

Slide 1

School Meals Training for Bookkeepers

Other Recordkeeping Requirements and Reports

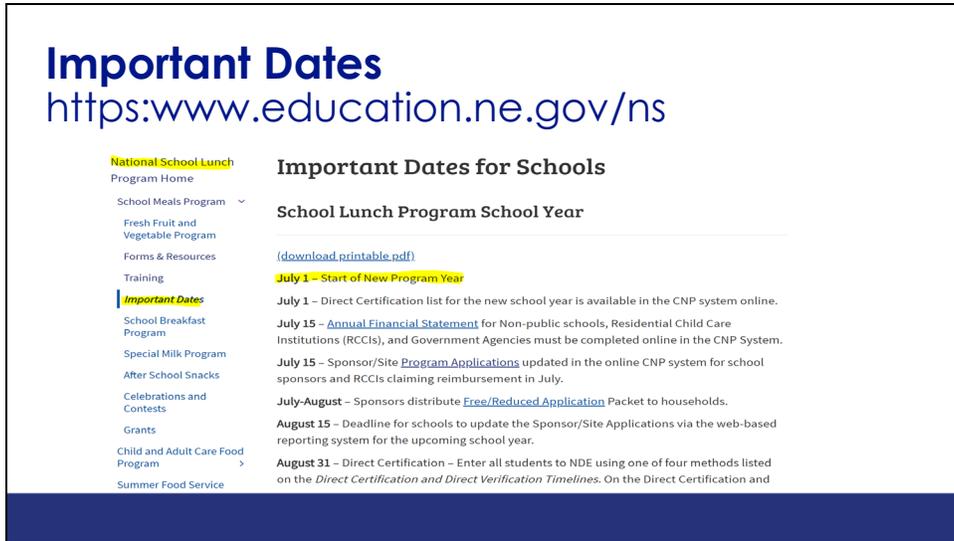
Nebraska Department of Education
Nutrition Services

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 focus on required USDA recordkeeping.

School Meal Requirements

- Why certain dates are important in the School Meals Program
- How to navigate Nutrition Services website “Forms and Resources”
- Gain knowledge of the importance of “Attachments A-L and Permanent Agreement”
- Review other USDA School Meal Program requirements

In this training we will focus on why certain dates are important in the School Meals Program
How to navigate the Nutrition Services website, specifically the Forms and Resource section
Gain knowledge of the importance of Attachments A-L and the Permanent Agreement
Review other USDA School Meal Program requirements



Important Dates
<https://www.education.ne.gov/ns>

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
Celebrations and Contests
Grants
Child and Adult Care Food Program >
Summer Food Service

Important Dates for Schools

School Lunch Program School Year

[\(download printable.pdf\)](#)

July 1 – Start of New Program Year

July 1 – Direct Certification list for the new school year is available in the CNP system online.

July 15 – [Annual Financial Statement](#) for Non-public schools, Residential Child Care Institutions (RCCIs), and Government Agencies must be completed online in the CNP System.

July 15 – Sponsor/Site [Program Applications](#) updated in the online CNP system for school sponsors and RCCIs claiming reimbursement in July.

July-August – Sponsors distribute [Free/Reduced Application](#) Packet to households.

August 15 – Deadline for schools to update the Sponsor/Site Applications via the web-based reporting system for the upcoming school year.

August 31 – Direct Certification – Enter all students to NDE using one of four methods listed on the [Direct Certification and Direct Verification Timelines](#). On the Direct Certification and

With any program you participate in, there are important dates to be aware of. This slide illustrates where you can find information on the Nutrition Services web site on important dates for the School Meals Program. You can also download a printable pdf of the important dates. The start of the Program Year for the School Meals Program is July 1 and the ending date is June 30. In the online version of Important Dates you will find links to the various web pages and forms.

The screenshot displays the Nebraska Department of Education website. At the top, the title "Forms and Resources: Three Sections" is shown in blue, with the URL "https://www.education.ne.gov/ns" below it. A blue navigation bar contains the Nebraska Department of Education logo and a dropdown menu. The dropdown menu is open, showing "Forms and Resources Home", "School Meals Program", "Fresh Fruit and Vegetable Program", and "Forms & Resources". A red arrow points to the "Forms & Resources" link. To the right, the "National School Lunch Program" section is visible, with a sub-section titled "Forms & Resource Center". Below this, three bullet points are listed: "Administration, Record Keeping & Finance", "Food Service & Nutrition", and "Regulation & Policy".

The next section on the Nutrition Services website under the School Meals Program that I want to bring your attention to is Forms and Resources. By clicking on this link you are taken into the Forms and Resource Center. Most of the important information and forms you will need to know can be found under this tab. This section is divided into three sections: The first being Administration, Record keeping and Finance, followed by Food Service and Nutrition and ending with Regulation and Policy.

We will be discussing in detail the first section: Administration, Record Keeping and Finance.

