

REPORTING INSTRUCTIONS: “CN-CACFP-AUDIT” (SF-425) in FPRS

To facilitate a more efficient tracking process and increase reporting integrity, the required *Federal Financial Report* (SF-425) for reallocated CACFP Audit funds was incorporated into the Food Program Reporting System (FPRS) under the program title “CN-CACFP-AUDIT”.

All SF-425s for reallocated CACFP Audit funds must be reported in FPRS.

The timing of the reports has not changed. SF-425s for reallocated CACFP Audit Funds will be due no later than 90 days after the end of the report period.

State agencies must certify the FY 2016 CN-CACFP-AUDIT (SF-425) in FPRS as follows:

- Annual report will be due no later than **December 29, 2016**
- Final report will be due no later than **December 29, 2017**

FNS Regional offices will review for accuracy and post reports certified by the State agency.

State agencies and Regional offices should follow the instructions below to gain access to the form in FPRS.

Instructions for Accessing the CN-CACFP-AUDIT (SF-425) in FPRS

- To gain access to the CN-CACFP-AUDIT (SF-425) in FPRS, State agency and FNS Regional office users must complete an FNS Computer System Access Request (FNS-674). This form is found on the “Welcome to FPRS” page of the FPRS website.
- State agencies may access the FPRS website here: <https://fprs.fns.usda.gov/>.
- Regional office staff may access FPRS by clicking the link above or from the FNS intranet site by clicking the “Restricted Access Sites” section on the left menu and then clicking on “FPRS.”
- State agencies and Regional office staff must submit their FNS-674s with their supervisor’s approval to their designated FNS Regional office Authorizing Official.
- Once the appropriate approvals are obtained, the Regional office Authorizing Official should forward all approved FNS-674 forms for both State agency and Regional office users to the FNS National office.

Questions? Contact: FPRS.support@fns.usda.gov; or call the FPRS Help Desk: 1-866-336-3777