

School Meals Training for Bookkeepers

Introduction to School Meals Program

Nebraska Department of Education
Nutrition Services

Welcome to the NE Department of Education – Nutrition Services training for school staff working with the bookkeeping aspects of the School Meals Program. This training will review the basic recordkeeping requirements of USDA's School Meal's Program.

Four Parts to the Training:

- Participating in USDA's School Meals Program
- Approving Students for Meal Benefits
- The Process of Verification
- Other Recordkeeping Requirements and Reports

This training is divided into 4 parts.

- Participating in the USDA School Meals Program
- Approving students for meal benefits
- The process of verification
- Other record keeping requirements and reports

The screenshot shows a webpage titled "Participating in the School Meals Program" with the URL <https://www.education.ne.gov/ns/nslp>. The page is part of the "Nutrition Services Home" website. A navigation menu on the left includes "School Meals Program" (highlighted), "Fresh Fruit and Vegetable Program", "Forms & Resources", "Training", "Important Dates", "School Breakfast Program", "Special Milk Program", and "After School Snacks". The main content area is titled "National School Lunch Program" and features a "Program Information" section with a bulleted list of links: "Overview of NSLP", "Administrative Review", "After School Snack Program", "Child Nutrition Reauthorization", "Certification of Compliance – Additional 7 Cents", "Equipment Assistance Grants for School Food Authorities", and "Farm to School".

So lets begin - Part 1 Participating in the School Meals Program

Information about the School Meals Program is available on the Nutrition Services website. On this website is information about the program, forms and resources, training, important dates for you to know, and specific information and records for the programs we will be discussing in this training.



School Food Authorities who participate in the program can receive reimbursement for the meals serviced. So as we look at the illustration we see that USDA provides federal dollars for meals served in schools.

The NE Department of Education – Nutrition Services distributes these dollars to schools and other institutions participating in the School Meals Program.

Must follow the rules and regulations

Schools/Institutions
are required to meet federal guidelines to receive these
funds



Nutrition Services
conducts Administrative Reviews
in a five year cycle to ensure compliance with the rules and
regulations of the programs

To be eligible for this reimbursement -Schools and Institutions are required to meet federal guidelines to receive these funds.

Nutrition Services conducts reviews known as Administrative Reviews in a five year cycle to ensure compliance with the rules and regulations of the programs.

Federal Reimbursement Rates – released in late July

Nutrition Services website

<http://www.education.ne.gov/ns>

Current reimbursement rates
can be found under Quick Links



The federal reimbursement rates for meals are released in late July for the upcoming school year.

Reimbursement is defined as the amount of money a school or institution receives each month for the number of reimbursable student meals the school or institution claims for reimbursement.

Current reimbursement rates can be found under Quick Links in the lower left hand side of the Nutrition Services home page.

Rates of Reimbursement for:

- Breakfast (Regular and Severe Need Breakfast)
- Lunch
- After-School Care Snack Program
- Special Milk Program

There are different rates of reimbursement released for each program. School Food Authorities may choose to participate in the programs of breakfast, lunch, the after-school care snack program, and special milk program. In order to participate in breakfast and the after-school care snack program the School Food Authority must participate in lunch.

Breakfast Reimbursement

- Free, Reduced and Paid reimbursement
- Difference between the free rate of reimbursement and the reduced rate is \$.30
- School can not charge students eligible for reduced meals more than \$.30 for breakfast

USDA provides reimbursement based on three categories – Free, Reduced and Paid.

The difference between the free rate of reimbursement and the reduced rate at Breakfast is \$.30

Schools can not charge students eligible for reduced price meals more than \$.30 for breakfast

Severe Need Breakfast

- Additional free and reduced reimbursement paid if **40%** or more free/reduced price lunches were served 2 years ago
- Qualify by individual feeding site
- Data is reported on the Sponsor's Site Application(s)

Participation Information

6. Lunches claimed for School Year () - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
83,813	14,639	18,077	116,529	84.48%	Yes

Schools and Institutions can receive additional breakfast reimbursement for free and reduced meals if 40% or more of the lunches served two years ago were free or reduced. The difference in the additional reimbursement between the free and reduced is still \$.30.

