



Food and
Nutrition
Service

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Center

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DATE: October 30, 2019

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SUBJECT: FNS-640 Reporting Guidance

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memo provides reporting guidance for the FNS-640 beginning with reporting for School Year (SY) 2018-2019 due March 1, 2020. State agencies may use the attached instructions and business rules/edit check to develop reporting processes and make system updates for FNS-640 reporting. Updates to the instructions reflect revisions made to the SY 2018-19 Administrative Review Forms.

There are no changes to SY 2019-20 Administrative Review manual, tools or forms affecting the FNS-640 reporting instructions for SY 2019-20. Moving forward, updates to the FNS-640 reporting instructions will be released only when revisions to the Administrative Review manual or forms affects reporting.

State agencies should note that no changes were made to the data elements that are collected in the FNS-640 and we do not expect an increase in burden to complete the report for SY 2018-19. Additionally, FNS will not be accepting requests for partial reporting this year.

State agencies with questions should contact their respective FNS Regional office.

Pursuant to the Congressional Review Act (5 U.S.C. §801 et seq.), the Office of Information and Regulatory Affairs designated this rule as not a major rule, as defined by 5 U.S.C. § 804(2).

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