SY 16-17 S-1 for the FNS-640 SY 16-17 report. Revisions were made to the SY 17-18 S-1 to better align with the FNS-640 report.
B2-8. OVS (Select [1] if Yes)	<ul style="list-style-type: none"> Select [1] if "Yes" Only 1 or 0 Allowed if a value is entered 	Select [1] if OVS is used as reported in Line 2e of applicable S-1.
B2-9. Targeted Menu Review (DSAT) (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-9A through B2-9F Only 1 or 0 Allowed if a value is entered 	Select [1] all that apply for B2-9A through B2-9F (Yes, High Risk, Option 1, Option 2, Option 4)
		If B2-9A (Yes) equals 1, either B2-9C (Option 1), B2-9D (Option 2), B2-9E (Option 3) or B2-9F (Option 4) must equal 1

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 FNS-46
 FNS-46 (PR)
 FNS-101
 FNS-101 (CNMI)
 FNS-152
 FNS-153
 FNS-191
 FNS-203
 FNS-209
 FNS-209 (PR)
 FNS-227 and 227A
 FNS-250
 FNS-259
 FNS-292
 FNS-292A
 FNS-292B
 FNS-366A
 FNS-366A (PR)
 FNS-366A (PR Relief)
 FNS-366B (Annual)
 FNS-366B (Quarterly)
 FNS-388
 FNS-388 (AS)
 FNS-388 (CNMI-NAP)
 FNS-388 (PR)
 FNS-388 (PR-NAP)
 FNS-388A
 FNS-388A (CNMI-NAP)
 FNS-388A (PR)
 FNS-418
 FNS-498
 FNS-583
 FNS-586A
 FNS-586B
 FNS-640
 Form FNS-640 (Sheet A) Instructions (✓)
 Form FNS-640 (Sheet B) Instructions (✓)

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	B3. School Breakfast	NOT A DATA ENTRY FIELD (Header)	
	Field	Guidelines	Instructions
	Program	NOT A DATA ENTRY FIELD (Header)	
	B3-1. Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
	B3-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-1A(a) through B3-1A(d) Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other)</p> <p>Select [1] all that apply as reported in Line 8 of applicable S-1.</p> <p>NOTE: Options recorded on the SY 16-17 S-1 are not the same as the data fields requested on the FNS-640. Report only "Cafeteria," "Classroom," "A la Carte," and "Other" as recorded on the SY 16-17 S-1 for the FNS-640 SY 16-17 report. Revisions were made to the SY 17-18 S-1 to better align with the FNS-640 report.</p>
	B3-1B. # of points where meal counts are taken	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-1B (# of points where meal counts are taken) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter total # of points where meal counts are taken as reported in Line 9 of applicable S-1.</p>
	B3-1C. Total # of	<ul style="list-style-type: none"> Must be numeric 	B3-1C (Total # of students with program access) cannot be left blank if any field B3-1A(a)

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	B3-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-1D(a) through B3-1D(d) to At least one field (B3-1D(a) to 	At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K, 5, 6-8, 9-12) must equal 1. If any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.
	Field	Guidelines	Instructions
		B3-1D(d) must equal 1 if any of fields B3-1A(a) through B3-1A(d) equals 1	Select the grades from this school that participate in the SBP and NSLP. For example, if the children in grades K - 12 have access to the NSLP, the selections that represent grades K-12 should be selected.
		Only 1 or 0 allowed if a value is entered	Select as reported in Line 3 (SBP) of applicable S-1.
	B3-1E. Review Period: # Serving days	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-1E (Review Period: # Serving days) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter Review Period: # Serving Days as reported in Line 6 (SBP) of applicable S-1</p>
	B3-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	
	B3-2A. Total # of Meals Served	<ul style="list-style-type: none"> Must be numeric Whole numbers only Value cannot exceed value in B3-1C Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-2A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>The total number in field B3-2A (# meals served) cannot exceed field B3-1C (total # of students with program access)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a</p>

