| Summer Food Site Locator:

State data exchange: 20XX Template Instructions | 20XX | **OMB Control Number:** 0584-0649
Form: FNS-905
Expires: 12/31/2025
INSTRUCTIONS | 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 0584-0649. The time required to complete this information collection is estimated to average 7.5 minutes 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 Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-0649). Do not return the completed form to this address. | Visit the Portal to access this material any time, and to see the status of your state throughout the cycles over the course of 20XX.

https://partnerweb.usda.gov/sites/CNP/SF-SummerRocks-states |
| | **Worksheet 1: Instructions for using the template and sending data to FNS**
(Data Dictionary) | | | |

Notes:
1. PLEASE ENSURE ALL REQUIRED FIELDS ARE RECORDED. The summer site record will not import into the database without this information.
2. Fields (cells) may highlight YELLOW if potential errors are detected. Please review cells highlighted yellow and amend any errors.
3. State agencies may request that FNS provide a list of sites passed without error and sent for mapping, or sites not-passed (not sent)
4. See "Overview of Major Steps" at bottom of this sheet for additional information.
5. This form is required beginning summer 2025.

New reporting requirements beginning summer 2025!
States must report the service model type (congregate, non-congregate pick-up, non-congregate delivery) for each site. For sites operating more than one service model type, site information must be reported using separate rows (e.g. at least one row for congregate and at least one row for non-congregate). Please note that multiple rows must also be used for every site that has variations in days of operation, start and end dates, and meal service times. Examples are provided on the 2025 FNS-905 Template.

DATA DICTIONARY

Field Order	Field Name	Required	Field Type	Business rules	Example(s)
1	**Site Name**	Required	text - 255 characters		
2	**Site Type (Open, Closed, Camp, Migrant, Open Restricted, Conditional Non-Congregate, Delete)**	Required	text - 255 characters	**(NEW) MUST USE ONLY ONE OF THE SEVEN STATUSES:** Open, Closed, Camp, Migrant, Open Restricted, Conditional Non-Congregate or Delete. Closed means closed enrolled sites. Site types can be found at 7 CFR 225.2. States must, by regulation (7 CFR 225.8(e)), report information to USDA on open and open restricted sites. **Only open and open restricted sites will be on the Summer Site Finder for the public to search or download.** After summer is over, all site types will be displayed on the Capacity Builder and symbolized by type for strategic planning; please submit all site types for this reason. The Delete status should only be used for State agencies who sent a site in error. The Delete status will remove the site and permanently delete the record. For records that need to be updated, resubmit the new record with updated data.	Camp

3 NEW	**Service Model (Congregate, Non-congregate pick up, Non-congregate delivery)**	Required	text - 225 characters	**Please provide only one:** **Congregate:** Food service at which meals that are provided to children are consumed on site in a supervised setting. **Non-congregate Pick Up (Meal Pickup):** This non-congregate meal service model is designed to provide packaged meals that are taken home for children to eat later. Examples of meal pickup include "grab and go," curbside service, or take-home backpacks. Meal pickup is available to all children when the pick-up site is in an area-eligible area, or to children who are eligible for free or reduced price school meals when the pick-up site is in an area that is not area-eligible. Meals must be packaged and portioned to allow children to carry the food from the SFSP site to their home. **Non-congregate Delivery (Home Delivery):** This non-congregate meal service model is designed to deliver meals directly to homes. Delivery could be completed by mail or delivery service, or could be hand-delivered by the sponsor's staff, volunteers, or others. **REMINDER:** If a site operates more than one service model, please use multiple rows to report each of the site's service models and relevant details.	Congregate
4 (EDITS)	**Site Address1**	Required	text - 255 characters	If the site is only operating Home Delivery, then the site's location and any contact information will **not** be displayed on the Summer Meals Site Finder. *Please do not rely on the Site Finder to distribute contact information for your Home Delivery sites.* **(NEW)** This information will not be displayed for the non-congregate delivery (home delivery) service model. (END NEW)	123 Mockingbird Lane
5	Site Address2	Optional	text - 255 characters	optional if needed	Building #21
6	**Site City**	Required	text - 255 characters		
7	**Site State**	Required	text - 2 characters	**MUST USE 2 LETTER DESIGNATION FOR YOUR STATE**	NE
8	**Site Zip**	Required	numeric - 5 to 10 characters	5 digit zip code with or without 4 digit extension	12345 or 12345-1341

