



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: May 3, 2013

MEMO CODE: SP 39-2013

SUBJECT: Extension of Administrative Funds for State
Costs of Implementation of New Meal Patterns for the National
School Lunch Program and School Breakfast Program

TO: Regional Directors
Special Nutrition Programs
Financial Management
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum announces the extension of the period of performance for administrative funds provided to State agencies through Section 201 of the Healthy, Hunger-Free Kids Act of 2010. \$50 million for each of two years was authorized to help Food and Nutrition Service (FNS) and State agencies implement new meal pattern requirements.

The present memorandum serves to update SP 07-2012 (December 29, 2011) and SP 14-2013 (December 7, 2012) to reflect an additional year available for States to obligate these funds over a period of three fiscal years for each allocation. The FY 2012 allocation must be obligated by September 30, 2014 and FY 2013 must be obligated by September 30, 2015. All other aspects of SP 07-2012 and SP 14-2013 remain as before.

Tracking of Funds

States will continue to submit their Federal Financial Report (SF-425) via the Food Programs Reporting System (FPRS) under the Program name CN-HHFKA-ADM for each of the three fiscal years associated with the grant period of performance. An interim annual report will be completed at the end of the first fiscal year, and a final report at the end of the second fiscal year of the grant period. In order to account for the additional year, a revision to the second year report must be submitted to reflect the third year. In addition, the phrase “3rd year report” must be included in the *Remarks* section to distinguish the final report from other potential revisions to the second year report. All funds not obligated at the end of each grant period will be recovered.

For example, for the FY 2013 allocation, the interim annual report must be completed for September 30, 2013 and a final report for September 30, 2014. For September 30, 2015, a revision to the final report must be submitted with the phrase “3rd year report” in the

Regional Directors
State Agencies
Page 2

Remarks section of the SF-425 to account for financial data resulting from the third year of the grant period. The same applies to the FY 2012 allocation with its applicable dates.

Financial Management Regional office staff should update the grant award document and the Integrated Program Accounting System to reflect the updated period of performance.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

Original Signed

Melissa A. Rothstein
Acting Director
Child Nutrition Division