



FNS-640B Instructions

Field	Guidelines	Instructions
Fields can be left blank if not specified otherwise		
B1. General SFA Information	NOT A DATA ENTRY FIELD (Header)	
B1-1. SFA ID #	<ul style="list-style-type: none"> • Can be any character • Cannot be left blank 	<p>The SFA ID # entered must match the SFA ID # entered in field A1-1 (FNS-640A).</p> <p>The SFA ID # entered in field B1-1 (FNS-640B) must be the same SFA ID # used in FNS-742 reporting for the same School Year.</p>
B1-2. SFA Name	<ul style="list-style-type: none"> • Alphanumeric only • Cannot be left blank • Must match SFA Name in field A1-2 	<p>Enter SFA Name as reported on the S-1.</p> <p>The SFA Name entered in field B1-2 must be the same as the SFA Name entered in field A1-2.</p>
B2. General School Information	NOT A DATA ENTRY FIELD (Header)	
B2-1. School Name	<ul style="list-style-type: none"> • Can be any character • Cannot be left blank 	<p>Enter SFA Name as reported on the S-1.</p> <p>The School Name entered in B2-1 must be the same as the School Name entered in field A1-1.</p>
B2-2. Type of School	<ul style="list-style-type: none"> • Select [1] all that apply • Only 1 or 0 allowed if a value is entered 	<p>Enter a 1 for all that apply as reported in Line 1 of the applicable S-1.</p> <p>At least one of fields B2-2A through B2-2C (Public, Private or Charter) under Type of School must equal 1.</p> <p>Select [1] all that apply of fields B2-2D through B2-2J (Regular, Boarding, RCCI, Pricing, Closed Campus, Traditional Schedule, and/or Single Track) as reported in Line 1 of the applicable S-1.</p>
B2-3. Special Provision Options 1, 2 & 3 (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	

Field	Guidelines	Instructions
B2-3A. Option Being Used	<ul style="list-style-type: none"> Only 0, 1, 2, or 3 allowed if a value is entered 	Enter Special Provision Option Being Used as reported in Line 1 on the S-1.
B2-3B. Base Year	<ul style="list-style-type: none"> Select [1] if in base year Only 1 or 0 allowed if a value is entered 	<p>Enter a 1 if “Base Year” is selected on S-1</p> <p>Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)</p>
B2-3C. Non-Base Year	<ul style="list-style-type: none"> Select [1] if not in Base Year Only 1 or 0 Allowed if a value is entered 	<p>Enter a 1 if not in Base Year as reported in Line 1 of S-1</p> <p>Either field B2-3B (Base Year) or B2-3C (Non-Base Year) must equal 1 when either Special Provision 1, 2 or 3 has been selected in field B2-3A (Option Being Used)</p>
B2-3D. SFA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3D cannot be left blank 	<p>Enter SFA Calculated Free Claiming % or Funding Level as reported in Line 1. of the applicable S1.</p> <p>The SFA Calculated Free Claiming % or Funding Level (field B2-3D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-3E. SA Calculated Free Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3E cannot be left blank 	<p>Enter SA Calculated Free Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SA Calculated Free Claiming % or Funding Level (field B2-3E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-3F. SFA Calculated Reduced Price Claiming % or Funding Level	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3F cannot be left blank 	<p>Enter SFA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.</p> <p>The SFA Calculated Reduced Claiming % or Funding Level (field B2-3F) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SFA Calculated Reduced Price Claiming % or Funding Level (field B2-3F) cannot be left blank when it is indicated that Special Provision 1, 2 or 3 is being used in field B2-3A.</p>
B2-3G. SA Calculated Reduced Price	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 	Enter SA Calculated Reduced Claiming % or Funding Level as reported in Line 1 of the applicable S1.

