

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

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

Field	Guidelines	Instructions
<b>B1. General SFA Information</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B1-1. SFA ID #</b>	<ul style="list-style-type: none"> <li>Can be any character</li> <li><b>Cannot be left blank</b></li> </ul>	<p>The SFA ID # entered must match the SFA ID # entered in field A1-1 (FNS-640A).</p> <p>The SFA ID # entered in field B1-1 (FNS-640B) <b>must</b> be the same SFA ID # used in FNS-742 reporting for the same School Year.</p>
<b>B1-2. SFA Name</b>	<ul style="list-style-type: none"> <li>Alphanumeric only</li> <li><b>Cannot be left blank</b></li> <li>Must match SFA Name in field A1-2</li> </ul>	<p>Enter SFA Name as reported on the S-1.</p> <p>The SFA Name entered in field B1-2 <b>must</b> be the same as the SFA Name entered in field A1-2.</p>
<b>B2. General School Information</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B2-1. School Name</b>	<ul style="list-style-type: none"> <li>Can be any character</li> <li><b>Cannot be left blank</b></li> </ul>	Enter <b>School</b> Name as reported on the S-1.
<b>B2-2. Type of School</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply</li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>Enter a 1 for all that apply as reported in Line 1 of the applicable S-1.</p> <p>At least one of fields B2-2A, <b>B2-2B, B2-2C or B2-2F</b> (Public, Private, Charter, or RCCI) under Type of School must equal 1.</p> <p>Select [1] all that apply of fields B2-2D, <b>B2-2E, B2-2G, B2-2H, B2-2I, B2-2J</b> (Regular, Boarding, Pricing, Closed Campus, Traditional Schedule, and/or Single Track) as reported in Line 1 of the applicable S-1.</p>
<b>B2-3. Special Provision Options 1, 2 &amp; 3 (Complete Fields as Applicable)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B2-3A. Option Being</b>	<ul style="list-style-type: none"> <li>Only 0, 1, 2, or 3 allowed if a</li> </ul>	Enter Spec

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>Used</b>	value is entered	
<b>B2-3B. Base Year</b>	<ul style="list-style-type: none"> <li>Select [1] if in base year</li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>Enter a 1 if “Base Year” is selected on S-1</p> <p>Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)</p>
<b>B2-3C. Non-Base Year</b>	<ul style="list-style-type: none"> <li>Select [1] if not in Base Year</li> <li>Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Enter a 1 if not in Base Year as reported in Line 1 of S-1</p> <p>Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)</p>
<b>B2-3D. SFA Calculated Free Claiming % or Funding Level</b>	<ul style="list-style-type: none"> <li>Must be in designated format: 00.00 – 100.00</li> <li>Numeric values only (to include decimal point)</li> <li><u>If B2-3A equals 1, 2, or 3, B2-3D cannot be left blank</u></li> </ul>	<p>Enter SFA Calculated Free Claiming % or Funding Level as reported in Line 1. of the applicable S1.</p> <p>The SFA Calculated Free Claiming % or Funding Level (field B2-3D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
<b>B2-3E. SA Calculated Free Claiming % or Funding Level</b>	<ul style="list-style-type: none"> <li>Must be in designated format: 00.00 – 100.00</li> <li>Numeric values only (to include decimal point)</li> <li><u>If B2-3A equals 1, 2, or 3, B2-3E cannot be left blank</u></li> </ul>	<p>Enter SA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SA Calculated Free Claiming % or Funding Level (field B2-3E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
<b>B2-3F. SFA Calculated Reduced Price Claiming % or Funding Level</b>	<ul style="list-style-type: none"> <li>Must be in designated format: 00.00 – 100.00</li> <li>Numeric values only (to include decimal point)</li> <li><u>If B2-3A equals 1, 2, or 3, B2-3F cannot be left blank</u></li> </ul>	<p>Enter SFA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SFA Calculated Reduced Claiming % or Funding Level (field B2-3F) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SFA Calculated Reduced Price Claiming % or Funding Level (field B2-3F) cannot be left blank when it is indicated that Special Provision 1, 2 or 3 is being used in field B2-3A.</p>
<b>B2-3G. SA Calculated Reduced Price Claiming % or Funding Level</b>	<ul style="list-style-type: none"> <li>Must be in designated format: 00.00 – 100.00</li> <li>Numeric values only (to include decimal point)</li> <li><u>If B2-3A equals 1, 2, or 3, B2-3G cannot be left blank</u></li> </ul>	<p>Enter SA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SA Calculated Reduced Claiming % or Funding Level (field B2-3G) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B2-4. Community Eligibility Provision (Complete Fields as Applicable)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B2-4A. District-Wide (Select [1] if CEP district-wide)</b>	<ul style="list-style-type: none"> <li>• Select [1] if CEP District-Wide</li> <li>• Only 1 or 0 Allowed if a value is entered</li> </ul>	Enter a 1 if “Districtwide” CEP as reported in Line 1 of applicable S-1.
