

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

## Exhibit D: Request for Outlet-Level FNS-44 Data

We are requesting outlet<sup>1</sup>-level administrative records data based on the data your State submitted for the FNS-44, Report of the Child and Adult Care Food Program, for Federal fiscal year (FY) 2024 (October 2023 through September 2024). Fulfilling this data request will help FNS gain a deeper understanding of Child Nutrition Program operations in FY 2024. The information you provide is particularly important during this time when FNS is assessing program operations as outlets and institutions return to normal operations after COVID-19. This year we are requesting data about all CACFP outlets, including adult day care centers.

### Data request

Please provide the FNS-44 Report of the Child and Adult Care Food Program data at the outlet level for FY 2024. Table 1 at the end of this document shows all the data elements we are requesting for each outlet. Although some of these data are reported to FNS quarterly or annually, we are requesting monthly data for each section of the FNS-44 form (A through E).

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-44 data, for each outlet please provide:

- Outlet name
- Outlet ID number
- Outlet city
- Outlet zip code
- Indicator of whether the outlet is a for-profit child care center, outside school hours child care center, Head Start center, at-risk afterschool care center, emergency shelter, adult day care, Tier I day care home, Tier II all higher day care home, Tier II all lower day care home, or Tier II mixed day care home
- Institution<sup>2</sup> name

<sup>1</sup> An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served.

<sup>2</sup> An institution is any independent center or sponsoring organization of day care homes, child care centers, at-risk afterschool care centers, outside-school-hours care centers, emergency shelters, or adult day care centers which enters into an agreement with the State agency to assume final administrative and financial responsibility for program operations.

The Food and Nutrition Service (FNS) is collecting this information to understand Child Nutrition Program operations in FY 2024 and will use the information to inform planning, policy, and guidance related to the Child Nutrition Programs. Because the personally identifiable information (PII) requested under this collection will not be used to retrieve survey records or data, requirements of the Privacy Act of 1974 do not apply. Responses will be kept private to the extent provided by law and FNS regulations. 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 0584-0607. The time required to complete this information collection is estimated to average 6.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0607). Do not return the completed form to this address.

- Institution ID number

## Data delivery timeline

Please provide the data file(s) for FY 2024 by April 1, 2025.

## 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 outlet**

Data element (monthly)	Item number on FNS-44
<b>FNS-44 Part B</b>	
Average daily attendance	10-A, 10-B1, 10-B2, 10-C
Number of CACFP operating days	Not reported on FNS-44
<b>FNS-44 Part C</b>	
Average daily attendance	13-A, 13-B, 13-C, 13-D, 13-E, 20-A, 20-B
Number of CACFP operating days	Not reported on FNS-44
<b>FNS-44 Part D<sup>1</sup></b>	
Total number of lunches and suppers served during the month in each center and home receiving USDA Foods assistance	
<ul style="list-style-type: none"> <li>• Child care centers <ul style="list-style-type: none"> <li>– Cash-in-lieu assistance</li> <li>– Entitlement USDA Foods assistance</li> </ul> </li> <li>• Day care homes <ul style="list-style-type: none"> <li>– Cash-in-lieu assistance</li> <li>– Entitlement USDA Foods assistance</li> </ul> </li> <li>• Adult day care <ul style="list-style-type: none"> <li>– Cash-in-lieu assistance</li> <li>– Entitlement USDA Foods assistance</li> </ul> </li> </ul>	
	21-A
	21-B
	21-C
	21-D
	21-E
	21-F
<b>FNS-44 Part E</b>	
Number of breakfasts served	
<ul style="list-style-type: none"> <li>• Free</li> <li>• Reduced</li> <li>• Paid</li> </ul>	<ul style="list-style-type: none"> <li>22-A1, 22-A2, 22-B, 22-C</li> <li>25-A1, 25-C</li> <li>28-A1, 28-C</li> </ul>

