

## Attachment N.17. SFA Data Summary Form (SFA-3)

This information is being collected from State agencies, school food authorities, schools. This is a revision of a currently approved information collection. The Richard B. Russell National School Lunch Act (NSLA) 42 U.S.C. § 1758, as amended, authorizes the National School Lunch Program (NSLP). This information is required to administer and operate this program in accordance with the NSLA. Under the Privacy Act of 1974, any personally identifying information obtained will be kept private to the extent of the law.

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 0584-0006. The time required to complete this information collection is estimated to average 47.5 hours of reporting burden per response. The burden consists of the time it takes for the State agency to conduct the off-site portion of the review which includes scheduling of the review and the completion of the Off-site Assessment, Resource Management Risk Indicator, and Site Selection Tools. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0006). Do not return the completed form to this address.

**SFA-3 SFA DATA SUMMARY FORM**

**SFA Data Summary of Special Assistance Provision Non-Base Year reviews must be recorded on the *Special Assistance Provision Non-Base Year Data Summary Form*, SFA-1A**

- 1) List the name of the School Food Authority (SFA)
- 2) Record the total number of schools and the number of schools selected for review, by type.
- 3) List the Review Period. (Month and Year)
- 4) A-C. Record from Question 126 of the On-Site Assessment Tool.  
D. Record from SFA-1, SFA Count of Reviewed Students (Block 4A)  
E. Record from SFA-1, SA Count of Reviewed Students (Block 4B)  
F. Record from SFA-1, Applications-- Missing Information (Block 1A)  
G. Record from SFA-1, Applications - Miscategorized (Block 1B)  
H. Record from SFA-1, Benefit Issuance Errors (Block 2)

**5) NSLP Day of Review**

- A. Record **total of all applicable S-1 form(s) (Blocks 10+11 + 12 + 12a) for the reported SFA**
- B. Record **total of all applicable S-1 form(s) (Block 13) for the reported SFA**
- C. Record **total of all applicable S-1 forms(s) (Block 19) for the reported SFA**
- D. Record **total of all applicable S-1 forms(s) (Block 18) for the reported SFA**

**6) NSLP Review Period**

- A. Record **total of all applicable S-1 form(s) (Blocks 14+15 + 16 + 16a) for the reported SFA**
- B. Record **total of all applicable S-1 form(s) (Block 17) for the reported SFA**
- C. Record **total of all applicable S-1 form(s) (Block 20) for the reported SFA**

**7) SBP Day of Review**

- A. Record **total of all applicable S-1 form(s) (Blocks 10+11 + 12 + 12a) for the reported SFA**
- B. Record **total of all applicable S-1 form(s) (Block 13) for the reported SFA**
- C. Record **total of all applicable S-1 form(s) (Block 19) for the reported SFA**

**8) SBP Review Period**

- A. Record **total of all applicable S-1 form(s) (Blocks 14+15 + 16 + 16a) for the reported SFA**
- B. Record **total of all applicable S-1 form(s) (Block 17) for the reported SFA**
- C. Record **total of all applicable S-1 form(s) (Block 20) for the reported SFA**

**9) After School Snack Day of Review**

Record total of all applicable S-1 form(s) (Block 22A) for the reported SFA

**10) After School Snack Review Period**

Record total of all applicable S-1 form(s) (Block 22B) for the reported SFA

**11) Total Overclaim(-)/Underclaim(+) \$**

**A. NSLP** - Enter the answer for the following calculation:

Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook minus the sum of Afterschool Snack Adjustment totals from all NSLP tabs in the Fiscal Action Workbook

**B. After School Snack** - Enter sum of Afterschool Snack Adjustment fields from all NSLP tabs in the Fiscal Action Workbook

**C. SBP** - Enter Total SBP Fiscal Action amount as reported in the FA Summary Tab of the Fiscal Action Workbook

**D. Underclaim Amount Paid to SFA** - Enter total underclaim amount (\$) paid to SFA

**E.** Check Yes or No if disregard was used for **NSLP, SBP, and/or SMP**

**12) SMP Adjustments** - Enter Total SMP Errors amount as reported in the FA Summary Tab of the Fiscal Action Workbook

**13) FFVP Adjustments** - Enter Total FFVP Errors amount as reported in the FA Summary Tab of the Fiscal Action Workbook

**14) Resource Management** - Select triggered Resource Management Risk Indicators as reported on the Resource Management Risk Indicator Tool for the reported SFA

1st Review  
 Follow-Up # \_\_\_\_\_

1. SFA Name	2. Number of Schools			3. Review Period	
		Total		Reviewed	Month
	SBP		SBP		
	NSLP		NSLP		Year
	Prov 2		Prov 2		
	Prov 3		Prov 3		
	CEP		CEP		

4. Certification and Benefit Issuance Review Method				F. Total Application Errors by Type			
A. <input type="checkbox"/> 100% of students eligible for free and reduced price benefits Total Applications Reviewed _____				Child or Household Name			
B. <input type="checkbox"/> 95% confidence level - SFA has an electronic system  Universe: _____ Sample Size: _____				Case Number			
C. <input type="checkbox"/> 99% confidence Interval - SFA has a manual or combined system Universe: _____ Sample Size: _____				Income Amount or Source			
D. SFA Count of Reviewed Students				Social Security #			
Free		E. SA Count of Reviewed Students		Adult Signature			
Free		Free		G. Total # Applications			
Reduced Price		Reduced Price		Miscategorized (#)			
				F -> R		F -> R	
				F -> P		F -> P	
				R -> P		R -> P	
				R -> F		R -> F	
				Total		Total	

National School Lunch Program									
5. Day of Review				6. Review Period					
A. Total # of Disallowed Meals				A. Total # of Disallowed Meals					
B. Consolidation Errors	F	SFA Count	SA Count	Difference (+/-)	B. Consolidation Errors	F	SFA Count	SA Count	Difference (+/-)
	R					R			
	P					P			
C. Meal Counts, by category, for the month of the on-site review				C. Meal counts, by category, for the review period					
		F					F		
		R					R		
		P					P		
D. Error resulting in termination of performance based reimbursement				Yes <input type="checkbox"/> Day of Review <input type="checkbox"/> Review Period <input type="checkbox"/> Both <input type="checkbox"/>					
				No <input type="checkbox"/>					

School Breakfast Program									
7. Day of Review				8. Review Period					
A. Total # of Disallowed Meals				A. Total # of Disallowed Meals					
B. Consolidation Errors	F	SFA Count	SA Count	Difference (+/-)	B. Consolidation Errors	F	SFA Count	SA Count	Difference (+/-)
	R					R			
	P					P			
C. Meal Counts, by category, for the month of the on-site review				C. Meal counts, by category, for the review period					
		F					F		
		R					R		
		P					P		

After School Snack							
9. Day of Review			10. Review Period				
All Errors	Free	Difference (+/-)		All Errors	Free	Difference (+/-)	
	Reduced				Reduced		
	Paid				Paid		

11. Total Overclaim(-)/Underclaim(+) \$	A. NSLP	\$	12. SMP	
	B. After School Snack	\$	Total	\$
	C. SBP	\$	13. FFVP	
	D. Underclaim amount paid to SFA	\$	Total	\$
	E. Disregard	NSLP <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> SBP <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> SMP <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		

14. Resource Management	
<input type="checkbox"/> Maintenance of the Nonprofit Food Service Account	<input type="checkbox"/> Revenue from Nonprogram Foods
<input type="checkbox"/> Paid Lunch Equity	<input type="checkbox"/> Indirect Costs