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	<ul style="list-style-type: none"> Value cannot exceed value in B3-1C Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>The total number in field B3-2A (# meals served) cannot exceed field B3-1C (total # of students with program access)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for SBP) in the applicable S-1.</p>
B3-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (SBP) in the applicable S-1.
B3-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a 	Enter # Meals Served Missing Meal Components as reported in Line 11 (SBP) in the applicable S-1.
Field	Guidelines	Instructions
	value is entered	
B3-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-2D(a). Milk Type	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (SBP) of the applicable S-1
B3-2D(b). Food Quantities	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 of the applicable S-1

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Form FNS-640 (Sheet B) Instructions (v)

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B3-2D(c). Whole Grain Rich Foods	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 of the applicable S-1
B3-2D(d). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a of the applicable S-1
B3-2E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value 	Value of each field B3-2E(a) through B3-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-2A (Total # of Meals Served)
Field	Guidelines	Instructions
	entered	
	Value of each field (B3-2E(a) through B3-2E(c) cannot exceed value in B3-2A	<p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 13 (SBP) of the applicable S-1</p> <p>NOTE: When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors determine the meal counts by category (Free and Paid).</p>
B3-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B3-3A. Total # of Meals Served	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-3A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equals 1.</p> <p>Value of field B3-3A (Total # of Meals Served) cannot exceed value in B3-1C (Total # of students with program access) multiplied by B3-1E (Review Period: # Serving days)</p>

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	<ul style="list-style-type: none"> Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 Value cannot exceed B3-1C multiplied by B3-1E 	<p>Value of field B3-3A (Total # of Meals Served) cannot exceed value in B3-1C (Total # of students with program access) multiplied by B3-1E (Review Period: # Serving days)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 17a (SFA count) of the applicable S-1</p>
B3-3B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (SBP) of the applicable S-1
B3-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (SBP) of the applicable S-1
Field	Guidelines	Instructions
B3-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-3D(a). Milk Type	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of the applicable S-1
B3-3D(b). Food Quantities	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Food Quantities (violation) as reported in Line 16 of the applicable S-1

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	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Food Quantities (violation) as reported in Line 16 of the applicable S-1
B3-3D(c). Whole Grain Rich Foods	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Whole Grain Rich Foods (violation) as reported in Line 16 of the applicable S-1
B3-3D(d). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1
B3-3E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value 	Value of each field B3-3E(a) through B3-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-3A (Total # of Meals Served)
Field	Guidelines	Instructions
	<p>entered</p> <ul style="list-style-type: none"> If there are values in fields B3-3B, B3-3C or B3-3D(a) through B3-3D(d), there must be a value in at least one field from (B3-3E(a) to B3-3E(c)) Value of each field (B3-3E(a) through B3-3E(c)) cannot exceed value in B3-3A 	<p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 17a (SBP) of the applicable S-1</p> <p>NOTE: When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors determine the meal counts by category (Free and Paid)</p>

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	be a value in at least one field from (B3-3E(a) to B3-3E(c)	Enter Difference (+/-) as reported in Line 17a (SBP) of the applicable S-1
	<ul style="list-style-type: none"> Value of each field (B3-3E(a) through B3-3E(c) cannot exceed value in B3-3A 	NOTE: When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors determine the meal counts by category (Free and Paid).
B3-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B3-4A. Was Recalculation necessary? (Select [1] type below if Yes)	<ul style="list-style-type: none"> Select [1] type if Recalculation was necessary Only 1 or 0 Allowed if a value is entered 	Select [1] B3-4A(a) if Partial Recalculation was necessary
B3-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-4B(a) through B3-4B(b) Only 1 or 0 Allowed if a value is entered 	If field B3-4A(a) (Partial Recalculation) or B3-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B3-4B(a) (Performance Standard 1) must equal 1
		Select [1] all that apply as reported in Line 24 (SBP) of applicable S-1
		NOTE: While Performance Standards 1 & 2 are listed as options, Performance Standard 2 does not apply to Recalculation and only Performance Standard 1 should be selected to report the violation area.
B4. National School Lunch Program	NOT A DATA ENTRY FIELD (Header)	
B4-1 Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
Field	Guidelines	Instructions
B4-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1A(a) through B4-1A(c) Only 1 or 0 Allowed if a value is entered 	Select [1] all that apply for B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other)