Data element (monthly)	Item number on FNS-44
Number of lunches served <ul style="list-style-type: none"> <li>• Free</li> <li>• Reduced</li> <li>• Paid</li> </ul>	31-A1, 31-A2, 31-B, 31-C 34-A1, 34-C 37-A1, 37-C
Number of suppers served <ul style="list-style-type: none"> <li>• Free</li> <li>• Reduced</li> <li>• Paid</li> </ul>	40-A1, 40-A2, 40-B, 40-C 43-A1, 43-C 46-A1, 46-C
Number of snacks served <ul style="list-style-type: none"> <li>• Free</li> <li>• Reduced</li> <li>• Paid</li> </ul>	49-A1, 49-A2, 49-B, 49-C 52-A1, 52-C 55-A1, 55-C
Total meals free	58
Total meals reduced	59
Total meals paid	60

**Other information to include with all data**

Outlet name	
Outlet ID number	
Outlet city	
Outlet zip code	
Indicator of whether the outlet is a for-profit child care center, outside school hours child care center, Head Start center, at-risk afterschool care center, emergency shelter, adult day care, Tier I day care home, Tier II all higher day care home, Tier II all lower day care home, or Tier II mixed day care home	Not reported on FNS-44
Institution name	
Institution ID number	

<sup>i</sup> Exclude data elements for Part D if State agency receives only cash in lieu of USDA Foods.

## Exhibit D: Request for Institution-Level FNS-44 Data

We are requesting administrative records data based on the data your State submitted for the FNS-44, Report of the Child and Adult Care Food Program, for Federal fiscal year (FY) 2024 (October 2023 through September 2024). Fulfilling this data request will help FNS gain a deeper understanding of Child Nutrition Program Operations in FY 2024. The information you provide is particularly important during this time when FNS is assessing program operations as outlets and institutions return to normal operations after COVID-19. This year we are requesting data on CACFP outlets, including adult day care centers. We are asking States that are unable to provide outlet<sup>3</sup>-level data to provide institution<sup>4</sup>-level data.

### Data request

Please provide the FNS-44 Report of the Child and Adult Care Food Program data at the institution level for FY 2024. Table 1 at the end of this document shows all the data elements we are requesting for each institution. Although some of these data are reported to FNS quarterly or annually, we are requesting monthly data for each section of the FNS-44 form (A through E).

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-44 data, for each institution please provide:

- Name
- ID number
- City
- Zip code

### Data delivery timeline

Please provide the data file(s) for FY 2024 by April 1, 2025.

---

<sup>3</sup> An outlet is any sponsored facility, whether a day care home or sponsored center, or any independent center where meals were actually served.

<sup>4</sup> An institution is any independent center or sponsoring organization of day care homes, child care centers, at-risk afterschool care centers, outside-school-hours care centers, emergency shelters, or adult day care centers which enters into an agreement with the State agency to assume final administrative and financial responsibility for program operations.

The Food and Nutrition Service (FNS) is collecting this information to understand Child Nutrition Program operations in FY 2024 and will use the information to inform planning, policy, and guidance related to the Child Nutrition Programs. Because the personally identifiable information (PII) requested under this collection will not be used to retrieve survey records or data, requirements of the Privacy Act of 1974 do not apply. Responses will be kept private to the extent provided by law and FNS regulations. 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 0584-0607. The time required to complete this information collection is estimated to average 6.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0607). Do not return the completed form to this address.

## 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 institution**

Data element (monthly)	Item number on FNS-44
<b>FNS-44 Part A</b>	
Number of day care homes administered by sponsoring organization	6-A, 6-B, 6-C, 6-D
<b>FNS-44 Part B</b>	
Number of outlets	
• Child care centers only	9-A
• Day care homes only	
– Tier I	9-B1
– Tier II All Higher	9-B1
• Centers & homes	
– Tier II All Lower	9-B2
– Tier II Mixed	9-B2
• Adult care	9-C
Average daily attendance of outlets reported on line 9	
• Child care centers only	10-A
• Day care homes only	
– Tier I	10-B1
– Tier II All Higher	10-B1
• Centers & homes	
– Tier II All Lower	10-B2
– Tier II Mixed	10-B2
• Adult care	10-C
Average number of CACFP operating days	Not reported on FNS-44
<b>FNS-44 Part C</b>	
Number of outlets	
• For-profit centers	12-A
• Outside school-hours care centers	12-B
• Head Start centers	12-C
• At-risk afterschool	12-D
• Emergency shelters	12-E
• Adult day care for-profit centers	19-A
• All other adult care centers	19-B

