



Food and  
Nutrition  
Service

Park Office  
Center

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DATE: September 12, 2017

MEMO CODE: SP 43-2017

SUBJECT: Revised School Year (SY) 2016-2017 SFA-3  
Administrative Review Form for FNS-640 Reporting

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

On June 30, 2016, the Food and Nutrition Service (FNS) issued memorandum, *Administrative Review – Revised Manual, Forms, and Tools (School Year 2016-2017) (SP 44-2016)*. This memorandum provided information on the updated *School Meal Programs Administrative Review Manual*, and accompanying forms, tools, and instructions. The forms include the SFA-3, a new form created for aggregated site level data that is collected during the administrative review process. The SFA-3 is a required form that supports data accuracy and seamless data entry when completing the redeveloped FNS-640 report, specifically when reporting SFA-level data.

Attached to this memorandum is the SY 2016-2017 SFA-3 with revised instructions that provide additional information and clarifications to the previously released form's instructions. The revised instructions will assist with the completion of the FNS-640 report that is due on March 1, 2018.

FNS understands that completing the SFA-3 using the revised instructions for reviews conducted in SY 2016-2017 may cause additional burden for State agencies. Therefore, we want to offer State agencies the following options for completing the FNS-640 for SY 2016-2017 reporting:

**Option 1: Reporting SFA-level data on the FNS-640 using the SFA-3 form with the revised instructions**

If a State agency chooses to complete the attached form, SY 2016-2017 SFA-3, with revised instructions, for each SFA reviewed in SY 2016-2017, the State agency would need to complete only the specific sections as listed in the attached to assist with completion of the FNS-640 report due on March 1, 2018.

Regional Directors  
State Directors  
Page 2

**Option 2: Reporting SFA-level data using other AR forms**

If a State agency chooses not to complete the attached form, SY 2016-2017 SFA-3, with revised instructions, the State agency must accurately aggregate all applicable site level information as directed in the revised instructions for each reviewed SFA prior to or at the time of report completion for the FNS-640 due on March 1, 2018.

Per the memorandum, *FNS-640 Administrative Review Report Form and Instructions (SP 25-2017)*, several State agencies are participating in a pilot phase to test the functionality of the FNS-640 instructions, edit checks and report submission in the Food Program Reporting System (FPRS). Any suggestions and feedback received during the pilot phase will be considered and any revisions made affecting functionality for the March 2018 report will be shared with State agencies after the pilot is complete.

Any additional reporting guidance, to include instructions for State agencies choosing not to complete SFA-3 forms for SY 2016-17, using the revised instructions, will be shared with State agencies by December 1, 2017, in preparation for the March 1, 2018 deadline of the FNS-640 report for SY 2016-17 conducted reviews. FNS will offer technical assistance and training, to include webinars, to support State agencies' implementation of the FNS-640.

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

**Original Signed**

Sarah E. Smith-Holmes  
Director  
Program Monitoring and Operational Support Division  
Child Nutrition Programs