Field	Guidelines	Instructions
Claiming % or Funding Level	<ul style="list-style-type: none"> Numeric values only (to include decimal point) If B2-3A equals 1, 2, or 3, B2-3G cannot be left blank 	The SA Calculated Reduced Claiming % or Funding Level (field B2-3G) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)
B2-4. Community Eligibility Provision (Complete Fields as Applicable)	NOT A DATA ENTRY FIELD (Header)	
B2-4A. District-Wide (Select [1] if CEP district-wide)	<ul style="list-style-type: none"> Select [1] if CEP District-Wide Only 1 or 0 Allowed if a value is entered 	Enter a 1 if not in Base Year as reported in Line 1 of applicable S-1.
B2-4B. SFA Calculated ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SFA Calculated ISP as reported in Line 1 of applicable S-1</p> <p>The SFA Calculated ISP (field B2-4B) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p>
B2-4C. SA Confirmed ISP (XX.XX)	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) 	<p>Enter SA Confirmed ISP as reported in Line 1 of applicable S-1.</p> <p>The SA Confirmed ISP (field B2-4C) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SA Calculated ISP (field B2-4C) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.</p>
B2-4D. SFA Calculated Free Claiming %	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 Numeric values only (to include decimal point) If B2-4B has a value, B2-4D cannot be left blank 	<p>Enter SFA Calculated Free Claiming % as reported in Line 1 of applicable S-1.</p> <p>The SFA Calculated Free Claiming % (field B2-4D) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SFA Calculated Free Claiming % (field B2-4D) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed.</p>
B2-4E. SA Calculated	<ul style="list-style-type: none"> Must be in designated format: 00.00 – 100.00 	Enter SA Calculated Free Claiming % as reported in Line 1 of applicable S-1.

Field	Guidelines	Instructions
Free Claiming %	<ul style="list-style-type: none"> Numeric values only (to include decimal point) If B2-4B has a value, B2-4E cannot be left blank 	<p>The SA Calculated Free Claiming % (field B2-4E) must be in the following format 00.00 – 100.00 (e.g. 87.42 for 87.42% or 100.00 for 100%)</p> <p>The SA Calculated Free Claiming % (field B2-4E) must be completed when the SFA Calculated ISP field (field B2-4B) has been completed</p>
B2-5. Food Service System (Select [1] all that apply)	<ul style="list-style-type: none"> (Select [1] all that apply) At least one type of Food Service System (fields B2-5A through B2-5F) must equal 1 Only 1 or 0 allowed if a value is entered 	<p>At least one type of Food Service System in fields B2-5A through B2-5F (Vended, Self-Prep On-Site, Self-Prep Pre-Packaged Satellite, Self-Prep Base/Central Kitchen, Self-Prep Bulk Satellite) must equal 1</p> <p>Select [1] all that apply from applicable S-1.</p> <ul style="list-style-type: none"> Fields B2-5A through B2-5B (Line 2c) Fields B2-5C through B2-5F (Line 2a).
B2-6. CN Programs Offered (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-6A through B2-6F Only 1 or 0 allowed if a value is entered 	<p>At least one type of Food Service System in fields B2-6A through B2-6F (NSLP, SBP, SMP, SSO, Afterschool Snack, FFVP) must equal 1</p> <p>Select [1] all that apply as reported in Line 2b of applicable S-1.</p>
B2-7. Nonprogram Foods (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-7A through B2-7E Only 1 or 0 allowed if a value is entered 	<p>Select [1] all that apply for B2-7A through B2-7E (Adult Meals, Vending to other CN sites, Catering, A la Carte, Other)</p> <p>Select [1] all that apply as reported in Line 2c of applicable S-1.</p>
B2-8. OVS (Select [1] if Yes)	<ul style="list-style-type: none"> Select [1] if “Yes” Only 1 or 0 Allowed if a value is entered 	<p>Select [1] if OVS is used as reported in Line 2e of applicable S-1.</p>
B2-9. Targeted Menu Review (DSAT) (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B2-9A through B2-9F Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B2-9A through B2-9F (Yes, High Risk, Option 1, Option 2, Option 2, Option 4)</p> <p>If B2-9A (Yes) equals 1, either B2-9C (Option 1), B2-9D (Option 2), B2-9E (Option 3) or B2-9F (Option 4) must equal 1</p> <p>Select [1] all that apply as reported in Line 2f of applicable S-1.</p>
B3. School Breakfast Program	NOT A DATA ENTRY FIELD (Header)	

