



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: February 9, 2009
MEMO CODE: SP 12-2009
SUBJECT: FNS 742 Clarification—Box 11, Did Not Respond
TO: Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

We have been asked to clarify what verification results to include in box 11, Did Not Respond, on the School Food Authority Verification Summary Report, FNS-742. The recently published interim rule “Verification of Eligibility for Free and Reduced Price Meals in the National School Lunch Program and School Breakfast Programs” (73 FR 76847, December 18, 2008) added a definition of “Non-response rate” at §245.6a (a)(3). Non-response rate is defined as the percentage of approved household applications selected for verification for which verification information was not obtained by the local educational agency (LEA). This definition is used to determine if a follow-up contact is required and to report the non-response rate on the FNS-742.

The following are considered non-responses:

- The household does not contact the LEA when the initial request for verification is sent or when the LEA attempts follow-up;
- The household responds to the initial request but provides incomplete information and the LEA is unable to determine if the eligibility determination was correct; or
- The household responds to the initial request but fails to provide the LEA with documents or is otherwise unable to provide appropriate documentation.

Any of these outcomes must be reported as “Did Not Respond” in Box 11 on the FNS-742.

We realize that the data for reports due in March and April of this year has been compiled and are not requiring LEAs or State agencies to make any adjustments to this year. However, we would like State agencies to assure that this clarification is shared with LEAs and that any instructions or other guidance reflect this methodology.

State agencies should contact their Regional office if they have any questions.

CYNTHIA LONG
Director
Child Nutrition Division