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Lunch Program	NOT A DATA ENTRY FIELD (Header)	
B4-1 Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
Field	Guidelines	Instructions
B4-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1A(a) through B4-1A(c) Only 1 or 0 Allowed if a value is entered 	Select [1] all that apply for B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other)
		Select [1] all that apply as reported in Line 8 (NSLP) of applicable S-1.
B4-1B. # of points where meal counts are taken	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	B4-1B (# of points where meal counts are taken) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.
		Enter total # of points where meal counts are taken as reported in Line 9 (NSLP) of applicable S-1.
B4-1C. Total # of students with program access	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	B4-1C (Total # of students with program access) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.
		Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.
B4-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1D(a) through B4-1D(d) at least one field (B4-1D(a) to B4-1D(d) must equal 1 if any of fields B4-1A(a) through B4-1A(c) equals 1 Only 1 or 0 allowed if a value is entered 	At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other) equals 1.
		Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.

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Field	Guidelines	Instructions
B4-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select <u>all</u> that apply for B4-1D(a) through B4-1D(d) at least one field (B4-1D(a) to B4-1D(d) must equal 1 if any of fields B4-1A(a) through B4-1A(c) equals 1 Only 1 or 0 allowed if a value is entered 	<p>At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.</p>
B4-1E. Review Period: # Serving days	<ul style="list-style-type: none"> Numeric values only Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4- 	<p>B4-1E (Review Period: # Serving days) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter Review Period: # Serving Days as reported in Line 6 (NSLP) of applicable S-1</p>
B4-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B4-2A. Total # of Meals Served	<ul style="list-style-type: none"> Must be numeric Whole numbers only Value cannot exceed value in B4-1C Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	<p>B4-2A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>The total number in field B4-2A (# meals served) cannot exceed field B4-1C (total # of students with program access)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for NSLP) of the applicable S-1.</p>
B4-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (NSLP) of the applicable S-1.

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Counted	<ul style="list-style-type: none"> Whole numbers only, if a value is entered 	
B4-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (NSLP) of the applicable S-1.
B4-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-2D(a). Milk Type	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(b). Vegetable Sub-group	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Vegetable Sub-group) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(c). Food Quantities	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(e). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a (NSLP) of the applicable S-1

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Field	Guidelines	Instructions
B4-2D(e). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a (NSLP) of the applicable S-1
B4-2E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value entered Value of each field (B4-2E(a) through B4-2E(c) cannot exceed value in B4-2A 	Value of each field B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-2A (Total # of Meals Served) Values that exceed the listed rule will trigger a warning message requesting a justification
B4-3A. Total # of meals served	<ul style="list-style-type: none"> Numeric Values Only Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 Value cannot exceed B4-1C 	B4-3A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1. Value of each field B4-3A (Total # of Meals Served) cannot exceed value in B4-1C (Total # of students with program access) multiplied by B4-1E (Review Period: # Serving days)
B4-3. Review Period	NOT A DATA ENTRY FIELD (Header)	

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Field	Guidelines	Instructions
B4-3B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (NSLP) of the applicable S-1
B4-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (NSLP) of the applicable S-1
B4-3D. # Incomplete	NOT A DATA ENTRY FIELD (Header)	
Meals (By Violation Type, leave blank if NA)		
B4-3D(a). Milk Type	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of applicable S-1
B4-3D(b). Vegetable Sub-group	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a 	Enter Total # meals Vegetable Sub-group (violation) as reported in Line 16 of applicable S-1

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Field	Guidelines	Instructions
B4-3D(b). Vegetable Sub-group	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Vegetable Sub-group (violation) as reported in Line 16 of applicable S-1
B4-3D(c). Food Quantities	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Food Quantities (violation) as reported in Line 16 of applicable S-1
B4-3D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Whole Grain Rich Foods (violation) as reported in Line 16 of applicable S-1
B4-3D(e). Dietary Specifications	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1
B4-3E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value entered Value of each field B4-3E(a) through B4-3E(c) cannot 	<p>Value of each field B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-3A (Total # of Meals Served)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p>
Field	Guidelines	Instructions
	exceed value in B4-3A	
		Enter Difference (+/-) as reported in Line 17B (NSLP) of the applicable S-1
		NOTE: When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors determine the meal counts by category (Free and