<b>B2-4B. SFA Calculated ISP (XX.XX)</b>	<ul style="list-style-type: none"> <li>• Must be in designated format: 00.00 – 100.00</li> <li>• Numeric values only (to include decimal point)</li> </ul>	Enter SFA Calculated ISP as reported in Line 1 of applicable S-1 The SFA Calculated ISP (field B2-4B) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)
<b>B2-4C. SA Confirmed ISP (XX.XX)</b>	<ul style="list-style-type: none"> <li>• Must be in designated format: 00.00 – 100.00</li> <li>• Numeric values only (to include decimal point)</li> </ul>	Enter SA Confirmed ISP as reported in Line 1 of applicable S-1. The SA Confirmed ISP (field B2-4C) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%) The SA <b>Confirmed</b> ISP (field B2-4C) must be reported when the SFA Calculated ISP field (field B2-4B) has been reported.
<b>B2-4D. SFA Calculated Free Claiming %</b>	<ul style="list-style-type: none"> <li>• Must be in designated format: 00.00 – 100.00</li> <li>• Numeric values only (to include decimal point)</li> <li>• <u>If B2-4B has a value, B2-4D cannot be left blank</u></li> </ul>	Enter SFA Calculated Free Claiming % as reported in Line 1 of applicable S-1. The SFA Calculated Free Claiming % (field B2-4D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%) The SFA Calculated Free Claiming % (field B2-4D) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.
<b>B2-4E. SA Calculated Free Claiming %</b>	<ul style="list-style-type: none"> <li>• Must be in designated format: 00.00 – 100.00</li> <li>• Numeric values only (to include decimal point)</li> <li>• <u>If B2-4B has a value, B2-4E cannot be left blank</u></li> </ul>	Enter SA Calculated Free Claiming % as reported in Line 1 of applicable S-1. The SA Calculated Free Claiming % (field B2-4E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%) The SA Calculated Free Claiming % (field B2-4E) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B2-5. Food Service System (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>(Select [1] all that apply)</li> <li>At least one type of Food Service System (fields B2-5A through B2-5F) must equal 1</li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>At least one type of Food Service System in fields B2-5A through B2-5F (<b>FSMC</b>, Vended, Self-Prep On-Site, Self-Prep Pre-Packaged Satellite, Self-Prep Base/Central Kitchen, Self-Prep Bulk Satellite) <b>must</b> equal 1</p> <p>Select [1] <b>all</b> that apply from applicable S-1.</p> <ul style="list-style-type: none"> <li>Fields B2-5A through B2-5B (Line 2c)</li> <li>Fields B2-5C through B2-5F (Line 2a).</li> </ul>
<b>B2-6. CN Programs Offered (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] <b>all</b> that apply for B2-6A through B2-6F</li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>At least one type of Food Service System in fields B2-6A through B2-6F (NSLP, SBP, SMP, SSO, Afterschool Snack, FFVP) <b>must</b> equal 1</p> <p>Select [1] all that apply as reported in Line 2b of applicable S-1.</p>
<b>B2-7. Nonprogram Foods (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply for B2-7A through B2-7E</li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>Select [1] all that apply for B2-7A through B2-7E (Adult Meals, Vending to other CN sites, Catering, A la Carte, Other)</p> <p>Select [1] all that apply as reported in Line 2c of applicable S-1.</p> <p><b>NOTE:</b> Options recorded on the SY 16-17 S-1 are not the same as the data fields requested on the FNS-640. Report only “Vending to other CN program sites,” “Catering,” and “A la Carte” as recorded on the SY 16-17 S-1 for the FNS-640 SY 16-17 report. Revisions were made to the SY 17-18 S-1 to better align with the FNS-640 report.</p>
<b>B2-8. OVS (Select [1] if Yes)</b>	<ul style="list-style-type: none"> <li>Select [1] if “Yes”</li> <li>Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Select [1] if OVS is used as reported in Line 2e of applicable S-1.</p>
<b>B2-9. Targeted Menu Review (DSAT) (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply for B2-9A through B2-9F</li> <li>Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Select [1] all that apply for B2-9A through B2-9F (Yes, High Risk, Option 1, Option 2, Option 2, Option 4)</p> <p>If B2-9A (Yes) equals 1, either B2-9C (Option 1), B2-9D (Option 2), B2-9E (Option 3) or B2-9F (Option 4) must equal 1</p> <p>Select [1] all that apply as reported in Line 2f of applicable S-1.</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B3. School Breakfast Program</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-1. Meal Service Information</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-1A. Location of Meal Service (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply for B3-1A(a) through B3-1A(d)</li> <li>Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Select [1] all that apply for B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other)</p> <p>Select [1] all that apply as reported in Line 8 of applicable S-1.</p> <p><b>NOTE:</b> Options recorded on the SY 16-17 S-1 are not the same as the data fields requested on the FNS-640. Report only "Cafeteria," "Classroom," "A la Carte," and "Other" as recorded on the SY 16-17 S-1 for the FNS-640 SY 16-17 report. Revisions were made to the SY 17-18 S-1 to better align with the FNS-640 report.</p>