Schools or Institutions qualify for this additional funding by feeding site.

A question on the Sponsor's site application populates with the lunch counts from 2 years ago and indicates if the site qualifies for severe need breakfast funding.

Please note that while we are talking about additional severe need breakfast funding the eligibility of this funding is based on lunch counts.

School Breakfast Program

<https://www.education.ne.gov/ns/nslp/school-breakfast-program/>

National School Lunch Program Home

- School Meals Program
- Fresh Fruit and Vegetable Program
- Forms & Resources
- Training
- Important Dates
- School Breakfast Program**
- Special Milk Program
- After School Snacks

School Breakfast Program



Did you know children who eat breakfast have **better focus, miss less school, have higher grades and test scores, and are more likely to have a lower body mass index** than children who skip breakfast? Despite knowing these facts, Nebraska continues to rank very low in school breakfast participation.

Go Big Breakfast is a coalition of advocates, educators, administrators, school nutrition professionals, and state agency leaders who have joined forces to help Nebraska improve school breakfast participation. Making breakfast a seamless part of the school day can have a huge impact on students' health and academic success.

More information about the School Breakfast program including additional training can be found on the Nutrition Services website under the School Breakfast Program

Lunch Reimbursement

- Free, Reduced and Paid reimbursement
- Difference between the free rate of reimbursement and the reduced rate is \$.40
- School can not charge students eligible for reduced meals more than \$.40 for lunch

For lunch USDA provides reimbursement based on three categories – Free, Reduced and Paid.

The difference between the free rate of reimbursement and the reduced rate at lunch is \$.40

Schools can not charge students eligible for reduced price meals more than \$.40 for lunch

Performance Based Incentive Available for Lunch Meals – 7 cents

- Under Section 201 of the Healthy, Hunger-Free Kids Act of 2010, school's receive additional funding (\$.07/meal) if in compliance of all requirements of the school breakfast and lunch meal patterns. 
- For Lunch these requirements include meeting the following:
 - vegetable subgroups
 - whole grain-rich
 - milk variety

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There is also an additional \$.07 per lunch meal reimbursement called the performance based incentive. When the Healthy, Hunger-Free Kids Act of 2010 was enacted schools and institutions were required to complete a one time certification of new meal pattern compliance in order to receive this performance based incentive. Schools and institutions must continue to be in compliance of all requirements of the school breakfast and lunch meal patterns. For lunch this includes meeting the vegetable subgroups, whole grain-rich, and milk variety requirements.

After School Care Snack Program (ASCSP)

- Eligibility determined by feeding site
 - **Area Eligible** (*at least 50% F/R as reported on the previous October claim for reimbursement*) – all snacks are claimed as free
 - **Non-Area Eligible** (*less than 50% F/R as reported on the previous October claim for reimbursement*) snacks are claimed as paid, reduced, and free based on students eligibility.

Reimbursement is also paid for the schools and institutions that choose to participate in the After-School Care Snack Program.

Eligibility and how the site claims reimbursement is determined by the free and reduce percentage of the feeding site.

A site is “area eligible” if the previous year’s October claim for reimbursement demonstrated that 50% or more of the enrolled students at the site were eligible for free and reduced meals. All after-school care snacks can be claimed at the free rate of reimbursement.

A site in Non-Area Eligible – if the previous year’s October claim for reimbursement demonstrated that less than 50% of the enrolled student at the site were eligible for free and reduced meals. The snacks served at a non-area eligible after-school care program must be claimed by the student’s eligibility (Paid, Free, and Reduced).

After School Care Snack Program

- Must offer an educational or enrichment activity (reported on site application)
- Participation in this program requires two on-site reviews be conducted annually
- After School Snack Meal Pattern must be met and documented
- Snacks can only be claimed on days school is in session (no non-school days/weekend/breaks)

Other requirements of the After School Care Snack Program include:

An educational or enrichment activity must be offered. This information is collected on each site application if the after-school care snack program has been marked.

