



United States  
Department of  
Agriculture

DEC 04 2014

Food and  
Nutrition  
Service

SUBJECT: Revised Reporting Procedures for the School Year 2014-2015  
FNS-834 form, State Agency (NSLP/SNAP) Direct Certification  
Rate Data Element Report

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TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
National School Lunch Programs  
All States

Program Directors  
Supplemental Nutrition Assistance Programs  
All Regions

This memo serves to notify the Food and Nutrition Service (FNS) Regional Offices (ROs) and the State agency staff responsible for reporting the National School Lunch Program (NSLP) and the Supplemental Nutrition Assistance Program (SNAP) data elements on the FNS-834 form, *State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report*, of the revised reporting procedures beginning immediately.

In School Year (SY) 2013-2014, State agencies submitted their FNS-834 forms by email to FNS. Starting in SY 2014-2015, all SNAP and NSLP State agencies **must** submit the FNS-834 to FNS through the Food Program Reporting System (FPRS). The data elements collected and the instructions for completing the FNS-834 form have not changed. An FNS-834 form with instructions is attached for reference (Attachment B). Only the process for submitting the form has changed.

In order to accommodate this change the State agency submission deadline for SY 2014-2015 FNS-834 forms in FPRS has been extended from December 1<sup>st</sup>, 2014 to March 1<sup>st</sup>, 2015 and the deadline for posting of the forms by the ROs is extended to March 20<sup>th</sup>, 2015. **This is a one-time extension.** Beginning with SY 2015-2016 the deadline for submission of the FNS-834 forms in FPRS from State agencies will be December 1<sup>st</sup> and the deadline for posting the forms by ROs will be December 20<sup>th</sup>.

Below is the general guidance for this revised reporting process.

- SNAP and the NSLP State agencies are required to complete **separate** FNS-834 forms in FPRS under the following Programs: SNAP Operational Project (**SNAP-OP**), and Child Nutrition (**CN**), respectively.
- SNAP State agencies will submit **Data Element #2** on the **SNAP-OP, FNS-834**.
- NSLP State agencies will submit **Data Element #3** on the **CN, FNS-834**.
- **SY 2014-2015 only: All State agencies** will submit their respective FNS-834 forms (SNAP-OP or CN) in FPRS and certify the report by **March 1<sup>st</sup>, 2015**.
- **SY 2014-2015 only: FNS SNAP and NSLP Regional Office (RO) staff** will review submissions and post the FNS-834 forms from their respective State agencies in FPRS by **March 20<sup>th</sup>, 2015**.

**SNAP State agency and RO staff** will need to request permission to access the SNAP-OP, FNS-834 form in FPRS via the *FNS-674 User Access Request Form* (Attachment C). All SNAP State agency and RO staff responsible for submitting, certifying, or posting the FNS-834 form should follow the attached *Instructions for Accessing the FNS-834 in FPRS* (Attachment D).

**NSLP State agency and RO staff** who currently have access to submit, certify, or post the FNS-742 *School Food Authority Verification Collection Report* will automatically be given the same level of access to the CN, FNS-834 in FPRS. These staff will not have to complete the FNS-674. NSLP State agency or RO staff that do not have access to the FNS-742 in FPRS and that will need access to the FNS-834 must request permission to access the CN, FNS-834 form via the FNS-674. These staff should follow the attached *Instructions for Accessing the FNS-834 in FPRS*.

The following memorandums provide information on the regulations authorizing this data collection, directions for calculating the data elements, and other relevant guidance:

- SP 50-2013 *Release of the New State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report (Form FNS-834)* dated July 1, 2013 (Attachment A);
- SNAP - *Data Exchange between the Supplemental Nutrition Assistance Program (SNAP) and the National School Lunch Program (NSLP) for Direct Certification with SNAP* dated July 16, 2013 (Attachment E);
- SP 54-2013 *Transmittal of the Q&As on the Computation of the Direct Certification Performance Rate with the Supplemental Nutrition Assistance Program* dated August 16, 2013 (Attachment F); and
- SP 20-2014 *Reporting Guidance for the 2013-14 School Year Direct Certification Performance Measures* dated February 4, 2014 (Attachment G).

Regional Directors  
State Directors  
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ROs should share this information with the appropriate State agency personnel immediately.  
State agencies should contact their respective RO with questions.



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and Operational Support Division  
Child Nutrition Programs



Lizbeth Silbermann  
Director  
Program Development Division  
Supplemental Nutrition Assistance Program

Attachments:

- A. SP 50-2013 *Release of the New State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report (Form FNS-834) dated July 1, 2013;*
- B. Form FNS-834.pdf – *State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report;*
- C. Form FNS-674.pdf – *User Access Request Form;*
- D. Instructions - *Instructions for Accessing the FNS-834 in FPRS;*
- E. SNAP - *Data Exchange between the Supplemental Nutrition Assistance Program (SNAP) and the National School Lunch Program (NSLP) for Direct Certification with SNAP dated July 16, 2013;*
- F. SP 54-2013 *Transmittal of the Q&As on the Computation of the Direct Certification Performance Rate with the Supplemental Nutrition Assistance Program dated August 16, 2013;*
- G. SP 20-2014 *Reporting Guidance for the 2013-14 School Year Direct Certification Performance Measures dated February 4, 2014;*
- H. FY 2014 SNAP Master Directory (from FPRS)