<b>B3-1B. # of points where meal counts are taken</b>	<ul style="list-style-type: none"> <li>Must be numeric</li> <li>Whole numbers only</li> <li><u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u></li> </ul>	<p>B3-1B (# of points where meal counts are taken) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter total # of points where meal counts are taken as reported in Line 9 of applicable S-1.</p>
<b>B3-1C. Total # of students with program access</b>	<ul style="list-style-type: none"> <li>Must be numeric</li> <li>Whole numbers only</li> <li><u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u></li> </ul>	<p>B3-1C (Total # of students with program access) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.</p>
<b>B3-1D. Meal Patterns utilized in the school (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply for B3-1D(a) through B3-1D(d)</li> <li><u>At least one field (B3-1D(a) to B3-1D(d) must equal 1 if any of fields B3-1A(a) through B3-1A(d) equals 1</u></li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Select as reported in Line 3 (SBP) of applicable S-1.</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B3-1E. Review Period: # Serving days</b>	<ul style="list-style-type: none"> <li>• Must be numeric</li> <li>• Whole numbers only</li> <li>• <u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u></li> </ul>	<p>B3-1E (Review Period: # Serving days) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>Enter Review Period: # Serving Days as reported in Line 6 (SBP) of applicable S-1</p>
<b>B3-2. Day of Review</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-2A. Total # of Meals Served</b>	<ul style="list-style-type: none"> <li>• Must be numeric</li> <li>• Whole numbers only</li> <li>• Value cannot exceed value in B3-1C</li> <li>• <u>Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</u></li> </ul>	<p>B3-2A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>The total number in field B3-2A (# meals served) cannot exceed field B3-1C (total # of students with program access)</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for SBP) in the applicable S-1.</p>
<b>B3-2B. # of Ineligibles and/or Second Meals Counted</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	<p>Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (SBP) in the applicable S-1.</p>
<b>B3-2C. # Meals Served Missing Meal Components</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	<p>Enter # Meals Served Missing Meal Components as reported in Line 11 (SBP) in the applicable S-1.</p>
<b>B3-2D. # Incomplete Meals (By Violation Type, leave blank if NA)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-2D(a). Milk Type</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	<p>Enter # Incomplete Meals (Milk Type) as reported in Line 12 (SBP) of the applicable S-1</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B3-2D(b). Food Quantities</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 of the applicable S-1
<b>B3-2D(c). Whole Grain Rich Foods</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 of the applicable S-1
<b>B3-2D(d). Dietary Specifications</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a of the applicable S-1
<b>B3-2E. Difference (+/-) between SFA and SA Meal Count (#)</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if value entered</li> <li>• Value of each field (B3-2E(a) through B3-2E(c) cannot exceed value in B3-2A</li> </ul>	<p>Value of each field B3-2E(a) through B3-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-2A (Total # of Meals Served)</p> <p>Values that exceed the listed business rule will trigger a warning message requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 13 (SBP) of the applicable S-1</p> <p><b>NOTE:</b> When reporting for CEP school sites, the confirmed Claiming % must be applied to the total number of consolidation errors determine the meal counts by category (Free and Paid).</p>
<b>B3-3. Review Period</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-3A. Total # of Meals Served</b>	<ul style="list-style-type: none"> <li>• Must be numeric</li> <li>• Whole numbers only</li> <li>• Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1</li> <li>• Value cannot exceed B3-1C multiplied by B3-1E</li> </ul>	<p>B3-3A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equals 1.</p> <p>Value of field B3-3A (Total # of Meals Served) cannot exceed value in B3-1C (Total # of students with program access) multiplied by B3-1E (Review Period: # Serving days)</p> <p>Values that exceed the listed business rule will trigger a <b>warning message</b> requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 17a (SFA count) of the applicable S-1</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B3-3B. # of Ineligibles and/or Second Meals Counted</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (SBP) of the applicable S-1
<b>B3-3C. # Meals Served Missing Meal Components</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (SBP) of the applicable S-1
<b>B3-3D. # Incomplete Meals (By Violation Type, leave blank if NA)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-3D(a). Milk Type</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # meals Milk Type (violation) as reported in Line 16 of the applicable S-1