Data element (monthly)	Item number on FNS-44
------------------------	-----------------------

Average daily attendance of outlets reported on line 12

- |                                     |      |
|-------------------------------------|------|
| • For-profit centers                | 13-A |
| • Outside school-hours care centers | 13-B |
| • Head Start centers                | 13-C |
| • At-risk afterschool               | 13-D |
| • Emergency shelters                | 13-E |
| • Adult day care for-profit centers | 20-A |
| • All other adult care centers      | 20-B |

Average number of CACFP operating days

Not reported on FNS-44

#### FNS-44 Part D<sup>i</sup>

Total number of lunches and suppers served during the month in centers and homes receiving USDA Foods assistance

- |                                     |      |
|-------------------------------------|------|
| • Child care centers                |      |
| – Cash-in-lieu assistance           | 21-A |
| – Entitlement USDA Foods assistance | 21-B |
| • Day care homes                    |      |
| – Cash-in-lieu assistance           | 21-C |
| – Entitlement USDA Foods assistance | 21-D |
| • Adult day care                    |      |
| – Cash-in-lieu assistance           | 21-E |
| – Entitlement USDA Foods assistance | 21-F |

#### FNS-44 Part E

Breakfasts

- |   |       |
|---|-------|
| • Free                                      |       |
| – Child care centers                        |       |
| ▪ All child care centers, including at-risk | 22-A1 |
| ▪ At-risk only                              | 22-A2 |
| – Day care homes                            |       |
| ▪ Tier I                                    | 22-B  |
| ▪ Tier II, Higher                           | 22-B  |
| ▪ Tier II, Lower                            | 22-B  |
| – Adult day care                            | 22-C  |
| • Reduced                                   |       |
| – All child care centers, including at-risk | 25-A1 |
| – Adult day care                            | 25-C  |
| • Paid                                      |       |
| – All child care centers, including at-risk | 28-A1 |
| – Adult day care                            | 28-C  |

Data element (monthly)	Item number on FNS-44
<b>Lunches</b>	
• Free	
– Child care centers	
▪ All child care centers, including at-risk	31-A1
▪ At-risk only	31-A2
– Day care homes	
▪ Tier I	31-B
▪ Tier II, Higher	31-B
▪ Tier II, Lower	31-B
– Adult day care	31-C
• Reduced	
– Child care centers	34-A
– Adult day care	34-C
• Paid	
– Child care centers	37-A
– Adult day care	37-C
<hr/>	
<b>Suppers</b>	
• Free	
– Child care centers	
▪ All child care centers, including at-risk	40-A1
▪ At-risk only	40-A2
– Day care homes	
▪ Tier I	40-B
▪ Tier II, Higher	40-B
▪ Tier II, Lower	40-B
– Adult day care	40-C
• Reduced	
– Child care centers	43-A1
– Adult day care	43-C
• Paid	
– Child care centers	46-A1
– Adult day care	46-C
<hr/>	

Data element (monthly)	Item number on FNS-44
------------------------	-----------------------

Snacks	
• Free	
– Child care centers	
▪ All child care centers, including at-risk	49-A1
▪ At-risk only	49-A2
– Day care homes	
▪ Tier I	49-B
▪ Tier II, Higher	49-B
▪ Tier II, Lower	49-B
– Adult day care	49-C
• Reduced	
– Child care centers	52-A
– Adult day care	52-C
• Paid	
– Child care centers	55-A
– Adult day care	55-C

Total meals free	
• All child care centers, including At-Risk	58-A1
• At-Risk child care centers only	58-A2
• Tier I day care homes	58-B
• Tier II Higher day care homes	58-B
• Tier II Lower day care homes	58-B
• Adult day care	58-C

Total meals reduced	
• All child care centers	59-A
• Adult day care	59-C

Total meals paid	
• All child care centers	60-A
• Adult day care	60-C

Other information to include with all data
--

Name	
ID number	
City	Not reported on FNS-44
Zip code	

<sup>i</sup> Exclude data elements for Part D if State agency receives only cash in lieu of USDA Foods.