



FNS-640B Instructions

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

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.

Field	Guidelines	Instructions
B2-3A. Option Being Used	<ul style="list-style-type: none"> Only 0, 1, 2, or 3 allowed if a value is entered 	Enter Special Provision Option Being Used as reported in Line 1 on the S-1.
B2-3B. Base Year	<ul style="list-style-type: none"> Select [1] if in base year Only 1 or 0 allowed if a value is entered 	<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>
B2-3C. Non-Base Year	<ul style="list-style-type: none"> Select [1] if not in Base Year Only 1 or 0 Allowed if a value is entered 	<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>
B2-3D. SFA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3D cannot be left blank 	<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>
B2-3E. SA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3E cannot be left blank 	<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>
B2-3F. SFA Calculated Reduced Price Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3F cannot be left blank 	<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>
B2-3G. SA Calculated Reduced Price	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 	Enter SA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.

Field	Guidelines	Instructions
Claiming % or Funding Level	<ul style="list-style-type: none"> Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3G cannot be left blank 	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%)
B2-4. Community Eligibility Provision (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	
B2-4A. District-Wide (Select [1] if CEP district-wide)	<ul style="list-style-type: none"> Select [1] if CEP District-Wide Only 1 or 0 Allowed if a value is entered 	Enter a 1 if not in Base Year as reported in Line 1 of applicable S-1.
B2-4B. SFA Calculated ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SFA Calculated ISP as reported in Line 1 of applicable S-1</p> <p>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%)</p>
B2-4C. SA Confirmed ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SA Confirmed ISP as reported in Line 1 of applicable S-1.</p> <p>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%)</p> <p>The SA Calculated ISP (field B2-4C) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.</p>
B2-4D. SFA Calculated Free Claiming %	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-4B has a value, B2-4D cannot be left blank 	<p>Enter SFA Calculated Free Claiming % as reported in Line 1 of applicable S-1.</p> <p>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%)</p> <p>The SFA Calculated Free Claiming % (field B2-4D) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.</p>
B2-4E. SA Calculated	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 	Enter SA Calculated Free Claiming % as reported in Line 1 of applicable S-1.

Field	Guidelines	Instructions
Free Claiming %	<ul style="list-style-type: none"> Numeric values only (to include decimal point) If B2-4B has a value, B2-4E cannot be left blank 	<p>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%)</p> <p>The SA Calculated Free Claiming % (field B2-4E) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed</p>
B2-5. Food Service System (Select [1] all that apply)	<ul style="list-style-type: none"> (Select [1] all that apply) At least one type of Food Service System (fields B2-5A through B2-5F) must equal 1 Only 1 or 0 allowed if a value is entered 	<p>At least one type of Food Service System in fields B2-5A through B2-5F (Vended, Self-Prep On-Site, Self-Prep Pre-Packaged Satellite, Self-Prep Base/Central Kitchen, Self-Prep Bulk Satellite) must equal 1</p> <p>Select [1] all that apply from applicable S-1.</p> <ul style="list-style-type: none"> Fields B2-5A through B2-5B (Line 2c) Fields B2-5C through B2-5F (Line 2a).
B2-6. CN Programs Offered (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-6A through B2-6F Only 1 or 0 allowed if a value is entered 	<p>At least one type of Food Service System in fields B2-6A through B2-6F (NSLP, SBP, SMP, SSO, Afterschool Snack, FFVP) must equal 1</p> <p>Select [1] all that apply as reported in Line 2b of applicable S-1.</p>
B2-7. Nonprogram Foods (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-7A through B2-7E Only 1 or 0 allowed if a value is entered 	<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>
B2-8. OVS (Select [1] if Yes)	<ul style="list-style-type: none"> Select [1] if “Yes” Only 1 or 0 Allowed if a value is entered 	<p>Select [1] if OVS is used as reported in Line 2e of applicable S-1.</p>
B2-9. Targeted Menu Review (DSAT) (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-9A through B2-9F Only 1 or 0 Allowed if a value is entered 	<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>
B3. School Breakfast Program	NOT A DATA ENTRY FIELD (Header)	

Field	Guidelines	Instructions
B3-1. Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
B3-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B3-1A(a) through B3-1A(d) • Only 1 or 0 Allowed if a value is entered 	<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> <hr/> <p>Select [1] all that apply as reported in Line 8 of applicable S-1.</p>
B3-1B. # of points where meal counts are taken	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<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> <hr/> <p>Enter total # of points where meal counts are taken as reported in Line 9 of applicable S-1.</p>
B3-1C. Total # of students with program access	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<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> <hr/> <p>Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.</p>
B3-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B3-1D(a) through B3-1D(d) • 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 • Only 1 or 0 allowed if a value is entered 	<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> <hr/> <p>Select as reported in Line 3 (SBP) of applicable S-1.</p>
B3-1E. Review Period: # Serving days	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<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> <hr/> <p>Enter Review Period: # Serving Days as reported in Line 6 (SBP) of applicable S-1</p>
B3-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	

