# USDA

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SUBJECT:            Model Functional Requirements for State and Local Information
                    Technology Systems

TO:                 Regional Directors
                    Special Nutrition Programs
                    All Regions

                    State Directors
                    Child Nutrition Programs
                    All States

The purpose of this memorandum is to announce the release of the first version of the
"*Model Functional Requirements for State School Meal Programs Information
Systems*" and "*Model Functional Requirements for Local School Meal Programs
Information Systems*" tools. These tools can be found at the following link:
http://www.fns.usda.gov/school-meals/guidance-and-resources.

Functional requirements describe the function of an information technology (IT)
system, or *what* the IT system will do. Functional requirements do not describe how
the system will perform the function, which is known as system design requirements.
These newly created model functional requirements documents specify what functional
requirements State and local IT systems should include to meet school meal program
requirements and support program operations. They were created from a collaborative
effort between the Food and Nutrition Services (FNS), and State and local agency staff
and help to align the school meal programs with technology guidance already available
in other FNS programs. For example, in the Supplemental Nutrition Assistance
Program (SNAP) and Special Supplemental Nutrition Program for Women, Infants,
and Children (WIC) the FNS 901 Handbook (http://www.fns.usda.gov/apd/fns-
handbook-901-advance-planning-documents) describes FNS policies and procedures
that State agencies must follow in order to receive Federal funding to develop, acquire,
and/or implement IT systems. Although it describes IT planning processes that are not
mandatory for the Child Nutrition Programs at this time, administrators of the Child
Nutrition Programs may find the FNS 901 Handbook to be a helpful resource.

While it is not required, State and local agencies administering the school meal
programs (i.e., National School Lunch Program, School Breakfast Program, and
Special Milk Program) may choose to use the *Model Functional Requirements for
State School Meal Programs Information Systems* and *Model Functional Requirements
for Local School Meal Programs Information Systems* tools in the development or

enhancement of IT systems for the school meal programs, or in the procurement for the development or enhancement of their IT systems.  These Microsoft Excel documents may be edited so that each State and local agency can adapt the functional requirements to their needs.  The "Tool Instructions" tab within the two documents provides information on how to navigate through the documents, as well as how to use the filter and search functions of the software.

**NOTE: It is critical that a State or local agency review the model functional requirements document carefully prior to use in the development/enhancement or procurement for the development/enhancement of their school meal programs' IT system to ensure the functionalities listed within the documents fit the State or local agency's individual needs**.

State agencies are encouraged to distribute this information to local school food authority Program operators.  It is important to note these are dynamic, or living, documents that will change as the school meal programs' regulations and policies change; therefore, these documents will be updated periodically.  Should you have comments, suggestions or additions you would like FNS to consider for the next iteration of these documents, please use the following email address:

- For the State Model Functional Requirements for School Meals Programs, please use: StateMFRComments@fns.usda.gov
- For the Local Model Functional Requirements for School Meals Programs, please use: LocalMFRComments@fns.usda.gov

Local school food authority Program operators should direct any questions regarding this memorandum to the appropriate State agency.  State agencies should direct questions to the appropriate FNS Regional office.

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