

In a “Nutshell” – Reports

Understanding DPI Reporting Requirements for School Nutrition Programs

School Food Authorities (SFAs) participating in USDA school nutrition programs agree to submit claims for reimbursement, program applications, and other information as required by USDA and DPI. To ensure program compliance and to avoid the possibility of a disruption of online claiming privileges, it is critical that all SFAs submit the following reports each year within the required timeframes.

Q: It’s November, and Online Services won’t let me submit my lunch claim. Please help!



Food Service Annual Financial Report (AFR)

WHAT IS THIS REPORT?	WHY	WHEN TO SUBMIT
AFR reports revenues and expenditures for the school nutrition program fiscal year from July 1 – June 30 .	Report assesses compliance with USDA requirement that participating SFAs operate as non-profit entity.	July 1 - August 31

FNS10 (Federal October Data Report)

WHAT IS THIS REPORT?	WHY	WHEN TO SUBMIT
FNS 10 lists the number of enrolled students and the number of free and reduced students at each SFA as of October 31 .	Submitted to USDA to assess program participation on a local, state, and national level.	November 1

Paid Lunch Price Report (PLP)

WHAT IS THIS REPORT?	WHY	WHEN TO SUBMIT
PLP reports the most frequently charged student lunch price for each grade level category. Submission of this report is required even if non-pricing.	Submitted to USDA to assess average NSLP paid meal prices on a local, state, and national level.	November 1 – November 15

Verification Collection Report (VCR)

WHAT IS THIS REPORT?	WHY	WHEN TO SUBMIT
VCR reports the results of SFAs annual verification activities must be completed by November 15. Submission of this report is required even if SFA is not required to conduct a verification process.	Submitted to USDA to determine effectiveness of direct certification process and to gather data on changes in eligibility based on verification.	Between November 15 and February 1

For other important deadlines, visit DPI School Nutrition Team’s **Calendar of Requirements for Child Nutrition Programs:**

<http://dpi.wi.gov/school-nutrition/school-nutrition-team-communication>.



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