Participation in this program requires that two On-Site Reviews be conducted annually: 1) First review must be completed within the first four weeks of operation, 2) Second review can be completed anytime during the school year.

The After School Snack Meal Pattern must be met and documented

Snacks can only be claimed on days school is in session (no non-school days, weekends or school breaks).

After School Care Snack Program

- <https://www.education.ne.gov/ns/nslp/after-school-snacks/>

- National School Lunch Program Home
- School Meals Program
- Fresh Fruit and Vegetable Program
- Forms & Resources
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- Important Dates
- School Breakfast Program
- Special Milk Program
- After School Snacks**
- Celebrations and Contests
- Grants
- Child and Adult Care Food Program
- Summer Food Service Program

After School Snacks

Programs eligible for reimbursement under the School Lunch Program

To be eligible to qualify for reimbursement under the School Lunch Program, after school care programs must meet the following three criteria:

- A school district or residential childcare facility (RCCI) which participates in the National School Lunch Program (NSLP) must operate the after-school care program. The program does not have to use the school district's personnel or regular school facilities. The school district or RCCI must retain final administrative and management responsibility for the program, including the program site. The school district or RCCI must be the party that enters into the agreement with the Nutrition Services at the Nebraska Department of Education (NDE) and must assume full responsibility for meeting all program requirements.
- The purpose of the program must be to provide care in after school settings. The program must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. By "regularly scheduled" it does not mean the program must occur daily. Moreover, while eligible programs would not need to establish formal enrollment procedures, they must have a means of determining if children are present on a given day, such as a roster or sign-in sheet.

More information about the After-School Care Snack Program can be found at the Office of Nutrition Services Website. This information includes site eligibility, the after-school care meal pattern, times of operation, record keeping requirements, and forms.

Special Milk Program (SMP)

- This program is only available for students, who do not have access to breakfast and/or lunch
- Two options are available for receiving reimbursement

The Special Milk Program is only available for students, who do not have access to breakfast and/or lunch. Typically School Food Authorities that have enrolled half-day preschool or kindergarten students participate in this program. These students maybe enrolled in a morning or afternoon program and may arrive after breakfast or lunch. There are two options available for claiming Special Milk for reimbursement.

Special Milk Program (SMP)

• Claim Paid Milk Only

Reimbursement is paid at the rate established annually by USDA

SFA's either charge all students for milk (average cost of milk/supplies minus the amount of reimbursement = cost to charge) or do not charge students.

• Claim Paid and Free Milk

Reimbursement is paid at the actual cost paid to the vendor for students eligible for free milk benefits based on the completion of an Income Eligibility Form. Students are not charged for milk.

Milk served to students not "free" eligible is reimbursed at the rate established annually by USDA. These students maybe charged for milk.

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The first option: Claim Paid Milk Only

Reimbursement is paid at the rate established annually by USDA

School Food Authorities can either charge all students for milk which would be determined by taking the average cost of milk plus supplies and then subtracting the rate of special milk reimbursement which would then provide the cost to charge for the carton of milk. School Food Authorities also may choose to not charge students the cost of milk as this amount may already be included in tuition or program fees. If students are not charged, the difference in cost of milk minus the reimbursement rate must be put back into the school meals program from another funding source.

The second option: Claim Paid and Free Milk

For students determined to have free eligibility, the milk they receive is reimbursed at the actual cost paid to the vendor. Students are not charged for the milk. Milk served to students not "free" eligible is reimbursed at the rate established annually by USDA. These students maybe charged for milk. There is no "reduced price" for the Special Milk Program. An income eligibility application that would indicate a student is in the reduced category would be classified as receiving Paid Milk.

