



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.

The FNS-10 collects enrollment, students approved for free lunches and students approved for reduced price lunches for the LAST DAY of operation in October. Whereas, The National School Lunch Program (NSLP) claim form collects the highest total numbers during the month for enrollment and children approved for free and reduced price meals. If you have any questions please contact DPI Financial Specialist at 608-267-9134. USDA requires submission of data specifically for the month of October in the current calendar year, before your October claim can be entered online.

[The following must be reported as of the **last day of operation in October.**]

Total Number of Students Enrolled in NSLP:

Total Students approved for Free Lunches:

Total Students approved for Reduced Price Lunches:

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this information is accurate and in accordance with the terms of the existing permanent agreement/policy statement between the school food authority and the Department of Public Instruction and that records are available to support this information.

*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 for assistance.

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1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

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

3. email:

program.intake@usda.gov

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