<b>B3-3D(b). Food Quantities</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # of meals Food Quantities (violation) as reported in Line 16 of the applicable S-1
<b>B3-3D(c). Whole Grain Rich Foods</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # of meals Whole Grain Rich Foods (violation) as reported in Line 16 of the applicable S-1
<b>B3-3D(d). Dietary Specifications</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # of meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B3-3E. Difference (+/-) between SFA and SA Meal Count (#)</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if value entered</li> <li>• If there are values in fields B3-3B, B3-3C or B3-3D(a) through B3-3D(d), there must be a value in at least one field from (B3-3E(a) to B3-3E(c)</li> <li>• Value of <b>each field</b> (B3-3E(a) through B3-3E(c) cannot exceed value in B3-3A</li> </ul>	<p>Value of each field B3-3E(a) through B3-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-3A (Total # of Meals Served)</p> <p>Values that exceed the listed business rule will trigger a <b>warning message</b> requesting a <b>justification</b></p> <p>Enter Difference (+/-) as reported in Line 17a (SBP) of the applicable S-1</p>
<b>B3-4. Recalculation</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B3-4A. Was Recalculation necessary? (Select [1] type below if Yes]</b>	<ul style="list-style-type: none"> <li>• Select [1] type if Recalculation was necessary</li> <li>• Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Select [1] B3-4A(a) if Partial Recalculation was necessary</p> <p>Select [1] B3-4A(b) if Full Recalculation was necessary as reported in Line 24 (SBP) on applicable S-1</p>
<b>B3-4B. In what area was the violation? (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>• Select [1] all that apply for B3-4B(a) through B3-4B(b)</li> <li>• Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>If field B3-4A(a) (Partial Recalculation) or B3-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B3-4B(a) (Performance Standard 1) must equal 1</p> <p>Select [1] all that apply as reported in Line 24 (SBP) of applicable S-1</p> <p><b>NOTE:</b> While Performance Standards 1 &amp; 2 are listed as options, Performance Standard 2 <b>does not</b> apply to Recalculation and <b>only</b> Performance Standard 1 should be selected to report the violation area.</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B4. National School Lunch Program</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-1 Meal Service Information</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-1A. Location of Meal Service (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] all that apply for B4-1A(a) through B4-1A(c)</li> <li>Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Select [1] all that apply for B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other)</p> <p>Select [1] all that apply as reported in Line 8 (NSLP) of applicable S-1.</p>
<b>B4-1B. # of points where meal counts are taken</b>	<ul style="list-style-type: none"> <li>Must be numeric</li> <li>Whole numbers only</li> <li><u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u></li> </ul>	<p>B4-1B (# of points where meal counts are taken) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equal 1.</p> <p>Enter total # of points where meal counts are taken as reported in Line 9 (NSLP) of applicable S-1.</p>
<b>B4-1C. Total # of students with program access</b>	<ul style="list-style-type: none"> <li>Must be numeric</li> <li>Whole numbers only</li> <li><u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u></li> </ul>	<p>B4-1C (Total # of students with program access) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.</p>
<b>B4-1D. Meal Patterns utilized in the school (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>Select [1] <b>all</b> that apply for B4-1D(a) through B4-1D(d)</li> <li><u>at least one field (B4-1D(a) to B4-1D(d) must equal 1 if any of fields B4-1A(a) through B4-1A(c) equals 1</u></li> <li>Only 1 or 0 allowed if a value is entered</li> </ul>	<p>At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.</p>
<b>B4-1E. Review Period: # Serving days</b>	<ul style="list-style-type: none"> <li>Numeric values only</li> <li>Whole numbers only</li> <li><u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u></li> </ul>	<p>B4-1E (Review Period: # Serving days) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Enter Review Period: # Serving Days as reported in Line 6 (NSLP) of applicable S-1</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B4-2. Day of Review</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-2A. Total # of Meals Served</b>	<ul style="list-style-type: none"> <li>• Must be numeric</li> <li>• Whole numbers only</li> <li>• Value cannot exceed value in B4-1C</li> <li>• <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u></li> </ul>	<p>B4-2A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>The total number in field B4-2A (# meals served) cannot exceed field B4-1C (total # of students with program access)</p> <p>Values that exceed the listed business rule will trigger a <b>warning message</b> requesting a justification</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for NSLP) of the applicable S-1.</p>
<b>B4-2B. # of Ineligibles and/or Second Meals Counted</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (NSLP) of the applicable S-1.
