



WISCONSIN SCHOOL NUTRITION IN A NUTSHELL

REPORTS:

Understanding DPI Reporting Requirements for School Nutrition Programs

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



SFA Agreement

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 online claiming disruption, **all SFAs must submit the following reports each year within the required timeframes.**

Food Service Annual Report (AFR)

WHAT IS THIS REPORT	WHY	WHEN TO SUBMIT
Reports revenues and expenditures for the school nutrition program fiscal year July 1 - June 30 .	To assess compliance with USDA requirement that a participating SFA operates as a non-profit entity.	July 1 - August 31

FNS-10 (Federal October Data Report)

WHAT IS THIS REPORT	WHY	WHEN TO SUBMIT
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 Report (PLP)

WHAT IS THIS REPORT	WHY	WHEN TO SUBMIT
Reports the most frequently charged student paid 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
Reports the results of SFA annual verification activities and must be completed by November 15. Submission of this report is required even if SFA is not required to conduct the verification process.	Submitted to USDA to determine effectiveness of the 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](#)