Field	Guidelines	Instructions
B3-1. Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
B3-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B3-1A(a) through B3-1A(d) • Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other)</p> <hr/> <p>Select [1] all that apply as reported in Line 8 of applicable S-1.</p>
B3-1B. # of points where meal counts are taken	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-1B (# of points where meal counts are taken) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <hr/> <p>Enter total # of points where meal counts are taken as reported in Line 9 of applicable S-1.</p>
B3-1C. Total # of students with program access	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-1C (Total # of students with program access) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <hr/> <p>Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.</p>
B3-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> • Select [1] all that apply for B3-1D(a) through B3-1D(d) • at least one field (B3-1D(a) to B3-1D(d) must equal 1 if any of fields B3-1A(a) through B3-1A(d) equals 1 • Only 1 or 0 allowed if a value is entered 	<p>At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <hr/> <p>Select as reported in Line 3 (SBP) of applicable S-1.</p>
B3-1E. Review Period: # Serving days	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-1E (Review Period: # Serving days) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <hr/> <p>Enter Review Period: # Serving Days as reported in Line 6 (SBP) of applicable S-1</p>
B3-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	

Field	Guidelines	Instructions
B3-2A. Total # of Meals Served	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Value cannot exceed value in B3-1C • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 	<p>B3-2A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equal 1.</p> <p>The total number in field B3-2A (# meals served) cannot exceed field B3-1C (total # of students with program access)</p> <p>Enter Total # of Meals Served as reported in Line 13 (school count for SBP) in the applicable S-1.</p>
B3-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (SBP) in the applicable S-1.
B3-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (SBP) in the applicable S-1.
B3-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-2D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (SBP) of the applicable S-1
B3-2D(b). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 of the applicable S-1
B3-2D(c). Whole	<ul style="list-style-type: none"> • Must be numeric, if a value is entered 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 of the

Field	Guidelines	Instructions
Grain Rich Foods	<ul style="list-style-type: none"> • Whole numbers only, if a value is entered • Can be left blank 	applicable S-1
B3-2D(d). Dietary Specifications	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a of the applicable S-1
B3-2E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B3-2B, B3-2C or any B3-2D(a) through B3-2D(d) , there must be a value in at least one field from (B3-2E(a) to B3-2E(c) • Value of each field (B3-2E(a) through B3-2E(c) cannot exceed value in B3-2A 	If meals were counted erroneously by the SFA in fields B3-2B (# of ineligible and/or second meals counted), B3-2C (# of meals served missing meal components) or B3-2D(a) through B3-2D(d) (Milk Type, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts in fields B3-2E(a) through B3-2E(c) (Free, Reduced-Price, Paid)
		Value of each field B3-2E(a) through B3-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-2A (Total # of Meals Served)
		Enter Difference (+/-) as reported in Line 13 (SBP) of the applicable S-1
B3-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B3-3A. Total # of Meals Served	<ul style="list-style-type: none"> • Must be numeric • Whole numbers only • Cannot be left blank if any of fields B3-1A(a) through B3-1A(d) equals 1 • Value cannot exceed B3-1C multiplied by B3-1E 	B3-3A (Total # of Meals Served) cannot be left blank if any field B3-1A(a) through B3-1A(d) (Cafeteria/Traditional Service, Breakfast in the Classroom, Grab and Go, Other) equals 1.
		Value of each field B3-3A (Total # of Meals Served) cannot exceed value in B3-1C (Total # of students with program access) multiplied by B3-1E (Review Period: # Serving days)
		Enter Total # of Meals Served as reported in Line 17a (SFA count) of the applicable S-1
B3-3B. # of Ineligibles	<ul style="list-style-type: none"> • Must be numeric, if a value 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14

Field	Guidelines	Instructions
and/or Second Meals Counted	<ul style="list-style-type: none"> is entered Whole numbers only, if a value is entered 	(SBP) of the applicable S-1
B3-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (SBP) of the applicable S-1
B3-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B3-3D(a). Milk Type	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of the applicable S-1
B3-3D(b). Food Quantities	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Food Quantities (violation) as reported in Line 16 of the applicable S-1
B3-3D(c). Whole Grain Rich Foods	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Whole Grain Rich Foods (violation) as reported in Line 16 of the applicable S-1
B3-3D(d). Dietary Specifications	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a value is entered 	Enter Total # of meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1
B3-3E. Difference (+/-) between SFA and SA Meal Count (#)	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if value entered 	If meals were counted erroneously by the SFA in fields B3-3B (# of ineligible and/or second meals counted), B3-3C (# of meals served missing meal components) or B3-3D(a) through B3-3D(d) (Milk Type, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts fields B3-3E(a) through B3-

