United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive
Alexandria, VA 22302-1500

DATE: **January 25, 2012**

MEMO CODE: CACFP 04-2012

SUBJECT: Changes to the FNS-44, Report of the Child and Adult Care Food Program (CACFP)

TO: Regional Directors
Child Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to provide information on revisions to the FNS-44, Report of the Child and Adult Care Food Program. The revisions are based on Section 122 of the Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, which extended eligibility for at-risk afterschool meal reimbursement to all States participating in the CACFP. The revised form (see attached) does not require the submission of new data or information and was approved by the Office of Management and Budget.

We are providing information about the minor revisions early to notify State agencies (SA) of the modifications and to provide additional time to update state systems. The Food and Nutrition Service (FNS) Office of Financial Management is currently in the process of modifying the new form in the Food Programs Reporting System (FPRS). Form changes and revisions must be implemented at the beginning of a fiscal year; as a result, the revised FNS-44 will be fully implemented for SA reporting in Fiscal Year (FY) 2013.

To provide further clarification, we outlined below the current reporting requirements and the upcoming approved revisions.

Current Reporting Process:

The current FNS-44 provides fields for the number of “at-risk-only” supplements in part E, column A2 but does not include designated fields for the reporting of at-risk breakfasts, lunches, and suppers. SAs eligible for reimbursement for at-risk afterschool meals currently report the number of at-risk breakfasts, lunches, and suppers claimed in the “REMARKS” section.

SAs **must continue** to report the at-risk breakfast, lunch, and supper data in the "REMARKS" section of the current FNS-44 per instructions in memorandum CACFP 15-2010, dated July 7, 2010 (attached) for the remainder of FY 2012.

Overview of FNS-44 Approved Revisions:

- The revised form contains minor modifications to the instructions to update the language to include current program terminology (see attachment for a complete list of instruction changes).

- The revised form provides fields to report the number of at-risk breakfasts, lunches, and suppers in Part E, column A2 (At-Risk Only) to accommodate the extension of "at-risk" afterschool meal reimbursement to all states. SAs are required to report ACTUAL at-risk afterschool meal data related to free breakfasts, lunches, suppers, and snacks in Part E, Column A2 rows 22, 31, 40, and 49. ESTIMATED and TOTAL data should not be reported for data relating to at-risk afterschool meals. The rows pertaining to ESTIMATED and TOTAL data in 23-30, 32-39, 41-48, 50-57, and 59-60 are shaded. The instructions are updated to reflect the above change in the attached form.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

Original Signed

Cynthia Long
Director
Child Nutrition Division

Attachments: FNS-44 Approved Revisions
Revised Form FNS-44
Memorandum CACFP 15-2010