Special Milk Program (SMP)

- <https://www.education.ne.gov/ns/nslp/special-milk-program/>

- National School Lunch Program Home
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- Special Milk Program**
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Special Milk Program

School systems may apply to participate in the Special Milk Program if they have students in the school who do not have access to school meals.

For example: half-day kindergarteners/preschoolers or students in school that cannot participate in the breakfast or lunch program.

To enroll your school for the Special Milk Program [apply here](#). On your program application, check "yes" under special milk.

How do Families apply for Free Milk

Households must use the [Free Milk Application](#)

- [USDA Food and Nutrition Services Fact Sheet for Special Milk Program](#)
- [Power Point Presentation Special Milk Program](#)
- [Federal Regulations Part 215 – Special Milk Program for Children](#)
- [USDA FNS Website Special Milk Program \(SMP\)](#)

Additional information on the Special Milk Program can be found on the Nutrition Services website. This information includes the Income Eligibility Application for Sponsors choosing to participate in Option 2 – claiming milk as free and paid.

School Meals Program Participation

- Access the CNP system from the Nutrition Services web site:

The screenshot shows the Nebraska Department of Education's Nutrition Services website. The left sidebar contains a menu with the following items: Nutrition Services, Home, School Meals Program, Child and Adult Care Food Program, Summer Food Service Program, Team Nutrition, Healthy Schools, and Farm To School. The 'Child Nutrition Program (CNP)' link is highlighted in yellow and has a red arrow pointing to it from the left. The main content area is titled 'Child Nutrition Program (CNP)' and 'CNP Online System'. Below this, there is a link for 'CNP Basics' with a red arrow pointing to it from the right. Below the 'CNP Basics' link, there are four bulleted links: 'Click here to access the Online Application/Claim System', 'Click here to access the CNP Security Administration Manual', 'Click here to access the CNP System Access Form', and 'Click here to access information about the CNP Claims System'.

Now that we have talked about the reimbursement rates and different programs lets move our attention to completing the annual program application. The web address for accessing the on-line application can be found on the Nutrition Services home page by clicking the Child Nutrition Link (abbreviated to CNP). See the red arrow on the left, this will populate the four bulleted “click here” links. The first “click here” link will take you to the login in page of the CNP system.

School Meals Program Participation

<https://nutrition.education.ne.gov/>

Must enter a User ID/Password to access the Child Nutrition Program (CNP) website

Nutrition Services

Lincoln: 402-471-2488 • 800-731-2233

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)
[Forgot Your User ID?](#)

Remember my User ID

Log On

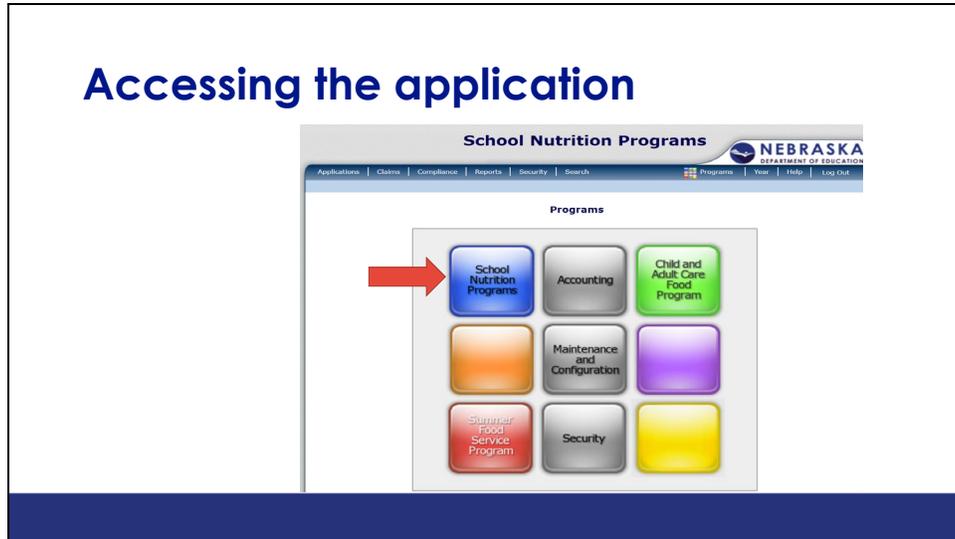
In order to log into the CNP system a User ID and Password are required. The User ID is issued to the person identified as the Authorized Representative. The Authorized Representative is ultimately responsible for ensuring the rules and regulation of the School Meals Programs are followed. Typically the Authorized Representative is a school's superintendent, bookkeeper, or principal. If your schools Authorized Representative has changed, School Food Authorities must notify Nutrition Services.

