

SY 2016-2017 SFA-3 Form Instruction Corrections & Clarifications

Block 4 – Certification and Benefit Issuance Review Method

- Error(s): The instructions for Block 4D, 4E, 4F and 4G referenced the incorrect form and location for recording data.
- Correction(s): The instructions have been updated to accurately reference the SFA-1 form and correct locations on the SFA-1 for data to be recorded.

Block 5 – NSLP Day of Review

- Error(s): The instructions for Block 5A referenced the incorrect location on S-1 for recorded data.
- Correction(s): The instructions have been updated to accurately reference the correct location on the S-1 for reporting the “Total # of Disallowed Meals.”

Block 6 – NSLP Review Period –

- Error(s): Instructions for Blocks 6A and 6B referenced the incorrect location on S-1 for recorded data.
- Correction(s): The instructions have been updated to accurately reference the correct location on the S-1 for reporting “Total # of Disallowed Meals” and “Consolidation Errors.”

Block 7 – SBP Day of Review

- Error(s): The instruction for Block 7A referenced the incorrect location on the S-1 for recorded data
- Correction(s): The instruction for Block 7A have been updated to accurately reference the correct location on the S-1 for reporting “Total # of Disallowed Meals.”

Blocks 9, 10, 11, 12, 13, 14, 15, and 16

These sections do not require completion for the SY 2016-2017 SFA-3. Revisions for these sections are currently under review and any necessary revisions will be reflected in the SY 2017-2018 *School Meal Programs Administrative Review Manual*, and accompanying forms, tools, and instructions.

Note: Clarifications have been made to the instructions to include additional guidance for what information requires aggregation for FNS-640 reporting. All clarifications can be found in the attached form with revised instructions.