Reply to
Attn. of: SFSP-318

Subject: Implementation of the Final FCS-418, Report of the Summer Food Service Program (SFSP) for Children

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri DH, Montana OPI, Nebraska ED, North Dakota, South Dakota, Utah and Wyoming DHSS
(Child Nutrition Programs)

Attached for your reference is the printed version of the FCS-418, dated 7-97. If you have a copy of the (5-97) draft FCS-418, we suggest that you discard that version to avoid any confusion. The (7-97) version corrects a typographical error in the Burden Hour Statement, and the instruction for Line 45 contains additional guidance.

The FCS-418 is effective immediately, beginning with July 1997 program activity reporting. Please note that there are no additional recordkeeping or reporting requirements. Therefore, we believe the immediate implementation of the new form should not pose any problems.

The FCS-418 incorporates three changes, one of which originates from P.L. 104-193. The legislation has eliminated the October - April component of the National Youth Sports Program (NYSP) from participation in the SFSP. The two columns in Part A of the FNS-418 which collected the October - April meal counts have been deleted on the FCS-418. Only those NYSP sponsors which operate from May through September may continue participating in the SFSP. The meals served by these sponsors will continue to be reported in Part C on the July report.

The second change on the FCS-418 is with respect to the instructions for Line 24, commodity entitlement meals. The language in the instruction has been updated, both to reflect the current wording in the SFSP regulations, and to recognize the meal reporting policy option in connection with meals served to nonneedy children in summer camps. This policy was implemented through a follow-up memorandum, SFSP-261, dated March 15, 1995. At that time, the FNS-418 was not modified to reflect this policy change for summer camp meals.
The final change, also in the instructions, reflects the agreement made with the Education Information Advisory Committee (EIAC) to forego the completion of Part C on the July 30-day submission. EIAC approved the FCS-418 at its Spring meeting in Washington, DC.

Attached is one copy of the FCS-418 (7-97). If you have any questions regarding this form, please contact a member of my staff at (303) 844-0359.

Ann C. De Groat
ANN C. DE GROAT
Regional Director
Child Nutrition Programs

Attachment

cc: Pat Dent, Director, Financial Management
PART A - MEALS SERVED

<table>
<thead>
<tr>
<th>MEAL TYPE</th>
<th>TOTAL MEALS - ALL SPONSORS</th>
<th>HOMELESS SITES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SELF-PREP/RURAL SITES (A)</td>
<td>SELF-PREP/RURAL SITES (A)</td>
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<tr>
<td></td>
<td>OTHER SITES (B)</td>
<td>OTHER SITES (B)</td>
</tr>
<tr>
<td></td>
<td>REPORTED (C)</td>
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</tr>
<tr>
<td></td>
<td>REPORTED (D)</td>
<td>REPORTED (D)</td>
</tr>
</tbody>
</table>

**BREAKFASTS**

- ACTUAL: 5
- ESTIMATED: 6
- TOTAL: 7

**LUNCHES**

- ACTUAL: 8
- ESTIMATED: 9
- TOTAL: 10

**SUPPERS**

- ACTUAL: 11
- ESTIMATED: 12
- TOTAL: 13

**SUPPLEMENTS**

- ACTUAL: 14
- ESTIMATED: 15
- TOTAL: 16

**TOTAL**

- ACTUAL: 17
- ESTIMATED: 18
- TOTAL: 19

I CERTIFY that this report is true and correct to the best of my knowledge and belief.

20. SIGNATURE
21. TITLE
22. DATE SIGNED
23. ADMINISTERING AGENCY
**PART B - COMMODITIES**
(Complete for 90-Day Report for last reporting month of the fiscal year.)

24. **CUMULATIVE MEALS (All Types) ACTUALLY SERVED BY SPONSORS ELIGIBLE TO RECEIVE USDA DONATED COMMODITIES.** (If no sponsors are eligible to receive commodities, enter "X").