<b>B4-2C. # Meals Served Missing Meal Components</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Meals Served Missing Meal Components as reported in Line 11 (NSLP) of the applicable S-1.
<b>B4-2D. # Incomplete Meals (By Violation Type, leave blank if NA)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-2D(a). Milk Type</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (NSLP) of the applicable S-1
<b>B4-2D(b). Vegetable Sub-group</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Vegetable Sub-group) as reported in Line 12 (NSLP) of the applicable S-1

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B4-2D(c). Food Quantities</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 (NSLP) of the applicable S-1
<b>B4-2D(d). Whole Grain Rich Foods</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 (NSLP) of the applicable S-1
<b>B4-2D(e). Dietary Specifications</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a (NSLP) of the applicable S-1
<b>B4-2E. Difference (+/-) between SFA and SA Count (#)</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if value entered</li> <li>• Value of <u>each field</u> (B4-2E(a) through B4-2E(c) cannot exceed value in B4-2A</li> </ul>	<p>Value of <u>each field</u> B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-2A (Total # of Meals Served)</p> <p>Values that exceed the listed rule will trigger a <b>warning message</b> requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 13 (NSLP) of the applicable S-1</p>
<b>B4-3. Review Period</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-3A. Total # of meals served</b>	<ul style="list-style-type: none"> <li>• Numeric Values Only</li> <li>• Whole numbers only</li> <li>• <u>Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1</u></li> <li>• Value cannot exceed B4-1C multiplied by B4-1E</li> </ul>	<p>B4-3A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Value of each field B4-3A (Total # of Meals Served) cannot exceed value in B4-1C (Total # of students with program access) multiplied by B4-1E (Review Period: # Serving days)</p> <p>Enter Total # of Meals Served as reported in Line 17b (SFA count) of the applicable S-1</p>
<b>B4-3B. # of Ineligibles and/or Second Meals Counted</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (NSLP) of the applicable S-1

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B4-3C. # Meals Served Missing Meal Components</b>	<ul style="list-style-type: none"> <li>Numeric values only, if a value is entered</li> <li>Whole numbers only, if a value is entered</li> </ul>	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (NSLP) of the applicable S-1
<b>B4-3D. # Incomplete Meals (By Violation Type, leave blank if NA)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-3D(a). Milk Type</b>	<ul style="list-style-type: none"> <li>Numeric values only, if a value is entered</li> <li>Whole numbers only, if a value is entered</li> </ul>	Enter Total # meals Milk Type (violation) as reported in Line 16 of applicable S-1
<b>B4-3D(b). Vegetable Sub-group</b>	<ul style="list-style-type: none"> <li>Numeric values only, if a value is entered</li> <li>Whole numbers only, if a value is entered</li> </ul>	Enter Total # meals Vegetable Sub-group (violation) as reported in Line 16 of applicable S-1
<b>B4-3D(c). Food Quantities</b>	<ul style="list-style-type: none"> <li>Numeric values only, if a value is entered</li> <li>Whole numbers only, if a value is entered</li> </ul>	Enter Total # meals Food Quantities (violation) as reported in Line 16 of applicable S-1
<b>B4-3D(d). Whole Grain Rich Foods</b>	<ul style="list-style-type: none"> <li>Numeric values only, if a value is entered</li> <li>Whole numbers only, if a value is entered</li> </ul>	Enter Total # meals Whole Grain Rich Foods (violation) as reported in Line 16 of applicable S-1
<b>B4-3D(e). Dietary Specifications</b>	<ul style="list-style-type: none"> <li>Numeric values only, if a value is entered</li> <li>Whole numbers only, if a value is entered</li> </ul>	Enter Total # meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1

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Field	Guidelines	Instructions
<b>B4-3E. Difference (+/-) between SFA and SA Count (#)</b>	<ul style="list-style-type: none"> <li>• Must be numeric, if a value is entered</li> <li>• Whole numbers only, if value entered</li> <li>• Value of <u>each field</u> B4-3E(a) through B4-3E(c) cannot exceed value in B4-3A</li> </ul>	<p>Value of <u>each field</u> B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-3A (Total # of Meals Served)</p> <p><b>Values that exceed the listed rule will trigger a warning message</b> requesting a justification</p> <p>Enter Difference (+/-) as reported in Line 17B (NSLP) of the applicable S-1</p>
