United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive
Alexandria, VA 22302-1500

DATE: **July 7, 2010**

MEMO CODE: CACFP 15-2010

SUBJECT: Reporting of At-Risk Meal Data on Form FNS-44

TO: Regional Directors
Child Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

We are in the process of updating Form FNS-44, *Report of the Child and Adult Care Food Program* (CACFP), to reflect the recent expansion of the At-Risk portion of the CACFP. Very soon we will begin working with a contractor to make the new form available in the Food Program Reporting System (FPRS). This process may take a few months. In the interim, the present guidance replaces and supersedes previous guidance, issued June 13, 2002, and explains how to report At-Risk Meal data relating to At-Risk meals served through CACFP. Until the new form is made available in the FPRS, States will continue to report at-risk meal data in the "REMARKS" section of the current FNS-44 according to the guidelines that follow.

Although reimbursement for At-Risk afterschool snacks is available in all States, At-Risk afterschool meals are currently authorized under the Richard B. Russell National School Lunch Act in Connecticut, Delaware, Illinois, Maryland, Michigan, Missouri, Nevada, New York, Oregon, Pennsylvania, Vermont, West Virginia, Wisconsin, and the District of Columbia.

Provided below are the instructions for the submission of participation and meal data for At-Risk Meals. Please fill out the attached chart and cut and paste it into the "REMARKS" section of the FNS-44.

At-Risk Meal data must be reported to the Food and Nutrition Service (FNS) with the final 90-day FNS-44 for the claim month only. Submission of the data on the 30-day report is not required and is not supported in this form. Please note that the 90-Day Report must be submitted on-line via FPRS within ninety days following the month being reported. This is a final report and must consist of actual data only.

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The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

1. The schedule for the submission of At-Risk Meal data has not changed:

   Numbers of Meals by Type
   (breakfasts, lunches, suppers, snacks): Every Month

   Number of Institutions: October and March Only
   Number of Sites: October and March Only
   Average Daily Attendance: October and March Only

2. For October and March reporting, report only At-Risk institutions and sites which served meals other than snacks. If the sites served snacks in addition to other meals, report the Average Daily Attendance (ADA) for the meals components of the program only.

3. For the October and March reporting on Lines 11, 12, and 13, Column D of the FNS-44, report unduplicated counts of institutions, sites, and ADA for all At-Risk Programs (both snack and meals). Each institution and site should be reported only once, regardless of whether it served only snacks, only meals, or both.

The tab for the "REMARKS" section of the FNS-44 appears on the FPRS data entry screen. It allows the entry of 500 characters, which should be sufficient to fill-in and "cut and paste" all At-Risk meal activity in the format provided below:

PART C (D) – Afterschool At-Risk (October and March reports only)
11. Number of Institutions: _____
12. Number of Sites: _____
13. Average Daily Attendance: _____

PART E (A) – At-Risk Only (90 day report only, monthly)
22. Breakfasts: Actual _____
31. Lunches: Actual _____
40. Suppers: Actual _____
49. Snacks: Actual _____

The attachment contains the above chart.

Reporting the At-Risk Meals on the FNS-44 begins with the April 2010 **90-day report** claim month due in FPRS in August 2010. States should contact their FNSRO with any questions. FNSROs should contact Gary Vessels.

Original Signed

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