

The New FNS-640

Administrative Review Data is Going Local

2017 SNA Annual Conference

Pre-conference Workshop

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The New FNS-640: Administrative Review Data is Going Local

Agenda: Saturday, July 8, 2017

- Welcome & Objective
- FNS-640 Overview
 - Redevelopment & Intent
 - New Form, Instructions, Business Rules & Edit Checks
- Data
 - Areas of Data Collection & Reporting
 - Data Analysis & Use – USDA National Office Perspective
 - Activity: Data “Ta-da!”
- Pilot Group
 - Purpose/Function
 - Demo
 - Feedback
 - State agency Speakers
- Questions



FNS-640 – Administrative Review Report

Redeveloped FNS-640

- Report data collected during Administrative Reviews
- Collecting data at both SFA and site levels
 - Program Integrity & Monitoring Efforts
 - Data Analysis
 - Identify Causes of program error and improper payments



FNS-640 – Form

Report

- One flat workbook (Excel) – 2 worksheet tabs
 - 640A – SFA level data
 - 640B – Site level data
- One report submitted (per SA) for all SFAs and sites reviewed in the reported Administrative Review cycle
- Completed reports will be uploaded into the Food Program Reporting System (FPRS) for submission



FNS-640 Data

Reporting Areas – 640 Tab A (SFA Level Data)

A1. General SFA Information

A2. Certification and Benefit Issuance Review Method

A3. Fiscal Action

A4. Resource Management



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FNS-640 Data

Reporting Areas – 640 Tab B (Site/School Level Data)

- B1.** General SFA Information
- B2.** General School Information
- B3.** School Breakfast Program
- B4.** National School Lunch Program
- B5.** Afterschool Snack



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FNS-640 Data

Data Analysis & Use

FNS National Level

- 742
- Trends Analysis
- Technical Assistance
 - Policy Guidance
 - Monitoring
 - Trainings



Activity – Data “Ta-da!!!”

How would you make the data work for your State agency?

- Analysis & Reports
- Technical Assistance



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FNS-640 Pilot Group

Purpose

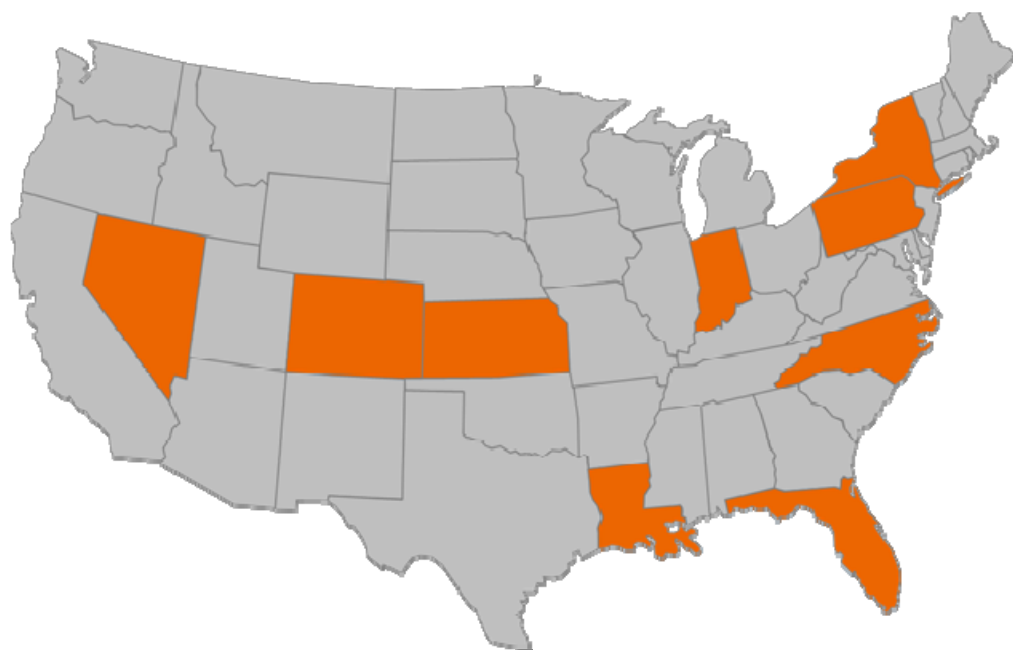
- Test Functionality
- Business Rules/Edit Checks (system development)
- Instructions/Guidance
- Report Submission (SY 16-17 data)
- Error Messages/Making Corrections



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FNS-640 Pilot Group



- **Pennsylvania (MARO)**
- **Colorado (MPRO)**
- **Kansas (MPRO)**
- **Indiana (MWRO)**
- **New York (NERO)**
- **North Carolina (SERO)**
- **Florida (SERO)**
- **Louisiana (SWRO)**
- **Nevada (WRO)**



Pilot Overview

Through the pilot process we were looking to hear feedback regarding State agency experiences with:

- System development & process with developers/vendors
- Preparation of the report
- Instructions
- Time required for completion (manual and State systems if applicable)
- Experience with uploads and upload times



FNS-640 FPRS Demo



Pilot: Successes

Instructions and Edit Checks

- Instructions are straightforward
- Specific as to where to find the data

FPRS (Food Program Reporting System)

- Error messages are clear and help troubleshoot issues
- Report submission/Uploading process is working well
 - Manual & System Exports



Pilot: Challenges & Feedback

- **Challenges**

- Better alignment between FNS-640 instructions, Administrative Review (AR) forms, and process
- Using five AR forms/tools to complete the FNS-640 report

- **Feedback**

- Better than Before!
- Centralizes SFA data
- Recap of ARs conducted



Pilot: Best Practices

- **System Export**
 - Comprehensive Administrative Review (AR) Module
 - Accurate AR data collection
- **Manual**
 - Read instructions very carefully
 - Have all necessary forms needed to complete FNS-640
 - Set time aside to focus



FNS-640: Next Steps

March 2018 Reporting

- Reporting Guidance
- CNAAT
- Webinars
- Technical Assistance



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State Agency Speakers

FNS-640-Pilot

Cheryl Johnson, MS, RD, LD
Director
Child Nutrition & Wellness
Kansas State Department of Education

Julie Henry
Technology & Training Specialist
Child Nutrition & Wellness
Kansas State Department of Education

Janet W. Johnson
Assistant Chief, School Nutrition Services, Safe and Healthy Schools Support Division
North Carolina Department of Public Instruction



Questions



USDA is Here to Help!

- Visit the USDA Help Desk to speak with subject matter experts
- Come see us in the Exhibit Hall → USDA Lane Booths #2206-2215
- Become a Team Nutrition School → www.fns.usda.gov/tn/join-team
- Visit us online



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