Field	Guidelines	Instructions
B3-2A. Total # of Meals Served	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Value cannot exceed value in B3-1C • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<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>
B3-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (SBP) in the applicable S-1.
B3-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (SBP) in the applicable S-1.
B3-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-2D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (SBP) of the applicable S-1
B3-2D(b). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 of the applicable S-1
B3-2D(c). Whole	<ul style="list-style-type: none"> • Must be numeric, if a value is entered 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 of the

Field	Guidelines	Instructions
Grain Rich Foods	<ul style="list-style-type: none"> • Whole numbers only, if a value is entered • Can be left blank 	applicable S-1
B3-2D(d). Dietary Specifications	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a of the applicable S-1
B3-2E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B3-2B, B3-2C or any B3-2D(a) through B3-2D(d) , there must be a value in at least one field from (B3-2E(a) to B3-2E(c) • Value of each field (B3-2E(a) through B3-2E(c) cannot exceed value in B3-2A 	If meals were counted erroneously by the SFA in fields B3-2B (# of ineligible and/or second meals counted), B3-2C (# of meals served missing meal components) or B3-2D(a) through B3-2D(d) (Milk Type, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts in fields B3-2E(a) through B3-2E(c) (Free, Reduced-Price, Paid)
		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)
		Enter Difference (+/-) as reported in Line 13 (SBP) of the applicable S-1
B3-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B3-3A. Total # of Meals Served	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 • Value cannot exceed B3-1C multiplied by B3-1E 	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.
		Value of each 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)
		Enter Total # of Meals Served as reported in Line 17a (SFA count) of the applicable S-1
B3-3B. # of Ineligibles	<ul style="list-style-type: none"> • Must be numeric, if a value 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14

Field	Guidelines	Instructions
and/or Second Meals Counted	<ul style="list-style-type: none"> is entered Whole numbers only, if a value is entered 	(SBP) of the applicable S-1
B3-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (SBP) of the applicable S-1
B3-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-3D(a). Milk Type	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of the applicable S-1
B3-3D(b). Food Quantities	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Food Quantities (violation) as reported in Line 16 of the applicable S-1
B3-3D(c). Whole Grain Rich Foods	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Whole Grain Rich Foods (violation) as reported in Line 16 of the applicable S-1
B3-3D(d). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1
B3-3E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value entered 	If meals were counted erroneously by the SFA in fields B3-3B (# of ineligible and/or second meals counted), B3-3C (# of meals served missing meal components) or B3-3D(a) through B3-3D(d) (Milk Type, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts fields B3-3E(a) through B3-

Field	Guidelines	Instructions
	<ul style="list-style-type: none"> 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) Value of each field (B3-3E(a) through B3-3E(c) cannot exceed value in B3-3A 	<p>3E(c) (Free, Reduced-Price, Paid)</p> <hr/> <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> <hr/> <p>Enter Difference (+/-) as reported in Line 17a (SBP) of the applicable S-1</p>
B3-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B3-4A. Was Recalculation necessary? (Select [1] type below if Yes]	<ul style="list-style-type: none"> Select [1] type if Recalculation was necessary Only 1 or 0 Allowed if a value is entered 	<p>Select [1] B3-4A(a) if Partial Recalculation was necessary</p> <hr/> <p>Select [1] B3-4A(b) if Full Recalculation was necessary as reported in Line 24 (SBP) on applicable S-1</p>
B3-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-4B(a) through B3-4B(b) Only 1 or 0 Allowed if a value is entered 	<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) and/or B3-4B(b) (Performance Standard 2) must equal 1</p> <hr/> <p>Select [1] all that apply as reported in Line 24 (SBP) of applicable S-1</p>
B4. National School Lunch Program	NOT A DATA ENTRY FIELD (Header)	
B4-1 Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
B4-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1A(a) through B4-1A(c) Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other)</p> <hr/> <p>Select [1] all that apply as reported in Line 8 (NSLP) of applicable S-1.</p>
B4-1B. # of points where meal counts	<ul style="list-style-type: none"> Must be numeric Whole numbers only 	<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>

