FNS-640A Instructions for SY 17-18 Reporting

Fields can be left blank if not specified otherwise.
Not meeting the formatting/business rules will trigger an error unless noted otherwise.

Field	Guidelines	SY 17-18 Instructions
A1. General SFA Information	**NOT A DATA ENTRY FIELD (Header)**	
A1-1. SFA ID #	• Can be any character • Cannot be left blank	The SFA ID # entered must match the SFA ID # entered in field B1-1 (FNS-640B). The SFA ID # entered in field A1-1 **must** be the same SFA ID # used in FNS-742 reporting for the same School Year.
A1-2. SFA Name	• Alphanumeric only • Cannot be left blank • Must match SFA Name in field B1-2	Enter SFA Name as reported on Line 1 of the applicable SFA-3. The SFA Name entered in field A1-2 **must** be the same as the applicable SFA Name entered in field B1-2 (FNS-640B).
A1-3. Review Period (Month)	• Must be in ## format • No special characters • Cannot contain number other than 01-12 • Cannot be left blank	Enter Review Period <u>Month</u> as reported on Line 3 of the applicable SFA-3
A1-4. Review Period (Year)	• 4-digit numeric only • Must be in #### format • No special characters • Cannot be left blank	Enter Review Period <u>Year</u> as reported on Line 3 of the applicable SFA-3
A1-5. Total # Schools offering SBP	• Numeric only • Cannot be left blank	Total # of Schools reviewed offering SBP within the applicable SFA Enter Total # of Schools as reported on Line 2 (Reviewed) of the applicable SFA-3

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A2. Certification and Benefit Issuance Review Method	**NOT A DATA ENTRY FIELD (Header)**	
A2-1. Sampling Methodology (Select [1] one)	• One type of sampling method (A2-1A through A2-1C) **must** be selected [1] • Only one sampling method (A2-1A through A2-1C) can be selected • Only 1 or 0 Allowed if a value is entered	Select Sampling Methodology fields A2-1A through A2-1C. A2-1A. (100% of students eligible for free and reduced price benefits) -A2-1B. (95% Confidence Level /Electronic System) A2-1C. (99% Confidence Level / Manual System) Select [1] type of sampling method as reported on Lines 4A through 4C of the applicable SFA-3 **WARNING TRIGGER:** Not selecting [1] one type of sampling method will trigger a **warning message** to list the reason why a sampling method was not selected.
A2-2. Total # Students Reviewed (i.e. Sample Size #)	• Numeric only • Cannot be left blank	Enter Total # of students reviewed as reported in Line 4 of the applicable SFA-3
A2-3. SFA count of Reviewed Students (#)	• Numeric only • Cannot be left blank	Enter SFA Count (#) of Reviewed Students in fields A2-3A (Free) and A2-3B (Reduced-Price) as reported in Line 4D of the applicable SFA-3.
A2-4. SA count of Reviewed Students (#)	• Numeric only • Cannot be left blank	Enter SA Count (#) of Reviewed Students in fields A2-4A (Free) and A2-4B (Reduced-Price) as reported in Line 4E of the applicable SFA-3.
A2-5. Application Errors by Type (#)	• Numeric only • Enter total # of application errors by type for A2-5A through A2-5E	Enter total # of application errors by type for each field A2-5A through A2-5E (Child or Household Name, Case Number, Income Amount or Source, Social Security # (last 4 digits), Adult Signature) as recorded (Total for each) for Line 4F on the applicable SFA-3.
A2-6. Total # of Applications Miscategorized	• Numeric only • Enter total # of miscategorized applications by type for A2-6A through A2-6D	Enter total # of applications miscategorized for each field A2-6A through A2-6D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 4G on the applicable SFA-3.