9 (EDITS)	Site Phone	Strongly Suggested	numeric - 10 characters	This is for a general phone number for the site, if you do not have a phone number for the contact then it is suggested you have one have for people to call, the import process will format the phone number properly. **(NEW)** This information will not be displayed for the non-congregate delivery (home delivery) service model. (END NEW)	123-123-1234 or (123) 123-1234 or 1234567891
10	Ext	Optional	numeric - 10 characters	provide only number with no alpha characters.	1234 or 12 or 0 **(NOT** "x1234")
11 (EDITS)	Contact First Name	Optional	text - 255 characters	Site contact first name OR first and last name **(NEW)** This information will not be displayed for the non-congregate delivery (home delivery) service model. (END NEW)	Ami or Ami Nguyen
12 (EDITS)	Contact Last Name	Optional	text - 255 characters	Site contact last name **(NEW)** This information will not be displayed for the non-congregate delivery (home delivery) service model. (END NEW)	Nguyen
13 (EDITS)	Contact Phone	Optional	numeric - 10 characters	This is for a phone number for the contact, if you do not have a phone number for the general site then it is suggested you have one have for people to call, the import process will format the phone number properly. There is no extension field for this phone number. **(NEW)** This information will not be displayed for the non-congregate delivery (home delivery) service model. (END NEW)	123-123-1234 or (123) 123-1234 or 1234567891
14	**Sponsoring Organization**	Required	text - 255 characters		
15 (EDITS)	**Start date (MM/DD/YY)**	Required	date field	**MUST USE FORMAT:** MM/DD/YY or MM/DD/YYYY **(NEW) REMINDER:** If a site operates with schedules that start on different days, please use multiple rows to report each. (END NEW)	06/01/XX or 06/01/20XX
16 (EDITS)	**End date (MM/DD/YY)**	Required	date field	**MUST USE FORMAT:** MM/DD/YY or MM/DD/YYYY **(NEW) REMINDER:** If a site operates with schedules that end on different days, please use multiple rows to report each. (END NEW)	We can process dates MM/DD/YY or MM/DD/YYYY
17 (EDITS)	Days of operation (S, M, T, W, TH, F, SA)	**(NEW)** Required	text	**MUST HAVE A COMMA BETWEEN DAYS.** This is used for advanced filtering in search. If you do not capture this information you can use the "Comments" to provide instructions. **(NEW) Non-Congregate Pick Up Sites:** Days of operation are the days meals are available for pick up. Only report pick up days. **(NEW) REMINDER:** If a site operates with schedules that vary throughout the week, please use multiple rows to report each. (END NEW)	**(REVISED)** Text Field Examples: M,T,W or M,T,W,TH **(NEW)** Non-Congregate Pick Up Site Example: Site provides three breakfast and three lunch meals for pick up on Mondays and four breakfast and four lunch meals for pick up on Thursdays. The meals are intended to be consumed on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. The days of operation for this site would be M and TH.