<b>B4-4. Recalculation</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B4-4A. Was Recalculation necessary? (Select [1] type below if Yes]</b>	<ul style="list-style-type: none"> <li>• Select [1] type if Recalculation was necessary</li> <li>• Only 1 or 0 Allowed if a value is entered</li> </ul>	<p>Select [1] B4-4A(a) if Partial Recalculation was necessary</p> <p>Select [1] B4-4A(b) if Full Recalculation was necessary as reported in Line 25 (NSLP) on applicable S-1</p>
<b>B4-4B. In what area was the violation? (Select [1] all that apply)</b>	<ul style="list-style-type: none"> <li>• Select [1] all that apply for B4-4A(a) through B4-4A(b)</li> <li>• Only 1 or 0 allowed if a value is entered</li> </ul>	<p>If field B4-4A(a) (Partial Recalculation) or B4-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B4-4B(a) (Performance Standard 1)</p> <p>Select [1] all that apply as reported in Line 25 (NSLP) of applicable S-1</p> <p><b>NOTE: While Performance Standards 1 &amp; 2 are listed as options, Performance Standard 2 does not apply to Recalculation and only Performance Standard 1 should be selected to report the violation area.</b></p>
<b>B5. Afterschool Snack</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B5-1. Day of Review</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B5-1A. Total # of Snacks Served</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	<p>The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access)</p> <p><b>Values that exceed the listed rule will trigger a warning message</b> requesting a justification</p> <p>Enter Total # of Snacks Served as reported in Line 22A (School Count) of the applicable S-1</p>

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B5-1B. Counting and Claiming Consolidation Errors (# +/-)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B5-1B(a). Free</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> <li>• Value cannot exceed the value in B5-1A</li> </ul>	Field B5-1B(a) (Free) cannot exceed field B5-1A (Total # of Snacks Served) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Difference (+/-) as reported in Line 22A of the applicable S-1
<b>B5-1B(b). Reduced-Price</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> <li>• Value cannot exceed the value in B5-1A</li> </ul>	Field B5-1B(b) (Reduced-Price) cannot exceed field B5-1A (Total # of Snacks Served) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Difference (+/-) as reported in Line 22A of the applicable S-1
<b>B5-1B(c). Paid</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> <li>• Value cannot exceed the value in B5-1A</li> </ul>	Field B5-1B(c) (Paid) cannot exceed field B5-1A (Total # of Snacks Served) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Difference (+/-) as reported in Line 22A of the applicable S-1
<b>B5-2. Review Period</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B5-2A. Total # of Snacks Served</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> </ul>	The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Total # of Snacks Served as reported in Line 22B (SFA Count) of the applicable S-1

## FNS-640B Instructions for SY 16-17 Reporting

Field	Guidelines	Instructions
<b>B5-2B. Counting and Claiming Consolidation Errors (# +/-)</b>	<b>NOT A DATA ENTRY FIELD (Header)</b>	
<b>B5-2B(a). Free</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> <li>• Value cannot exceed the value in B5-2A</li> </ul>	Field B5-1B(a) (Free) cannot exceed field B5-2A (Total # of Snacks Served) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Difference (+/-) as reported in Line 22B of the applicable S-1
<b>B5-2B(b). Reduced-Price</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> <li>• Value cannot exceed the value in B5-2A</li> </ul>	Field B5-1B(a) (Reduced-Price) cannot exceed field B5-2A (Total # of Snacks Served) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Difference (+/-) as reported in Line 22B of the applicable S-1
<b>B5-2B(c). Paid</b>	<ul style="list-style-type: none"> <li>• Numeric values only, if a value is entered</li> <li>• Whole numbers only, if a value is entered</li> <li>• Value cannot exceed the value in B5-2A</li> </ul>	Field B5-1B(a) (Paid) cannot exceed field B5-2A (Total # of Snacks Served) <b>Values that exceed the listed rule will trigger a warning message requesting a justification</b> Enter Difference (+/-) as reported in Line 22B of the applicable S-1