

SY 2016-2017 SFA-3 Form Instruction Corrections & Clarifications

Block 4 – Certification and Benefit Issuance Review Method

- Error(s): The instructions for Block 4D, 4E, 4F and 4G referenced the incorrect form and location for recording data.
- Correction(s): The instructions have been updated to accurately reference the SFA-1 form and correct locations on the SFA-1 for data to be recorded.

Block 5 – NSLP Day of Review

- Error(s): The instructions for Block 5A referenced the incorrect location on S-1 for recorded data.
- Correction(s): The instructions have been updated to accurately reference the correct location on the S-1 for reporting the “Total # of Disallowed Meals.”

Block 6 – NSLP Review Period –

- Error(s): Instructions for Blocks 6A and 6B referenced the incorrect location on S-1 for recorded data.
- Correction(s): The instructions have been updated to accurately reference the correct location on the S-1 for reporting “Total # of Disallowed Meals” and “Consolidation Errors.”

Block 7 – SBP Day of Review

- Error(s): The instruction for Block 7A referenced the incorrect location on the S-1 for recorded data
- Correction(s): The instruction for Block 7A have been updated to accurately reference the correct location on the S-1 for reporting “Total # of Disallowed Meals.”

Blocks 9, 10, 11, 12, 13, 14, 15, and 16

These sections do not require completion for the SY 2016-2017 SFA-3. Revisions for these sections are currently under review and any necessary revisions will be reflected in the SY 2017-2018 *School Meal Programs Administrative Review Manual*, and accompanying forms, tools, and instructions.

Note: Clarifications have been made to the instructions to include additional guidance for what information requires aggregation for FNS-640 reporting. All clarifications can be found in the attached form with revised instructions.

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.