Field	Guidelines	Instructions
	<ul style="list-style-type: none"> If there are values in fields B3-3B, B3-3C or B3-3D(a) through B3-3D(d), there must be a value in at least one field from (B3-3E(a) to B3-3E(c) Value of each field (B3-3E(a) through B3-3E(c) cannot exceed value in B3-3A 	<p>3E(c) (Free, Reduced-Price, Paid)</p> <hr/> <p>Value of each field B3-3E(a) through B3-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B3-3A (Total # of Meals Served)</p> <hr/> <p>Enter Difference (+/-) as reported in Line 17a (SBP) of the applicable S-1</p>
B3-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B3-4A. Was Recalculation necessary? (Select [1] type below if Yes]	<ul style="list-style-type: none"> Select [1] type if Recalculation was necessary Only 1 or 0 Allowed if a value is entered 	<p>Select [1] B3-4A(a) if Partial Recalculation was necessary</p> <hr/> <p>Select [1] B3-4A(b) if Full Recalculation was necessary as reported in Line 24 (SBP) on applicable S-1</p>
B3-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B3-4B(a) through B3-4B(b) Only 1 or 0 Allowed if a value is entered 	<p>If field B3-4A(a) (Partial Recalculation) or B3-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B3-4B(a) (Performance Standard 1) and/or B3-4B(b) (Performance Standard 2) must equal 1</p> <hr/> <p>Select [1] all that apply as reported in Line 24 (SBP) of applicable S-1</p>
B4. National School Lunch Program	NOT A DATA ENTRY FIELD (Header)	
B4-1 Meal Service Information	NOT A DATA ENTRY FIELD (Header)	
B4-1A. Location of Meal Service (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1A(a) through B4-1A(c) Only 1 or 0 Allowed if a value is entered 	<p>Select [1] all that apply for B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other)</p> <hr/> <p>Select [1] all that apply as reported in Line 8 (NSLP) of applicable S-1.</p>
B4-1B. # of points where meal counts	<ul style="list-style-type: none"> Must be numeric Whole numbers only 	<p>B4-1B (# of points where meal counts are taken) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equal 1.</p>

Field	Guidelines	Instructions
are taken	<ul style="list-style-type: none"> Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	Enter total # of points where meal counts are taken as reported in Line 9 (NSLP) of applicable S-1.
B4-1C. Total # of students with program access	<ul style="list-style-type: none"> Must be numeric Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	B4-1C (Total # of students with program access) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.
		Enter total # of students with program access as reported in Line 4 (NSLP) of applicable S-1.
B4-1D. Meal Patterns utilized in the school (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-1D(a) through B4-1D(d) at least one field (B4-1D(a) to B4-1D(d) must equal 1 if any of fields B4-1A(a) through B4-1A(c) equals 1 Only 1 or 0 allowed if a value is entered 	At least one meal pattern in fields B3-1D(a) through B3-1D(d) (Pre-K, K-5, 6-8, 9-12) must equal 1 if any field B3-1A(a) through B3-1A(c) (Cafeteria, Classroom, Other) equals 1.
		Enter all that apply as reported in Line 3 (NSLP) of applicable S-1.
B4-1E. Review Period: # Serving days	<ul style="list-style-type: none"> Numeric values only Whole numbers only Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	B4-1E (Review Period: # Serving days) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.
		Enter Review Period: # Serving Days as reported in Line 6 (NSLP) of applicable S-1
B4-2. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B4-2A. Total # of Meals Served	<ul style="list-style-type: none"> Must be numeric Whole numbers only Value cannot exceed value in B4-1C Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 	B4-2A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.
		The total number in field B4-2A (# meals served) cannot exceed field B4-1C (total # of students with program access)
		Enter Total # of Meals Served as reported in Line 13 (school count for NSLP) of the applicable S-1.
B4-2B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> Must be numeric, if a value is entered Whole numbers only, if a 	Enter # of Ineligibles and/or Second Meals Counted as reported in Line 10 (NSLP) of the applicable S-1.