18 (EDITS)	**Comments**	Strongly Suggested	text- 255 characters	**(REVISED) Please note:** This field allows States to add clarification, hours, non-congregate pick up details, additional comments, details or directions to the Summer sites. For open sites, this field **WILL APPEAR** in the Summer Site Finder. **(NEW)** For non-congregate pick-up or delivery sites, please provide the number of meals available for either pick up or delivery at one time. (END NEW)	9:00-5:30 or "Site is closed between meal times" or "See meal times for hours" or "contact site for days open & meals served" 8/16/2021 - June 2022 is traditional school year - service will be on-site, in the cafeteria. Service times will be updated when a schedule is established. 9:00-5:30 or "Site is closed between meal times" or "See meal times for hours" or "contact site for days open & meals served" Bulk meal distribution is Wed 3-4:30, in the parking lot of the High School. Meal kits w/ 7 days brkfst, lunch. Sandwich boards at corner of Rd. A & Ave. B, at parking lot entrance & trucks are at the front door of the school. Open on July 4; we are planning for bulk meal pickups for multiple days one or two times a week. We will have complete pre-packaged breakfast and lunch meals for multiple days distributed at the Site, with monitors on site Breakfast & lunch available in 7-day bulk meal kits. For take home. No pre-order required. Wed &Fri distribution until 6/11, and then Wed. from 3-4:30 only. Closed on July 4; We will provide bulk meal service to students twice a week, during remote instruction 6/21/2021 - 7/30/2021 is summer program - drive thru meal pick up 11:00 am - 12:30 pm
19 (EDITS)	Breakfast Time	Dependent on site	varchar - 255 characters	Please provide start and end times separated by a hyphen. **(NEW)** Please note: for non-congregate pick up sites, start and end times are meal pick up times. **(NEW) REMINDER:** If a site operates with times that change for any reason throughout the summer, please use multiple rows to report each. (END NEW)	9:00-10:00 a.m.

			text - 255 characters	Please provide start and end times separated by a hyphen. **(NEW)** Please note: start and end times are meal pick up times for non-congregate pick up sites. **(NEW)** **REMINDER:** If a site operates with times that change for any reason throughout the summer, please use multiple rows to report each. (END NEW)	12:00-1:00 p.m.
20 (EDITS)	Lunch Time	Dependent on site			
21 (EDITS)	Snack Time AM	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen. **(NEW)** Please note: start and end times are meal pick up times for non-congregate pick up sites. **(NEW)** **REMINDER:** If a site operates with times that change for any reason throughout the summer, please use multiple rows to report each. (END NEW)	9:00-9:30 a.m.
22 (EDITS)	Snack Time PM	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen. **(NEW)** Please note: start and end times are meal pick up times for non-congregate pick up sites. **(NEW)** **REMINDER:** If a site operates with times that change for any reason throughout the summer, please use multiple rows to report each. (END NEW)	2:00-3:00 p.m.
23 (EDITS)	Supper/Dinner Time	Dependent on site	text - 255 characters	Please provide start and end times separated by a hyphen. **(NEW)** Please note: start and end times are meal pick up times for non-congregate pick up sites. **(NEW)** **REMINDER:** If a site operates with times that change for any reason throughout the summer, please use multiple rows to report each. (END NEW)	7:00-8:00 p.m.

			text - 255 characters		Fixed or Mobile
24 (EDITS)	Site Location (Fixed or Mobile)	Optional		**(NEW)** Please complete for congregate and non-congregate pick-up sites only. Do not complete for delivery sites. (END NEW) Location type: **FIXED** at the same site, such as at or near a brick and mortar location or in a park or **MOBILE** site, similar to a food truck with a route where it stops to conduct meal service. **(NEW)** Please note that "mobile" sites are not the same as sites operating non-congregate delivery. Mobile sites provide congregate (in-person meal service) or non-congregate pick up (to-go meal service) occurring along a route of multiple meal service sites. Mobile sites differ from delivery sites in that delivery sites entail meals being delivered to an eligible child's home whereas mobile sites make meals available at designated stops along a mobile route. (END NEW)	
27	Site Program	**(NEW)** Required	text - 255 characters	Either Summer Food Service Program (SFSP) or Seamless Summer Option (SSO)	SFSP or SSO
28	State Site ID Number 	Optional	text - 255 characters	State agency site ID or reference key. This field can assist in communication with FNS in identifying, updating and deleting specific sites. This field will not be made public.	106-001
29	State Sponsor ID Number	Optional	text - 255 characters	State agency sponsor ID or reference key. This field will not be made public.	106
30	soo-x	Optional	numeric - 25 characters	PLEASE NOTE: if your State has already geocoded your sites, please include the x coordinate of the site here	
31	soo-y	Optional	numeric - 25 characters	PLEASE NOTE: if your State has already geocoded your sites, please include the y coordinate of the site here	