Field	Guidelines	Instructions
are taken	<ul style="list-style-type: none"> Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	Enter total # of points where meal counts are taken as reported in Line 9 (NSLP) of applicable S-1.
B4-1C. Total # of students with program access	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	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.
		Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.
B4-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1D(a) through B4-1D(d) 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 Only 1 or 0 allowed if a value is entered 	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.
		Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.
B4-1E. Review Period: # Serving days	<ul style="list-style-type: none"> Numeric values only Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	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.
		Enter Review Period: # Serving Days as reported in Line 6 (NSLP) of applicable S-1
B4-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B4-2A. Total # of Meals Served	<ul style="list-style-type: none"> Must be numeric Whole numbers only Value cannot exceed value in B4-1C Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	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.
		The total number in field B4-2A (# meals served) cannot exceed field B4-1C (total # of students with program access)
		Enter Total # of Meals Served as reported in Line 13 (school count for NSLP) of the applicable S-1.
B4-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (NSLP) of the applicable S-1.

Field	Guidelines	Instructions
	value is entered	
B4-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (NSLP) of the applicable S-1.
B4-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-2D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(b). Vegetable Sub-group	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Vegetable Sub-group) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(c). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(e). Dietary Specifications	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a (NSLP) of the applicable S-1

Field	Guidelines	Instructions
	<ul style="list-style-type: none"> value is entered • Can be left blank 	
B4-2E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B4-2B, B4-2C, or B4-2D(a) through B4-2D(e), there must be a value in at least one field from (B4-2E(a) to B4-2E(c) • Value of each field (B4-2E(a) through B4-2E(c) cannot exceed value in B4-2A 	<p>If meals were counted erroneously by the SFA in fields B4-2B (# of ineligible and/or second meals counted), B4-2C (# of meals served missing meal components) or B4-2D(a) through B4-2D(e) (Milk Type, Vegetable Sub-group, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts (fields B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid)</p> <p>Value of each field B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-2A (Total # of Meals Served)</p> <p>Enter Difference (+/-) as reported in Line 13 (NSLP) of the applicable S-1</p>
B4-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B4-3A. Total # of meals served	<ul style="list-style-type: none"> • Numeric Values Only • Whole numbers only • Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 • Value cannot exceed B4-1C multiplied by B4-1E 	<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>
B4-3B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (NSLP) of the applicable S-1
B4-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (NSLP) of the applicable S-1

Field	Guidelines	Instructions
	value is entered	
B4-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-3D(a). Milk Type	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of applicable S-1
B4-3D(b). Vegetable Sub-group	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Vegetable Sub-group (violation) as reported in Line 16 of applicable S-1
B4-3D(c). Food Quantities	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Food Quantities (violation) as reported in Line 16 of applicable S-1
B4-3D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Whole Grain Rich Foods (violation) as reported in Line 16 of applicable S-1
B4-3D(e). Dietary Specifications	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1
B4-3E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B4-3B, B4-3C, or B4-3D(a) 	If meals were counted erroneously by the SFA (fields B4-3B (# of ineligible and/or second meals counted), B4-3C (# of meals served missing meal components) or B4-3D(a) through B4-3D(e) (Milk Type, Vegetable Sub-group, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts (fields B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid)

Field	Guidelines	Instructions
	<p>through B4-3D(e), there must be a value in at least one field from B4-3E(a) to B4-3E(c)</p> <ul style="list-style-type: none"> Value of each field B4-3E(a) through B4-3E(c) cannot exceed value in B4-3A 	<p>Value of each field B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-3A (Total # of Meals Served)</p> <p>Enter Difference (+/-) as reported in Line 17B (NSLP) of the applicable S-1</p>
B4-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B4-4A. Was Recalculation necessary? (Select [1] type below if Yes]	<ul style="list-style-type: none"> Select [1] type if Recalculation was necessary Only 1 or 0 Allowed if a value is entered 	<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 24 (NSLP) on applicable S-1</p>
B4-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-4A(a) through B4-4A(b) Only 1 or 0 allowed if a value is entered 	<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) and/or B4-4B(b) (Performance Standard 2) must equal 1</p> <p>Select [1] all that apply as reported in Line 25 (NSLP) of applicable S-1</p>
B5. Afterschool Snack	NOT A DATA ENTRY FIELD (Header)	
B5-1. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B5-1A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	<p>The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access)</p> <p>Enter Total # of Snacks Served as reported in Line 22A (School Count) of the applicable S-1</p>
B5-1B. Counting and Claiming Consolidation Errors (# +/-)	NOT A DATA ENTRY FIELD (Header)	

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

Field	Guidelines	Instructions
	value in B5-2A	
B5-2B(b). Reduced-Price	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered • Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Reduced-Price) cannot exceed field B5-2A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22B of the applicable S-1
B5-2B(c). Paid	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered • Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Paid) cannot exceed field B5-2A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22B of the applicable S-1