Field	Guidelines	Instructions
	value is entered	
B4-2C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered 	Enter # Meals Served Missing Meal Components as reported in Line 11 (NSLP) of the applicable S-1.
B4-2D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-2D(a). Milk Type	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Milk Type) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(b). Vegetable Sub-group	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Vegetable Sub-group) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(c). Food Quantities	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Food Quantities) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a value is entered • Can be left blank 	Enter # Incomplete Meals (Whole Grain Rich Foods) as reported in Line 12 (NSLP) of the applicable S-1
B4-2D(e). Dietary Specifications	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if a 	Enter # Incomplete Meals (Dietary Specifications) as reported in Line 12a (NSLP) of the applicable S-1

Field	Guidelines	Instructions
	<ul style="list-style-type: none"> value is entered • Can be left blank 	
B4-2E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B4-2B, B4-2C, or B4-2D(a) through B4-2D(e), there must be a value in at least one field from (B4-2E(a) to B4-2E(c) • Value of each field (B4-2E(a) through B4-2E(c) cannot exceed value in B4-2A 	<p>If meals were counted erroneously by the SFA in fields B4-2B (# of ineligible and/or second meals counted), B4-2C (# of meals served missing meal components) or B4-2D(a) through B4-2D(e) (Milk Type, Vegetable Sub-group, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts (fields B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid)</p> <p>Value of each field B4-2E(a) through B4-2E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-2A (Total # of Meals Served)</p> <p>Enter Difference (+/-) as reported in Line 13 (NSLP) of the applicable S-1</p>
B4-3. Review Period	NOT A DATA ENTRY FIELD (Header)	
B4-3A. Total # of meals served	<ul style="list-style-type: none"> • Numeric Values Only • Whole numbers only • Cannot be left blank if any of fields B4-1A(a) through B4-1A(c) equals 1 • Value cannot exceed B4-1C multiplied by B4-1E 	<p>B4-3A (Total # of Meals Served) cannot be left blank if any field B4-1A(a) through B4-1A(c) (Cafeteria, Classroom, Other) equals 1.</p> <p>Value of each field B4-3A (Total # of Meals Served) cannot exceed value in B4-1C (Total # of students with program access) multiplied by B4-1E (Review Period: # Serving days)</p> <p>Enter Total # of Meals Served as reported in Line 17b (SFA count) of the applicable S-1</p>
B4-3B. # of Ineligibles and/or Second Meals Counted	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # of Ineligibles and/or Second Meals Counted as reported in Line 14 (NSLP) of the applicable S-1
B4-3C. # Meals Served Missing Meal Components	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a 	Enter Total # of Meals Served Missing Meal Components as reported in Line 15 (NSLP) of the applicable S-1

Field	Guidelines	Instructions
	value is entered	
B4-3D. # Incomplete Meals (By Violation Type, leave blank if NA)	NOT A DATA ENTRY FIELD (Header)	
B4-3D(a). Milk Type	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Milk Type (violation) as reported in Line 16 of applicable S-1
B4-3D(b). Vegetable Sub-group	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Vegetable Sub-group (violation) as reported in Line 16 of applicable S-1
B4-3D(c). Food Quantities	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Food Quantities (violation) as reported in Line 16 of applicable S-1
B4-3D(d). Whole Grain Rich Foods	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Whole Grain Rich Foods (violation) as reported in Line 16 of applicable S-1
B4-3D(e). Dietary Specifications	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered 	Enter Total # meals Dietary Specifications (violation) as reported in Line 16a of applicable S-1
B4-3E. Difference (+/-) between SFA and SA Count (#)	<ul style="list-style-type: none"> • Must be numeric, if a value is entered • Whole numbers only, if value entered • If there are values in fields B4-3B, B4-3C, or B4-3D(a) 	If meals were counted erroneously by the SFA (fields B4-3B (# of ineligible and/or second meals counted), B4-3C (# of meals served missing meal components) or B4-3D(a) through B4-3D(e) (Milk Type, Vegetable Sub-group, Food Quantities, Whole Grain Rich Foods, Dietary Specifications) there must be a value in at least one of the fields to calculate the difference between the SFA and SA meal counts (fields B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid)

