



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

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Alexandria, VA  
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**DATE:** February 28, 2014

**MEMO CODE:** SP 22 - 2014

**SUBJECT:** Reporting guidance for School Food Authority Verification Collection Report (FNS-742) in the Food Programs Reporting System for School Year 2013-2014

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

State Agencies  
Child Nutrition Programs  
All States

The FNS-742 recently was revised and SY 2013–2014 is the first year data will be collected using the revised form. Along with the revisions to the FNS-742, the reporting process for State agencies to submit the information to the Food and Nutrition Service (FNS) has changed. Annual FNS-742 data will be reported in the Food Programs Reporting System (FPRS) starting in school year SY 2013-2014. The FPRS module is fully implemented and State agencies may start submitting SY 2013-2014 data. This memorandum provides guidance on the new annual FNS-742 reporting process in FPRS.

State agencies must submit a compiled report containing data for all school food authorities (SFA) no later than March 15<sup>th</sup>. In previous years, State agencies submitted a compiled report through the standalone Verification Data Reporting System. Starting in SY 2013-2014, State agencies must submit the compiled FNS-742 reports through the FPRS. The standalone Verification Data Reporting System will no longer be used to collect FNS-742 data.

The procedures for submitting annual FNS-742 data through FPRS will vary depending on the user level. State agency staff will submit the data, run the edit checks (validate the data submission), and certify the submission. FNS Regional and National office staff will review the submission and post the data. The process is complete once the Regional or National Office staff accepts the file and posts the data. Once a file is posted, a revision may be submitted if errors are found in the data. FNS Regional and National Office staff will work to review the data for accuracy prior to posting the data and send questions back to the State agency to make corrections or confirm the data prior to posting the file.

Regional Directors  
State Directors  
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The timing of the data reconciliation process will differ from previous years. FNS Regional and National Office staff will provide feedback on the data as State agencies certify the files to facilitate a more efficient and timely data cleansing process.

The FPRS online user guide provides detailed information on the FPRS submission process including instructions for uploading and working with FNS-742 in the system. The location of the FPRS help guide and important chapters are highlighted in Attachment A. The final template and edit checks are attached to this memorandum as Attachments B and C respectively. The final template is the same as the draft template FNS issued in December 2013; however, there are a few minor changes to the edit checks which are highlighted in the attached document.

For questions pertaining to FPRS, contact the FPRS support desk at [Fprs.Support@fns.usda.gov](mailto:Fprs.Support@fns.usda.gov). For questions pertaining to the reporting process or the revised FNS-742, contact Ann McMahon at [Ann.McMahon@fns.usda.gov](mailto:Ann.McMahon@fns.usda.gov) with a copy to Maggie Applebaum at [Margaret.Applebaum@fns.usda.gov](mailto:Margaret.Applebaum@fns.usda.gov).

Please distribute this memorandum to program operators immediately. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service Regional Office.



Cynthia Long  
Deputy Administrator  
Child Nutrition Programs

Attachments

## ATTACHMENT A

### **Instructions for Accessing FPRS**

#### **Accessing FPRS:**

State agencies may access FPRS here:

<https://fprs.fns.usda.gov/>

Regional and National Office Staff may access FPRS by clicking the link above or from the FNS intranet site by clicking the “Links” section to the left and then clicking on “FPRS.”

All users must complete the following steps to gain access to the FNS-742 reporting module in FPRS:

1. Register for a USDA eAuthentication (eAuth) account at Level 2 access or higher. Refer to the eAuth system's Create an Account page for instructions detailing this process for both federal government employees and non-employees. The USDA eAuthentication website can be accessed at: <https://www.eauth.usda.gov>.

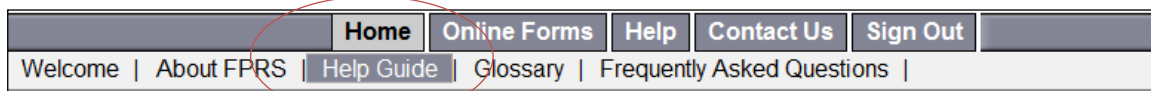
For more detail on the process, go to the “What is an Account” page at:

<https://www.eauth.usda.gov/mainPages/eauthWhatIsAccount.aspx> and scroll down to the section on “What is Level 2 Access.” Please note that it is necessary, per the instructions on this page, to make an appointment with a Local Registration Authority (LRA) to appear in person to have personal identity validated before the Level 2 eAuth can be finalized. It appears that there are many offices where this can be accomplished in every state, as shown on USDA’s Service Center Locator page at <http://offices.sc.egov.usda.gov/locator/app?type=lra>.