The screenshot shows a webpage titled "School Meals Program Participation" with a URL <https://nutrition.education.ne.gov/>. On the left is a navigation menu with "Forms and Resources Home" highlighted. The main content area is titled "Online Claim for Reimbursement" and includes a "Forms & Resource Center" section. Under this section, there is another heading "Online Claim for Reimbursement" followed by two bullet points: one linking to "NDE 28-036 - Claim for Reimbursement.pdf" and another linking to "Nutrition Services Computer Access Application and Agreement.pdf". At the bottom, an email address "nde.nsweb@education.nthe e.gov" is provided.

The new Authorized Representative must apply for a USER ID. The Nutrition Services Computer Access Application and Agreement form can be found under forms and resources on the Nutrition Services website. Once the form has been completed it can be printed and emailed to Nutrition Services

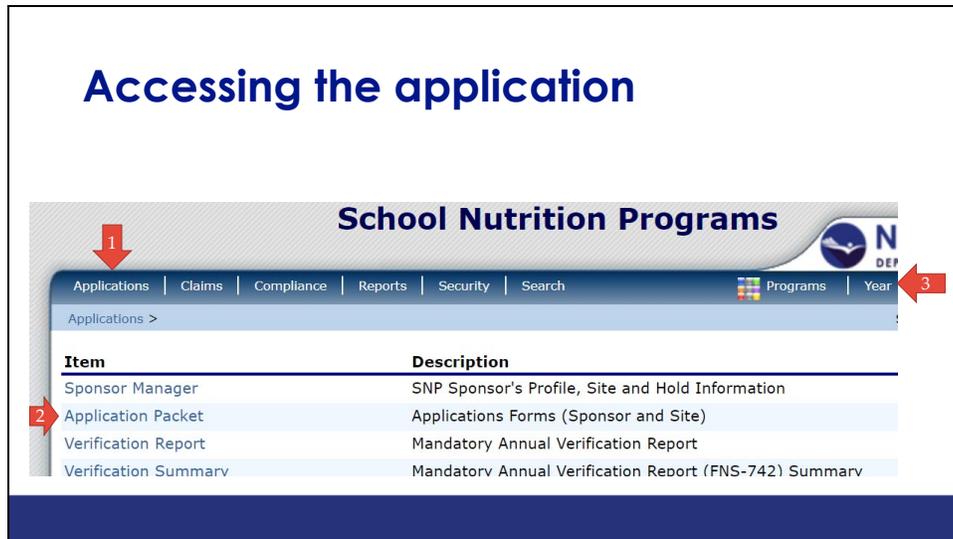
When approved, the Authorized Representative will receive a confirmation email containing the User ID along with instructions for creating a new password.

Accessing the application



Once logged in, the screen will only have boxes for the Child Nutrition Programs the sponsor participates in. Nutrition Services administers the School Nutrition Program, Summer Food Service Program and the Child and Adult Care Food Program. You will click on the blue square for access into School Nutrition Program.

Accessing the application



We are going to go through some of the main points of completing the Application packet on the next few slides. For more detailed instruction please view the instructional links under bookkeeping training.

To start the first step is to click on applications in the upper left hand corner of the dark blue menu bar. Next you will click on Application Packet.

This will take you to a screen where you enroll in the correct program year to start the application packet. As a side note – see arrow number 3 in the upper right hand side of the page. The arrow points to year, by clicking on this you can view applications from previous years.

