

# Instructions for Completing the FNS-10 Report

The FNS-10 Report is required for all School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). SFAs must report enrollment data and the number of students that are approved for free and reduced price meals as of the last day lunch was served in October. **The portal for the report opens for submission November 1, and this report is due by November 15.**

Please note, SFAs will not be able to submit their October claim online until the report has been submitted.

1. Go to the Department of Public Instruction [Online Services](#) webpage. Click on the *Online Services* button.
2. This will bring you to a log-in screen where you will be able to log in using your agency code and password.
3. Select *School Nutrition Program* from the menu bar.
4. Select *State Programs' Annual Claim & Reporting*.
5. Select *FNS-10* from the menu bar.
6. Select *Enter Report* from the menu bar.
7. Enter your enrollment, the number of students approved for free, and number of students approved for reduced price meals at your district or school food authority.

## For Special Provision Reporting

For **Community Eligibility Provision (CEP)**, The FREE percentage used to claim meals (ISP X 1.6) in the LEA/School should be applied to the current October enrollment number to estimate the number of children approved for FREE lunches. CEP LEAs do not report REDUCED PRICE data. Enter "0" for reduced price.

Mixed districts will have reduced price numbers to report from the NON-CEP sites only. If reporting numbers for **Provision 2 - BASE YEAR**, school data are reported for October just as they are during standard meal counting and claiming procedures.

If reporting numbers for **Provision 2 - NON-BASE YEAR**, the FREE percentage used to claim meals in an LEA/school should be applied to the current October enrollment number to estimate the number of children approved for FREE lunches. In addition, the REDUCED percentage used to claim meals in the LEA/School should be applied to the current October enrollment number to estimate the number of children approved for REDUCED PRICE lunches.

8. Click Submit to submit your report.
9. Click Logout to exit.