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ATTACHMENT T1

Non-Program Food Revenue - Reference Period

The State Agency must validate the reference period used for completing the non-program food revenue tool (attachment T) for all School Food Authorities.

The reference period may be a week, a month, or year; however, the reference period must include at least 5 consecutive operating days (or 4 consecutive days for schools operating a 4 day week). The selected days must represent typical food service operations.

Assessments cannot include data from summer school, holidays, or vacations or special circumstances that might distort the program and non-program foods data. For more information, please refer to USDA Policy Memo SP20-2016.

In the chart below, indicate the reference period your SAU/RA used to determine the non-program food revenue tool by placing an in the appropriate box and indicate the specific time period used associated with the reference period used.

SAU/RA #: _____	
Reference Period <i>(Please select one)</i>	Indicate the specific time period <i>(Example: Week = March 9 – 13, 2021)</i>
<input type="checkbox"/> Week	
<input type="checkbox"/> Month	
<input type="checkbox"/> Year	

Reports used to complete the Non-Program Food Revenue Tool for the selected reference period are included in this attachment.

“This institution is an equal opportunity provider.”