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A2-7. Total # of Benefit Issuance Errors	• Numeric only • Enter total # of Benefit Issuance Errors by type for A2-7A through A2-7D	Enter total # of benefit issuance errors for each field A2-7A through A2-7D (Free -> Reduced Price, Free -> Paid, Reduced Price -> Paid, Reduced Price -> Free) as reported in Line 4H on the applicable SFA-3.
A3. Fiscal Action	**NOT A DATA ENTRY FIELD (Header)**	
A3-1. NSLP Total Overclaim/Underclaim ($ +/-)	• Numeric only • Must be in .XX format • Overclaims must be a positive number • Underclaims must be a negative number • **Cannot be left blank**	To Calculate NSLP Total Overclaim/Underclaim ($+/-), subtract the sum of Afterschool Snack Adjustment field totals from all NSLP tabs in the Fiscal Action Workbook from the Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook Overclaims must be a positive number (i.e. 100) and Underclaims must be a negative number (i.e. -100)
A3-2. SBP Total Overclaim/Underclaim ($+/-)	• Numeric only • Must be in .XX format • Overclaims must be a positive number • Underclaims must be a negative number • **Cannot be left blank**	Enter Total SBP Fiscal Action amount as reported in the FA Summary Tab of the Fiscal Action Workbook Overclaims must be a positive number (i.e. 100) and Underclaims must be a negative number (i.e. -100)
A3-3. Afterschool Snacks Total Overclaim/ Underclaim ($+/-)	• Numeric only • Must be in .XX format • Overclaims must be a positive number • Underclaims must be a negative number • **Cannot be left blank**	Enter **sum** of Afterschool Snack Adjustment fields from **all NSLP tabs** in the Fiscal Action Workbook Overclaims must be a positive number (i.e. 100) and Underclaims (i.e. -100) must be a negative number

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A3-4. Was Overclaim Disregarded (Select [1] if Yes)	• Only 1 or 0 Allowed if a value is entered • A3-4 and/or A3-5 must contain the value 1 if the sum of A3-1 and A3-3 is $0.01 - $600.00 AND/OR A3-2 is $0.01 - $600.00 • A3-4 must be blank or 0 if the sum of A3-1 and A3-3 is OVER 600 AND A3-2 is OVER 600	Enter a "1" if an overclaim was disregarded as determined by SA based on the calculated amounts in the Fiscal Action Workbook Summary Tab If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) is Equal to or UNDER 600 and A3-2 (SBP Overclaim/Underclaim) is Equal to or UNDER 600 then A3-4 (Overclaim Disregard) or A3-5 (Funds Withheld/Recovered) must be selected [1] If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) is OVER 600 and A3-2 (SBP Overclaim/Underclaim) is OVER 600 then A3-4 (Funds Withheld/Recovered) must be blank or 0.
A3-5. Were Funds Withheld or Recovered (Select [1] if Yes)	• Only 1 or 0 allowed if a value is entered • A3-5 must be must contain the value of 1 if the sum of A3-1 and A3-3 is OVER 600 AND/OR A3-2 is OVER 600 • If the sum of A3-1 and A3-3 is $0.01 - $600.00 and A3-2 is $0.01 - $600.00 and A3-4 is blank then A3-5 must equal 1	Enter a "1" if funds were **recovered** If the sum of A3-1 (NSLP Overclaim/Underclaim) and A3-3 (Afterschool Snacks Overclaim/Underclaim) equals $0.01 - $600.00 and A3-2 (SBP Overclaim/Underclaim) is $0.01 - $600.00 and A3-4 (Overclaim Disregard) is blank then A3-5 (Funds Withheld/Recovered) must equal 1 Selecting both A3-4 (Overclaim Disregard) and A3-5 (Funds Withheld/Recovered) when an overclaim for both NSLP and SBP UNDER $600 are reported, will trigger a **warning message** to report from which program (NSLP or SBP) funds were recovered.
A3-6. Underclaim paid to SFA ($)	• Numeric only • Must be in .XX format	Enter total amount ($) Underclaim paid to SFA (total of NSLP and SBP) from Line 11D of the applicable SFA-3.

Field	Guidelines	SY 17-18 Instructions
A4. Resource Management	**NOT A DATA ENTRY FIELD (Header)**	
A4-1. Risk Flag(s) Triggered (Select [1] all that apply)	• Select [1] all that apply for A4-1B through A4-1E • Only 1 or 0 allowed if a value is entered	A4-1A. (SFA Enrollment) has been removed as an option on the SY 17-18 AR Resource Management Risk Indicator Tool and should not be selected [1]. Select [1] all that apply for A4-1B through A4-1E (Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs) Select [1] all that apply as reported on Line 14 of the applicable SFA-3.