**USDA logo FNS-640A Instructions for Reporting**

**Fields can be left blank if not specified otherwise.**

**Not meeting the formatting/business rules will trigger an error unless noted otherwise.**

**NOTE: Updates are highlighted in yellow in the instructions.**

| **Field** | **Guidelines** | **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 Month 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 Year 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 |
| **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 4E (SA Count) 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. |
| **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 ($+/-)** | * Numeric only * Must be in .XX format * Overclaims must be a negative number * Underclaims must be a positive number * **Cannot be left blank** | To Calculate NSLP Total Overclaim/Underclaim ($+/-), subtract the Total Fiscal Action for Afterschool Snack from the Total NSLP Fiscal Action as reported in the FA Summary Tab of the Fiscal Action Workbook.  Overclaims must be a negative number (i.e. -100) and Underclaims must be a positive number (i.e. 100). |
| **A3-2. SBP Total Overclaim/Underclaim ($+/-)** | * Numeric only * Must be in .XX format * Overclaims must be a negative number * Underclaims must be a positive number * **Cannot be left blank** | Enter Total SBP Fiscal Action amount as reported in the FA Summary Tab of the Fiscal Action Workbook  Overclaims must be a negative number (i.e. -100) and Underclaims must be a positive number (i.e. 100). |
| **A3-3. Afterschool Snacks Total Overclaim/ Underclaim ($+/-)** | * Numeric only * Must be in .XX format * Overclaims must be a negative number * Underclaims must be a positive number * **Cannot be left blank** | Enter total Afterschool Snacks Fiscal action amount as reported in the FA Summary Tab of the Fiscal Action Workbook  Overclaims must be a negative number (i.e. -100) and Underclaims must be a positive number (i.e. 100). |
| **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 through -$600.00 AND/OR A3-2 is $-0.01 through -$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, Afterschool Snack, and SBP) from Line 11D of the applicable SFA-3. |
| **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 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. |

9/2019