2. Submit an FNS Computer System Access Request (FNS-674) with the necessary approvals from the FNS Regional Office or National Office Authorizing Officials. State agency and Regional Office staff must obtain approvals from the Regional Office Authorizing Officials. FPRS State agency users must submit their forms via their FNS Regional Office. Once the appropriate approvals are obtained, the FNS-674 should be sent to [FPRS.Access@fns.usda.gov](mailto:FPRS.Access@fns.usda.gov).

#### **FPRS Help Guide:**

On the FPRS homepage click “Help Guide” for general FPRS guidance and specific FNS-742 reporting instructions.



A separate browser tab will open the FPRS Online Help guide

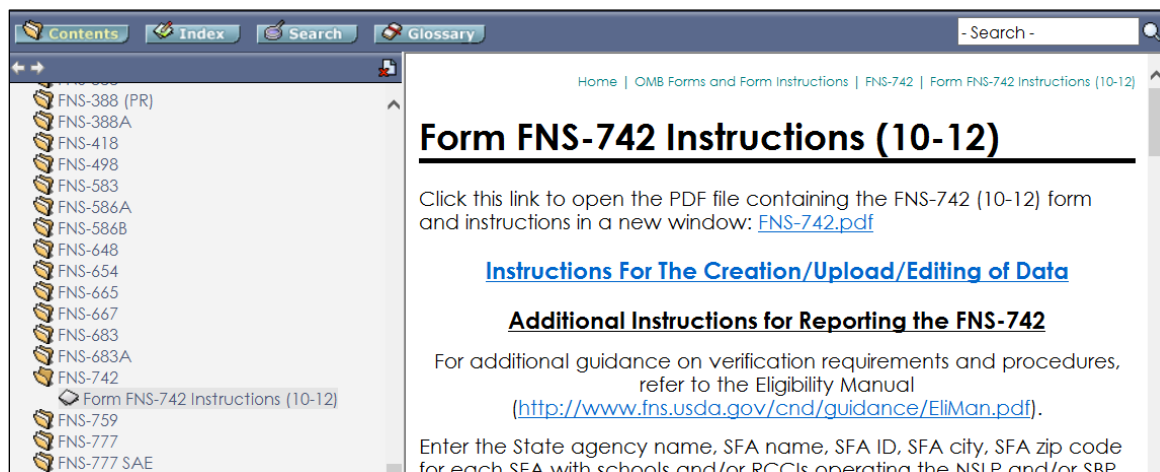


The chapter contents are on the left and the guide text is on the right. Clicking on the folder next to each chapter name on the left allows you to navigate to the different sections in the guide.

It is important for all staff working with FNS-742 data to review [FPRS Overview](#) and become familiar with the information in [Working With FPRS Forms](#) to understand the process and the responsibilities of each type of user and submission studio. Submission studio is the function that enables users to create, view, modify, and manage the FNS-742 data after the file is uploaded.


#### FNS-742 Specific Instructions:

The specific FNS-742 instructions including information for creating, uploading, and editing data files into FRPS are under [OMB Forms and Form Instructions](#).



Users may click the “Instructions for the Creation/Upload/Editing of Data” link for detailed information on preparing and modifying FNS-742 data files in FPRS.

## FPRS Support:

 [FPRS Frequently Asked Questions \(FAQ\)](#) provides additional information including contact information for the FPRS support desk. For any questions on the FPRS please contact the FPRS support desk.

- For login and password assistance, contact [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)  
Phone: (800) 457-3642
- For issues involving access to FPRS, contact [FPRS.Access@fns.usda.gov](mailto:FPRS.Access@fns.usda.gov)
- For assistance using the FPRS application, contact [Fprs.Support@fns.usda.gov](mailto:Fprs.Support@fns.usda.gov)  
Phone: (866) 336-3777