



United States
Department of
Agriculture

Food and
Nutrition
Service

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DATE: September 8, 2014

MEMO CODE: SP 62-2014

SUBJECT: Release of the new *Local Educational Agency Second Review of Applications Report* (form FNS-742a)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

This memorandum and attachments provide information on the release of the new form FNS-742a, the Local Educational Agency Second Review of Applications Report, used to report the results of the second review of free and reduced price applications in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). On August 27, 2014, the Office of Management and Budget (OMB) approved the new form (attached) which will be used starting School Year 2014-2015.

The primary purpose of the FNS-742a is to capture data related to the Second Review of Applications required by the final rule, *National School Lunch Program: Independent Review of Applications Required by the Healthy, Hunger-Free Kids Act of 2010*, published February 6, 2014. The form will capture program data for each school food authority (SFA) required to complete a second review of applications. Additionally, it will capture the number and type of errors that contribute to incorrect eligibility or ineligibility determinations.

The Second Review of Applications requires that ALL applications be reviewed, including applications that were initially determined to be ineligible for free and reduced price benefits (i.e. denied by the initial reviewer). Sections 1-3 of the FNS-742a will record all applications, including applications that were initially determined to be eligible or ineligible for free and reduced price benefits. Moreover, section 1-4 will include changes in eligibility determinations for applications that were initially determined eligible for free and reduced price benefits, as well as those initially determined ineligible but were changed to free or reduced price as a result of the second review. Section 1-5 of the FNS-742a records application-level information pertaining to changes in eligibility determinations and the type of error that contributed to the incorrect initial eligibility determination, if applicable.

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Attached to this memorandum is the official (OMB approved) Microsoft Excel-based FNS-742a and instructions, to be used for collecting, compiling, and reporting data obtained from SFAs to FNS. State agencies must report the information on this form to FNS annually, by March 15th, for all SFAs selected to conduct a Second Review of Applications required under 7 CFR.245.11(b)(1)(i-iv). Additional information on the Second Review of Applications can be found in SP 44-2014 *Questions and Answers Related to the Independent Review of Applications*.

Also attached to this memorandum are two optional tools to assist State Agencies and SFAs in understanding and collecting data.

- The Microsoft Excel-based 742a Aggregation Tool mirrors the FNS-742a, but also performs some automatic calculations and edit checks to assist with manual entry.
- The FNS-742a Template is provided as an optional tool to help State agencies and SFAs understand the data more clearly before entering it into the Microsoft Excel-based FNS-742a.

State agencies will collect data from SFAs, compile it in the Microsoft Excel format, and submit it to their Regional Office. Regional Offices will combine each State's SFA-level data and submit the Microsoft Excel file to the National Office. FNS-742a data eventually will be reported via the Food Program Reporting System.

State agencies are reminded to distribute this memo to Program operators immediately. SFAs should contact their State agency for additional information. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service Regional Office.

A handwritten signature in blue ink, reading "Cynthia Long".

Cynthia Long
Deputy Administrator
Child Nutrition Programs

Attachment