The Application Package

590702 Status: Active

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Submitted for Approval

The Application Packet is currently under review by the State and is unavailable for changes.

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Admin	Sponsor Application	Original	Submitted
Details	Meal Pattern Compliance Dashboard		Approved
Details	Checklist Summary		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	1	0	0	0	0	1

< Back
Submit for Approval
Approve
Return
Deny
Withdraw Packet

Once we have clicked on the application package the following screen appears. This particular example has both the Site Application and Sponsor Application completed. It has been submitted for approval to the State Agency – as you can see from the information at the top of the application.

It is important to remember that both the site application and the Sponsor Application must be completed. Many School Food Authorities find it is easier to start with completing the site application first then moving on to the Sponsor Application.

Checklist Summary

- F/R Application/Household Letter
- Production Records
- Point of Service Waiver
- Food Service Contract

Action	Form Name
View Admin	Sponsor Application
Details	✓ FSMC Contract List
Details	✓ Meal Pattern Compliance Dashboard
Details	✓ Checklist Summary (4)
Details	Application Packet Notes
Details	Attachment List (1)

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Based on some of your answers in the Sponsor and Site applications the system will prompt you if documentation must be attached in the checklist summary portion of the application.

This information is required if you are not using the standard forms provided by Nutrition Services, such as the Free and Reduced Price Meal Application, letter to households, or production records.

A Point of Service Wavier is required to be completed if the meal count is not taken at the end of serving line.

A food service contract or vendor agreement may be required if meals are provided by another School Food Authority or if the schools contracts with a food service management company.

If any document needs to be submitted it will be listed under the checklist summary which can be found on the application packet screen. From the checklist summary you must check the box that the form has been submitted to Nutrition Services. From there the form can be uploaded to the application packet.

Finally, when all parts of the application specific to your school or institution have been completed, green checkmarks will appear. You are then ready to click the red submit for approval button on the bottom of the screen.

A program specialist will review and approve the application to participate in the school meals program.



Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

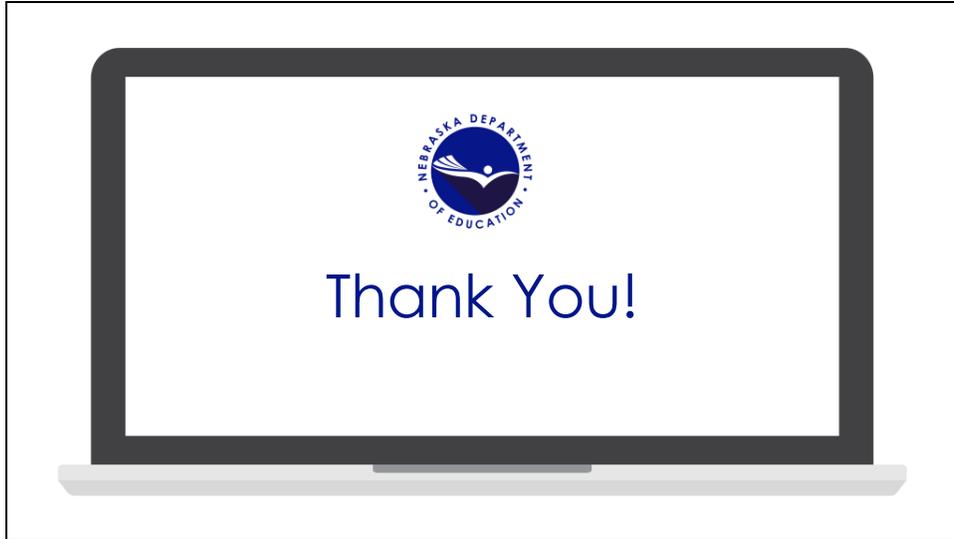
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

USDA's Nondiscrimination Statement is required for all material distributed to the public that addresses the School Meals Program

Slide 27



Thank-you for viewing Part 1 of the Bookkeeper Training.