



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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**DATE:** February 4, 2014

**MEMO CODE:** SP 20 - 2014

**SUBJECT:** Reporting Guidance for the 2013-2014 School Year (SY) Direct Certification Performance Measures

**TO:** Regional Directors  
Special Nutrition Programs  
All Regions

State Agencies  
Child Nutrition Programs  
All States

*The Transmittal of the Questions and Answers on the Computation of the Direct Certification Performance Rate with the Supplemental Nutrition Assistance Program (SNAP) (SP 54-2013) memorandum provides detailed information pertaining to the performance measures, data elements, and reporting process for the FNS-742 (School Food Authority (SFA) Verification Collection Report) and the FNS-834 (State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report). This memorandum will provide further guidance for State agencies not able to meet the requirement for identifying SNAP directly certified students separately from other program categories. It also provides reporting clarifications on SNAP data matches for provision schools in a non-base year and for State agencies with Local Educational Agencies (LEAs) participating in the Community Eligibility Provision (CEP).*

**FNS-742 Reporting Procedures for State Agencies Unable to Obtain SNAP-Only Direct Certification Counts**

State agencies are required to report to FNS a SNAP-only direct certification count starting in SY 2013-2014 for all SFAs required to conduct direct certification. States' inability to meet this requirement will limit FNS' capacity to accurately measure the State's direct certification rate with SNAP for the purposes of performance measurement and continuous improvement plan development requirements.

To ensure that data is reported as accurately as possible, we are providing additional instructions for those State agencies not prepared to report a SNAP-only direct certification count for all SFAs required to conduct direct certification in SY 2013-2014. State agencies not able to provide a SNAP-only direct certification count for SY 2013-2014 must follow these instructions for reporting on the FNS-742:

- Report a “0” in field **3-2: “Students directly certified through Supplemental Nutrition Assistance Program (SNAP)”** for all SFAs.
- Report ALL direct certification data (including any direct certifications with SNAP) in field **3-3: “Students directly certified through other programs.”**
- In the Remarks section of the data entry screen in the Food Program Reporting System (FPRS) FNS-742 reporting module, notify FNS that the “0” reported in field 3-2 is due to the inability to obtain a SNAP-only count for all SFAs conducting direct certification, and that the total count of all students directly certified for all programs is reported in field 3-3. Users will be directed to this screen after data is uploaded in FPRS.
- Notify the Regional Office of the data inaccuracies and confirm the above steps are complete.

### **FNS-742 Reporting Procedures for States with Schools Participating in Provision 2/3 in a Base Year**

Schools operating provision 2/3 in a base year are required to collect individual household applications and conduct direct certification. Data for base year schools should be reported the same as schools processing applications and conducting direct certification. Follow these procedures for reporting FNS-742 data for provision 2/3 schools in a base year:

- Report in Sections 1 and 2 of the FNS-742 for all schools as applicable.
- Report SNAP direct certification counts for provision 2/3 base year schools in field **3-2: “Students directly certified through Supplemental Nutrition Assistance Program (SNAP).”**
- Report the remaining fields of Section 3 and all other Sections of the FNS-742 as applicable.
- Do NOT report data for provision 2/3 base year schools on the FNS-834.

### **FNS-742 and FNS-834 Reporting Procedures for States with Schools Participating in Community Eligibility (CEP) or Provision 2/3 in a Non-Base Year**

Children enrolled in schools participating in provision 2/3 in a non-base year or in CEP are receiving free meals through the provision and not through the process of direct certification. States are required to report SNAP match data for students in CEP and non-base year provision 2/3 schools separately from schools not operating special provision or base year schools to properly account for the number of students receiving SNAP benefits for direct certification performance estimates. Follow these procedures for reporting FNS-742 and FNS-834 data for provision 2/3 non-base year schools and CEP schools.

FNS-742 procedures for SFAs and States:

- Report in Sections 1 and 2 of the FNS-742 for all schools as applicable.
- If all schools in the LEA are participating in CEP or provision 2/3 in a non-base year, check box 3-1 and report “0’s” for the remaining Sections of the FNS-742.
- If only some schools in the LEA are participating in CEP or provision 2/3 in a non-base year, report on the FNS-742 as follows:
  - Report SNAP-only direct certification data for the schools NOT participating in CEP or provision 2/3 in a non-base year in field **3-2: “Students directly certified through Supplemental Nutrition Assistance Program (SNAP)”** on the FNS-742.
  - Report the remaining fields of Section 3 and all other Sections of the FNS-742 for schools NOT participating in CEP or provision 2/3 in non-base as applicable.

FNS-834 procedures for States:

- Report a statewide count of students matched with SNAP for all provision 2/3 non-base year schools and any schools participating in CEP combined on the FNS-834 in the **Data Element #3** box for “**The number of SNAP Children in Special Provision Schools Operating in a Non-Base Year.**”
- Do not report data on the FNS-834 for provision 2/3 schools in a base year.

State agencies are strongly encouraged to review the detailed guidance in SP54-2013. Question 5 in *Section III. Data Element #1 – SNAP Children Directly Certified for Free School Meals* provides information for State agencies not prepared to report SNAP-only counts of directly certified students and *Section V. Data Element #3 – SNAP Children in Special Provision Schools Operating in a Non-Base Year* provides detailed information for conducting matches with SNAP in special provision schools.

Please distribute this memorandum to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service Regional Office.

**Original Signed**

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