



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

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Alexandria, VA  
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**DATE:** January 22, 2013

**MEMO CODE:** SP 20-2013

**SUBJECT:** Quarterly Reporting Associated with School Food  
Authority Certification for Performance-Based Reimbursement

**TO:** Regional Directors  
Special Nutrition Programs  
Financial Management  
All Regions

State Agencies  
Child Nutrition Programs  
All States

This memorandum provides information regarding the State agencies' quarterly reporting requirements associated with identifying the number of school food authorities (SFAs) certified to receive the performance-based reimbursement for each lunch served in compliance with the new meal pattern requirements for the National School Lunch and School Breakfast programs.

The interim final rule, *Certification of Compliance With Meal Requirements for the National School Lunch Program Under the Healthy, Hunger-Free Kids Act of 2010* requires, among other measures, that within 30 days of the end of each quarter State agencies submit a quarterly report detailing the total number of SFAs in the State and the names of certified SFAs. This report, titled *Quarterly Report for SFA Certification*, will contain data compiled by State agencies, and "imported" or "uploaded" to the Food Programs Reporting System (FPRS).

Meal counts earning the performance-based reimbursement are to be reported by the State agency on the FNS-10, the *Report of School Program Operations*, not on the *Quarterly Report for SFA Certification*.

Please note that the *Quarterly Report for SFA Certification* is scheduled to open in the FPRS on February 12, 2013; therefore, the period for uploading or importing fiscal year 2013, Quarter 1 (Oct – Nov – Dec) SFA certification data will be from February 13 through March 1, 2013. This is a one-time extension to facilitate necessary computer programming in the FPRS.

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All subsequent *Quarterly Report for SFA Certification* submissions will be required to be uploaded or imported to the FPRS within 30 days of the end of the quarter.

*Attachment A. Quarterly Report for SFA Certification Example* provides instructions and an illustration of the required data fields to be completed by the State agencies. Further instructions will be available on the New Submission page in the FPRS.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division

Attachment

ATTACHMENT A

## Quarterly Report for SFA Certification Example

State agency staff responsible for inputting data for the *Quarterly Report for SFA Certification* must: 1) acquire USDA eAuthentication Level 2 for access to this report if not already obtained (<https://identitymanager.eems.usda.gov/registration/index.aspx>); and 2) complete and submit an FNS-674 form detailing access to this report (**QTR-SFA-CERT**). The FNS-674 form should be submitted to the Regional Office FPRS contact.

State agencies will upload monthly data for each quarter into FPRS in the format below (Example 1). All three months of the quarter should be uploaded together in one file no later than 30 days after the end of each fiscal quarter<sup>1</sup>. A blank template will be provided on the FPRS *Quarterly Report for SFA Certification* New Submission page. State agencies will be able to make revisions to prior quarter data through the FPRS system.

The *Quarterly Report for SFA Certification* contains six columns as follows:

Column 1: State – State abbreviation (2 character postal state code)

Column 2: SFA ID – State created unique identifier that is used on other SFA level reports. This unique identifier should not change throughout the year.

Column 3: SFA Name – Name of school food authority.

Columns 4-6: Certified (Y/N/O) [Month 1, 2, 3] – In the last three columns the State agency will report a “Y” if the SFA was certified at any time during the column month; an “N” if the SFA was not certified at any time during the column month; and, an “O” if the SFA has merged with another SFA, no longer participates in the NSLP, or there is some other reason that the SFA should be removed from the tabulations.

In Example 1, State “ST” has 4 SFAs participating in the NSLP. *SFA 1* and *SFA 2* were certified as compliant with meal pattern and nutrition standard requirements and eligible to receive performance-based reimbursements during all months in this quarter. *SFA 3* was certified during the third month of this quarter. *SFA 4* was certified during the first two months of the quarter, but discontinued participating in the NSLP during the third month of the quarter.

**Example 1**

State	SFA ID	SFA Name	Certified (Y/N/O) Month 1	Certified (Y/N/O) Month 2	Certified (Y/N/O) Month 3
ST	0001	SFA 1	Y	Y	Y
ST	0002	SFA 2	Y	Y	Y
ST	0003	SFA 3	N	N	Y
ST	0004	SFA 4	Y	Y	O

Labels for months in columns 4-6 will be auto-populated based on the FY and Quarter selected by the State agency on the New Submission page in the FPRS.

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<sup>1</sup> The reporting period for FY 2013, Quarter 1 will be from February 13 through March 1, 2013. This is a one-time extension to facilitate necessary computer programming in the FPRS.