



## SCHOOL NUTRITION PROGRAMS

# Instructions for Completing the FNS-10 Report

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**Wisconsin Department of Public Instruction**  
Jill K. Underly, PhD, State Superintendent  
Madison, Wisconsin

## 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 30.**

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

1. Go to the Department of Public Instruction [Online Services](#) webpage. Click on the *Online Services Log-In* 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 lunches, and the number of students approved for reduced price lunches at your district or school food authority.

### **\*For Special Provision Reporting**

For **Community Eligibility Provision (CEP)**, The FREE percentage used to claim meals (which is equal to the ISP X 1.6) in the SFA/school should be applied to the current October enrollment number to estimate the number of children approved for FREE lunches. CEP SFAs 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.

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

### **Editing the Report**

For the current school year, if a correction is required for the FNS-10, for step #6 above, select "modify report" rather than enter report and make the correction and resubmit. If a correction is required for a previous school year, contact [Jacqueline.darrow@dpi.wi.gov](mailto:Jacqueline.darrow@dpi.wi.gov) for assistance.

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**2. fax:**

(833) 256-1665 or (202) 690-7442; or

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[program.intake@usda.gov](mailto:program.intake@usda.gov)

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