



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

MEMO CODE: SP 21-2009

DATE: April 3, 2009

SUBJECT: State Agency Ameliorative Action Plans for Verification Results

TO: Regional Directors
Child Nutrition Programs
All Regions

We have been asked to extend the due date for the ameliorative action report which is part of the verification reporting requirement under 7 CFR 245. Under Section 245.11(i), both the consolidated file reporting the school food authority (SFA) Verification Summary (FNS 742) for each SFA in the State agency and the ameliorative action report are due to FNS by April 15, each year. However, we realize that State agencies may require additional time to analyze the verification data and develop an appropriate ameliorative action plan. Therefore, we are providing an automatic extension to all State agencies such that the submission of the ameliorative action report will now be due June 15, 2009. No special request is needed for the extension of the ameliorative action report. The consolidated SFA Verification Summary data report covering verification activity for School Year 2008-2009 is still due by April 15, 2009, and must be uploaded to the On-line Verification System through the PartnerWeb.

Please send the ameliorative action reports to Michelle Bucci at michelle.bucci@fns.usda.gov. If you have questions, please contact Michelle at 703-305-2271 or by e-mail.

Original Signed

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