OVERVIEW OF MAJOR STEPS

Below are the five major steps performed for each of the 19 cycles during the 20XX Summer Food Site Finder season.
More detailed information can be found at the Summer Food PartnerWeb site: **https://partnerweb.usda.gov/sites/CNP/SF-SummerRocks-states**

Step 1: Review template and supporting material for 20XX			Use this excel file together with the 20XX FNS-905 Template excel file. The FNS-905 template is a "data template" for submitting sites to FNS. It is in the format needed to successfully upload data into the Summer Site Finder and Capacity Builder. Please read through this guide to ensure your data will meet validation requirements. Submit questions to SM.FN.SummerTechSupport@usda.gov. This guide describes how each column in the template is used. Please review this guide and the data template. Instructions and data fields have been clarified.	**Communicate to FNS via email: SM.FN.SummerTechSupport@usda.gov** .... **Visit the Portal to access this material any time, and to see the status of your state throughout the cycles over the course of 20XX.** **https://partnerweb.usda.gov/sites/CNP/SF-SummerRocks-states** .... **You'll find the USPS addressing standards at this site:** **http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf**
Step 2: Baseline/add new data for 20XX			Please complete all REQUIRED fields. NEW: COMMENTS WILL BE PUBLIC. Stakeholder feedback indicated that directions and other information would be useful to share with the public here. Morning and Afternoon Snack times are now in two columns to ease confusion. X and Y coordinates can now be completed by States. Stakeholders indicated this would be easier for them and help improve site location on the Summer Site Finder.	
Step 3: Review results/feedback			FNS will notify you once you have successfully processed through an entire cycle. If some, but not all, sites succeeded all the way through, we can provide you with a list of the sites that did not pass. You can resubmit those in a future cycle with corrections. New: Common issues now highlight the issue in the form allowing you to correct it. The "Custom Sort" option under "Sort & Filter" will allow you to sort by cell color and display those highlighted cells first, making it easier to correct errors.	

	Step 4: Submit Cycle updates (after the first successful upload in Step 2)			**PLEASE REMEMBER WHEN SUBMITTING CYCLE UPDATES, ONLY SUBMIT NEW SITES or SITES THAT HAVE BEEN CORRECTED/UPDATED. DO NOT RESUBMIT SITES THAT HAVE SUCCESSFULLY UPLOADED THIS YEAR. We can give you this list of passed/failed sites at your request.** **Steps 4 and 5 are "Cycle runs" where you can submit new sites. Once you have successfully submitted an initial site list, you can submit new data during cycles at any time, as needed.**	
	Step 5: Review			same as Step 3.	

Site Name	Site Type (Open, Closed, Camp, Migrant, Open Restricted, Conditional Non-Congregate, Delete)	Service Model (Congregate, Non-congregate pick up, Non-congregate delivery)	Site Address1	Site Address2	Site City	Site State	Site Zip	Site Phone	Ext	Contact First Name	Contact Last Name	Contact Phone	Sponsoring Organization	Start date (MM/DD/YY)	End date (MM/DD/YY)
This is an example site name	Open		123 Mockingbird Lane	Building 21	Rockford	IL	02112	815-555-1234	23	John	Smith		Food for America	this should be numeric MM/DD/YY	6/15/2019

Days of operation (S,M,T,W, TH,F,SA)	Comments	Breakfast Time	Lunch Time	Snack Time AM	Snack Time PM	Dinner/Supper Time	Site Location Fixed or Mobile	Site Program SFSP or SSO	State Site ID Number	State Sponsor ID Number	soo-x	soo-y
	Location closed between meals.											
M,T,W,TH,F	Close on Summer Holidays (May 25, Jul 4th)	9:00 - 10:00	12:30-1:30				Mobile	SFSP	106-001	106		