

**SY 2016-2017 FNS-640 Instructions and Business Rules/Edit Checks
Summary of Revisions and Clarifications**

NOTE: Revisions have been highlighted in the attached revised instructions and business rules/edit checks for easy identification.

Overall, the changes involve revisions made to:

- Correct typographical and reference errors
- Provide clarifications due to the AR process
- Include additional instructions for State agencies that are not using the SFA-3 to assist with reporting SFA-level data
- Better align FNS-640 and administrative review terminology, and
- Allow for warnings with a justification request have replaced some of the error messages to allow for flexibility in areas to address concerns raised where the process of the administrative review allows for exceptions to the applicable business rule/edit check.

Primary changes to the instructions and business rules/edit checks for the FNS-640A (SFA-level data)

- **SFA-3 Instructions:** Addition of instructions for State agencies that are not using the SFA-3 to assist with reporting SFA-level data
- **Sampling Methodology:** “Error” replaced with “Warning with Justification” to address when application reviews are not required due to participation in an applicable Special Provision Options (SPO)
- **Fiscal Action:** Reporting an action (disregard/recover) when \$0.00 overclaim/underclaim is reported

Primary changes to the instruction and business rules/edit checks for the FNS-640B (Site-level data)

- **Type of School:** Now includes RCCI as an option in the grouping where at least one must be selected (Public, Private, Charter, or RCCI)
- **Alignment with SY 16-17 S-1 AR Form:** Clarifications on how to report options that are not included on the SY 16-17 S-1 AR form
 - Nonprogram Foods
 - Location of Meal Service
- **Meal Patterns Utilized in the School:** Clarifications to what is to be reported
- **“Error” replaced with “Warning with Justification”:** Errors were replaced with Warnings for the following fields where the business rule included conditions based on exceeding amounts reported in other data fields
 - Total # of Meals Served (NSLP & SBP)
 - Difference (+/-) between SFA and SA Meal Counts (NSLP & SBP)
 - Total # of Snacks Served
 - Counting and Claiming Consolidation Errors (+/-) – Snack
- **Difference (+/-) between SFA and SA Meal Counts:**
 - Clarifications were provided on reporting for CEP meals
 - Business rule/edit check removed to better align with the AR process
- **Recalculation:** Clarification was made that Performance Standard 2 does not apply to Recalculation