



Food and  
Nutrition  
Service

Park Office  
Center

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DATE: **March 6, 2019**

MEMO CODE: SP 14-2019

SUBJECT: FNS-640: SY 2017-18 Instructions and Reporting Guidance

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memo provides SY 2017-18 reporting guidance for the FNS-640 report. The FNS-640 form became available in FPRS on March 1, 2019. State agencies may use the attached instructions and business rules/edit check to begin and/or finalize implementation of processes for reporting and any system updates for School Year 2017-2018 reporting.

State agencies are required to report data collected through the Administrative Review process using the FNS-640, however, due to delays caused by the government furlough and system development schedules, the reporting deadline for SY 2017-18 reporting has been extended to **May 1, 2019**. Please note, that although the extended deadline will not be reflected in FPRS, State agencies will not be penalized if reports are submitted by May 1, 2019.

Updates to the instructions streamline information and decrease the number of forms having to be referenced when completing the report. Updates to the instructions reflect revisions made to the SY 2017-18 AR Forms.

No changes were made to the data elements collected in the FNS-640. Therefore, we do not anticipate an increase in burden to State agencies and will not be accepting requests for partial reporting this year.

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

**Original Signed**

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Director  
Program Monitoring and Operational Support Division  
Child Nutrition Programs