**PART C - MEALS SERVED**
(Complete according to instructions for July 90-day Report Only)

<table>
<thead>
<tr>
<th>MEAL TYPE</th>
<th>SCHOOL SPONSORS (A)</th>
<th>GOVT SPONSORS (B)</th>
<th>RESIDENTIAL CAMPS (C)</th>
<th>NATIONAL YOUTH SPORTS PROGRAM (D)</th>
<th>NON-PROFIT PRIVATE SPONSORS (E)</th>
<th>TOTAL (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFASTS</strong></td>
<td></td>
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<tr>
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**PART D - PARTICIPATION - JULY 90-DAY REPORT ONLY**

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**PART E - HOMELESS PARTICIPATION - JULY 90-DAY REPORT ONLY (Include in Part D above)**

<table>
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<tr>
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</tbody>
</table>

48. REMARKS
INSTRUCTIONS

(All items self-explanatory unless noted below)

DEFINITIONS

1. “Actual” - Meals for which claims have been approved for reimbursement for the month.

2. “Estimated” - Projection of the number of meals that were served and are expected to be approved for reimbursement for which claims have not been received or approved by the reporting due date.

3. “Total” - The sum of ACTUAL and ESTIMATED data.

TYPE OF SUBMISSION

4A. “30-Day Report” - Due in FCS Regional Offices on the last day of the month following the month being reported. This report may contain ESTIMATED and ACTUAL data.

4B. “60-Day Report” - A 60-day report is not required.

4C. “90-Day Report” - The 90-Day Report must be submitted to the FCS Regional Office within ninety days following the month being reported. This is a “final” report and must consist of ACTUAL data only.

4D. “Revised 90-Day Report” - Submit revisions to the latest 90-Day Report in accordance with FCS instructions.

4E. “Closeout Report” - Submit the Annual Financial Reconciliation (Closeout) of Program Grants Report in accordance with FCS instructions.

4F. “Other Reports” - Submit other reports in accordance with FCS instructions. Use the “Remarks” section if necessary to describe the purpose of the report.

PART A - (Lines 5-19)

NOTE: For each reporting month, complete Columns A and B. Complete Columns C and D for May through September.

COLUMN A

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served in self-prep and/or rural sites operating under all sponsor types.

COLUMN B

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served in all other sites operating under all sponsor types.

COLUMN C&D

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served in self-prep and/or rural sites and all other sites operated by homeless sites.

PART B - (Line 24)

Complete for 90-Day Report for the Last Operating Month of the Fiscal Year

Sponsors eligible to receive commodities in the Summer Food Service Program are self-preparation sponsors and those sponsors which contract with a school or with a school district for the preparation of meals, and school food authority sponsors procuring meals from a food service management company as provided by Program regulations.

Report the total number of ACTUAL meals served by all sponsors eligible to receive USDA donated commodities whether or not those sponsors actually received commodities. This is a cumulative number of meals (all types) for the entire Summer Food Service Program. For summer camps, this would include both the reimbursable meals served to needy children and at the State’s option, actual counts of non-reimbursable meals served to nonneedy children. Submit this information on the 90-day report for the last operating month.

(EXAMPLE: If all meal service concluded in the month of August, then Line 24 would be completed on the August 90-Day Report.)

PART C - (Lines 25-39)

Complete for July 90-Day Report ONLY

COLUMNS A-E

Enter the ACTUAL and TOTAL number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served by each of the indicated sponsor types.

COLUMN F

Enter the total number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served by all sponsors.

PART D - (Lines 40 - 43)

Complete for July 90-Day Report ONLY.

Line 40 - Enter the number of sponsors by type that operated during the month of July.

Line 41 - Enter the number of sites that operated under each sponsor type during the month of July.

Line 42 - Enter the number of sites from Line 41 which are rural sites.

Line 43 - Enter the Average Daily Attendance (ADA) for each type of sponsor entered on Line 40 for the month of July. This is the sum of the average daily attendance figures reported by each type of sponsor.

PART E - (Lines 44 - 47)

Complete for July 90-Day Report ONLY

Line 44 - Enter the number of sponsors, by type, which conduct a regularly scheduled food service in one or more sites which are primarily for homeless children during the month of July. Include these sponsors on Line 40 above.

Line 45 - Enter the number of homeless sites operating during the month of July under the sponsor types reported on Line 44. Include these sites on Line 41 above.

Line 46 - Enter the number of homeless sites from Line 45 which are rural sites. Include these sites on line 42 above.

Line 47 - Enter the Average Daily Attendance (ADA) for each type of sponsor entered on Line 44 for the month of July. This is the sum of the average daily attendance figures reported by each type of sponsor, include the homeless ADA on Line 43 above.