

## 330.25

### Data Request Guidelines

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**Introduction** There are times when data reports are needed that are not available in the data system. When this occurs, data requests can be placed to the state office.

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**Requesting data** Prior to requesting data to the state office, determine if the data in need can be found in any of the reports found in the data system. A list and description of the data system reports can be found Policies 330.30 -330.70. If the data in need is not available in any of the data system reports, fill out the Local Agency Data Request Form found in Policy 330.25a to request data. This completed form should be e-mailed to your assigned nutrition consultant. Information completed on this form should be as detailed as possible.

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**Timeline** Requesting data should be done as soon as possible as some data requests can take some time to process.

**Note:** Please notify your nutrition consultant as soon as you know if your agency is going to be involved with an audit. This will help state staff prepare for potential data requests that may occur as a result of the audit.

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