



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: December 28, 2015

MEMO CODE: SP 21-2016

SUBJECT: Fiscal Year Reporting Timeline and Reporting Table

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum shares newly developed resources intended to promote reporting efficiency. The attached “Reporting Timeline” and “Reporting Table” were developed to assist with tracking the diverse reports required to be submitted by State agencies to the Food and Nutrition Services (FNS) throughout the fiscal year.

These resources reflect key management information such as due dates, reporting frequency and method of submission of common reports required to be submitted by operators of the FNS Child Nutrition Programs. These are not all-inclusive; additional reports may be required.

These resources are meant to *complement* current policies and reporting requirements; they do not supersede or replace existing guidance. Occasionally requirements and policies will be revised; FNS will update and distribute these reporting documents periodically to reflect those revisions.

State agencies should direct questions to their appropriate FNS Regional office.

Original Signed

Sarah E. Smith-Holmes
Director
Program Monitoring and Operational Support Division
Child Nutrition Programs

Attachments