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Field	Guidelines	Instructions
	exceed value in B4-3A	
		Enter Difference (+/-) as reported in Line 17B (NSLP) of the applicable S-1
		NOTE: When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors determine the meal counts by category (Free and Paid).
B4-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B4-4A. Was Recalculation necessary? (Select [1] type below if Yes)	<ul style="list-style-type: none"> Select [1] type if Recalculation was necessary Only 1 or 0 Allowed if a value is entered 	<p>Select [1] B4-4A(a) if Partial Recalculation was necessary</p> <p>Select [1] B4-4A(b) if Full Recalculation was necessary as reported in Line 24 (NSLP) on applicable S-1</p>
B4-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-4A(a) through B4-4A(b) Only 1 or 0 allowed if a value is entered 	<p>If field B4-4A(a) (Partial Recalculation) or B4-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B4-4B(a) (Performance Standard 1)</p> <p>Select [1] all that apply as reported in Line 25 (NSLP) of applicable S-1</p> <p>NOTE: While Performance Standards 1 & 2 are listed as options, Performance Standard 2 does not apply to Recalculation and only Performance Standard 1 should be selected to report the violation area.</p>
B5. Afterschool Snack	NOT A DATA ENTRY FIELD (Header)	
B5-1. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B5-1A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a 	<p>The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access)</p> <p>Values that exceed the listed rule will trigger a warning message requesting a justification</p>

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B5. Afterschool Snack			NOT A DATA ENTRY FIELD (Header)
B5-1. Day of Review			NOT A DATA ENTRY FIELD (Header)
B5-1A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a 	The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access) Values that exceed the listed rule will trigger a warning message requesting a justification	
Field	Guidelines	Instructions	
	value is entered	Enter Total # of Snacks Served as reported in Line 22A (School Count) of the applicable S-1	
B5-1B. Counting and Claiming Consolidation Errors (# +/-)			NOT A DATA ENTRY FIELD (Header)
B5-1B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(a) (Free) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1	
B5-1B(b). Reduced-Price	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(b) (Reduced-Price) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1	
B5-1B(c). Paid	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(c) (Paid) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1	

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Form FNS-640 (Sheet A) Instructions
Form FNS-640 (Sheet B) Instructions

https://fprs.fns.usda.gov/FPRS%20Online%20Help/FprsOnlineHelp_rh10.htm?hp=%2fprs%2520online%2520help%2ffprsonlinehelp_rh10i

FPRS - Welcome to the Food P... Fprs_Online_Help

Free Hotmail FSA ID Home Suggested Sites (1) Suggested Sites Web Slice Gallery

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B5-1B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(a) (Free) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1	
B5-1B(b). Reduced-Price	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(b) (Reduced-Price) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1	
B5-1B(c). Paid	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(c) (Paid) cannot exceed field B5-1A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22A of the applicable S-1	
B5-2. Review Period			NOT A DATA ENTRY FIELD (Header)
B5-2A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a 	The Total # of snacks served (field B5-2A) cannot exceed the product of field B4-1C (Total # of Students with Program Access) and field B4-1E (Review Period: # Serving Days) Values that exceed the listed rule will trigger a warning message requesting a justification	
Field	Guidelines	Instructions	
	value is entered	Enter Total # of Snacks Served as reported in Line 22B (SFA Count) of the applicable S-1	
B5-2B. Counting and Claiming Consolidation Errors (# +/-)			NOT A DATA ENTRY FIELD (Header)

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Field	Guidelines	Instructions
	value is entered	Enter Total # of Snacks Served as reported in Line 22B (SFA Count) of the applicable S-1
B5-2B. Counting and Claiming Consolidation Errors (# +/-)	NOT A DATA ENTRY FIELD (Header)	
B5-2B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Free) cannot exceed field B5-2A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22B of the applicable S-1
B5-2B(b). Reduced-Price	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Reduced-Price) cannot exceed field B5-2A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22B of the applicable S-1
B5-2B(c). Paid	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Paid) cannot exceed field B5-2A (Total # of Snacks Served) Values that exceed the listed rule will trigger a warning message requesting a justification Enter Difference (+/-) as reported in Line 22B of the applicable S-1