



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: April 29, 2013

MEMO CODE: SP 38 - 2013

SUBJECT: Release of the new *School Food Authority (SFA) Verification Collection Report* (form FNS-742)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

This memorandum and attachment provide information on the release of the revised form FNS-742, the SFA Verification Collection Report, used to report the results of verification activities of free and reduced price applications in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). On April 19, 2013, the Office of Management and Budget (OMB) approved the revised form. The attached form will be used starting School Year 2013-2014.

The primary impetus for the development of the new version of the form was the need to capture data related to Direct Certification with the Supplemental Nutrition Assistance Program (SNAP) required by the final rule National School Lunch Program: Direct Certification Continuous Improvement Plans Required by the Healthy, Hunger-Free Kids Act of 2010. The form will continue to capture program data for each school food authority (SFA) and information related to the annual statutorily required verification activity. Additionally, the new form was redesigned to streamline data collection and provide additional instructions to facilitate the reporting process.

FNS will conduct a series of webinars to review the form changes, instruct on the new data submission process in the Food Program Reporting System (FPRS), and provide regional and State staff an opportunity to ask questions. We will make an announcement regarding these webinars when planning is complete.

State agencies should direct any questions to the appropriate Food and Nutrition Service Regional Office.

Original Signed

Melissa A. Rothstein
Acting Director
Child Nutrition Division

Attachment