Field	Guidelines	Instructions
	<p>through B4-3D(e), there must be a value in at least one field from B4-3E(a) to B4-3E(c)</p> <ul style="list-style-type: none"> Value of each field B4-3E(a) through B4-3E(c) cannot exceed value in B4-3A 	<p>Value of each field B4-3E(a) through B4-3E(c) (Free, Reduced-Price, Paid) cannot exceed value in B4-3A (Total # of Meals Served)</p> <p>Enter Difference (+/-) as reported in Line 17B (NSLP) of the applicable S-1</p>
B4-4. Recalculation	NOT A DATA ENTRY FIELD (Header)	
B4-4A. Was Recalculation necessary? (Select [1] type below if Yes]	<ul style="list-style-type: none"> Select [1] type if Recalculation was necessary Only 1 or 0 Allowed if a value is entered 	<p>Select [1] B4-4A(a) if Partial Recalculation was necessary</p> <p>Select [1] B4-4A(b) if Full Recalculation was necessary as reported in Line 24 (NSLP) on applicable S-1</p>
B4-4B. In what area was the violation? (Select [1] all that apply)	<ul style="list-style-type: none"> Select [1] all that apply for B4-4A(a) through B4-4A(b) Only 1 or 0 allowed if a value is entered 	<p>If field B4-4A(a) (Partial Recalculation) or B4-4A(b) (Full Recalculation), was selected and a partial or full calculation was necessary, field B4-4B(a) (Performance Standard 1) and/or B4-4B(b) (Performance Standard 2) must equal 1</p> <p>Select [1] all that apply as reported in Line 25 (NSLP) of applicable S-1</p>
B5. Afterschool Snack	NOT A DATA ENTRY FIELD (Header)	
B5-1. Day of Review	NOT A DATA ENTRY FIELD (Header)	
B5-1A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	<p>The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access)</p> <p>Enter Total # of Snacks Served as reported in Line 22A (School Count) of the applicable S-1</p>
B5-1B. Counting and Claiming Consolidation Errors (# +/-)	NOT A DATA ENTRY FIELD (Header)	

Field	Guidelines	Instructions
B5-1B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(a) (Free) cannot exceed field B5-1A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22A of the applicable S-1
B5-1B(b). Reduced-Price	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(b) (Reduced-Price) cannot exceed field B5-1A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22A of the applicable S-1
B5-1B(c). Paid	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the value in B5-1A 	Field B5-1B(c) (Paid) cannot exceed field B5-1A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22A of the applicable S-1
B5-2. Review Period	NOT A DATA ENTRY FIELD (Header)	
B5-2A. Total # of Snacks Served	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered 	The Total # of snacks served (field B5-1A) cannot exceed field B4-1C (NSLP) (Total # of students with program access)
		Enter Total # of Snacks Served as reported in Line 22B (SFA Count) of the applicable S-1
B5-2B. Counting and Claiming Consolidation Errors (# +/-)	NOT A DATA ENTRY FIELD (Header)	
B5-2B(a). Free	<ul style="list-style-type: none"> Numeric values only, if a value is entered Whole numbers only, if a value is entered Value cannot exceed the 	Field B5-1B(a) (Free) cannot exceed field B5-2A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22B of the applicable S-1

Field	Guidelines	Instructions
	value in B5-2A	
B5-2B(b). Reduced-Price	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered • Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Reduced-Price) cannot exceed field B5-2A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22B of the applicable S-1
B5-2B(c). Paid	<ul style="list-style-type: none"> • Numeric values only, if a value is entered • Whole numbers only, if a value is entered • Value cannot exceed the value in B5-2A 	Field B5-1B(a) (Paid) cannot exceed field B5-2A (Total # of Snacks Served)
		Enter Difference (+/-) as reported in Line 22B of the applicable S-1