Attachments A-L and Permanent Agreement
<https://www.education.ne.gov/ns>

Forms and Resources
Home

School Meals Program ~
Fresh Fruit and Vegetable Program
Forms & Resources
Training
Important Dates
School Breakfast Program
Special Milk Program
After School Snacks
Celebrations and Contests
Grants
Child and Adult Care Food Program

National School Lunch Program
Forms & Resource Center
Administration, Record Keeping & Finance

- [Application – Income Eligibility](#)
- [Application – Verification](#)
- **[Attachments A-L and Permanent Agreement](#)**
- [Buy American Provision](#)
- [Certification of Compliance – Additional 7 Cents](#)
- [Charge Policy](#)
- [Civil Rights](#)
- [Community Eligibility Provision \(CEP\)](#)
- [Competitive Foods – Smart Snacks Guidance](#)
- [Contracts – Meal Service Agreements](#)

After clicking the Administrative Record section the following screen appears that contains information sorted by alphabetical order of topic. Within each heading will be additional information such as forms and supporting information on the topic. We will start our review with Attachments A-L and Permanent Agreement.

Links under Attachments A-L and Permanent Agreement

Forms and Resources Home

- School Meals Program >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Healthy Schools
- Farm To School
- Child Nutrition Program (CNP)

Quick Links >



Questions, Comments, or Corrections? Let us know!

Attachments A-L and Permanent Agreement

National School Lunch and Breakfast Programs

Permanent Agreement and Attachments A-L

- [NDE 01.010 Permanent Agreement and Free/Reduced Price Policy Statement](#)
- [Meal Counts & Claims](#)
- [Income Eligibility Attachments A-E](#)
- [Verifying Income Eligibility Applications Attachments F-HI](#)
- [Attachment I – On-Site Review Summary 2021](#)
- [Attachment I-1](#)
- [Attachment J and J-R Edit Check Worksheets](#)
- [Attachment J Edit Check Spreadsheet](#)
- [Attachment K1 Breakfast Food-Based Production Record](#)
- [Attachment K2 Lunch Food Based Production Record](#)
- [Attachment K3 Multi-Day Food/Condiment Bar Production Record](#)
- [Attachment K4 Single-Day Food Bar Production Record](#)
- [Attachment K5 Multi-Day Food/Condiment Bar Production Record for BCCl with a 7 Day week](#)

When we click on this link there are numerous topics and Attachments under this header. We will be discussing some of these topics in more detail as we progress through the training. We will start with the Permanent Agreement and Free/Reduced Price Policy Statement

Permanent Agreement/Free and Reduced Policy Statement

- An agreement between each School Food Authority (SFA) and the Nebraska Dept. of Education – Nutrition Services that states all USDA School Meal's rules and regulations will be adhered to.
- The Permanent Agreements/Free and Reduced Policy Statement is kept on file at Nutrition Services.
- A new Permanent Agreement/Free and Reduced Policy Statement is only necessary when USDA issues changes to the School Meal's rules and regulations.

The Permanent Agreement/Free and Reduced Policy Statement is an agreement between each School Food Authority and the Nebraska Dept. of Education-Nutrition Services. This agreement states all USDA School Meals rules and regulations will be adhered to.

This Permanent Agreement once signed by the Schools Food Authority's Authorized Representative is kept on file at Nutrition Services. A copy of this agreement must be retained at the School Food Authority.

A new Permanent Agreement/Free and Reduced Policy Statement is only necessary when USDA issues changes to the School Meals Program's rules and Regulations.

Meal Counts and Claims

Forms and Resources

- Home
- School Meals Program >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Healthy Schools
- Farm To School
- Child Nutrition Program (CNP)
- Quick Links >

Attachments A-L and Permanent Agreement

National School Lunch and Breakfast Programs

Permanent Agreement and Attachments A-L

- [NDE 01-010 Permanent Agreement and Free/Reduced Price Policy Statement](#)
- **Meal Counts & Claims**
- [Income Eligibility Attachments A-E](#)
- [Verifying Income Eligibility Applications Attachments F-H2](#)
- [Attachment I – On-Site Review Summary 2020](#)
- [Attachment I-1](#)
- [Attachment J and J-R Edit Check Worksheets](#)
- [Attachment J Edit Check Spreadsheet](#)

The next topic under the Permanent Agreement and Attachments A-L we will be discussing is Meal Counts and Claims.

Counting Meals

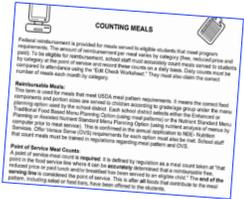
Forms and Resources

- Home
- School Meals Program >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Healthy Schools
- Farm To School
- Child Nutrition Program (CNP)
- Quick Links >

Meal Counts & Claims

Meal Counts and Claims

- Counting Meals**
- [Attachment J – Edit Check Worksheet 2020, pdf](#)
- [Attachment J – Edit Check Worksheet 2020, excel](#)
- [Attachment J – Daily Record of Meals Served and Edit Check Worksheet 2020](#)
- [Attachment J-R – Completed by Residential Child Care Institutions Daily Record of Meals and Snacks Served & Edit Check Worksheet](#)
- [Attachment J-R – Completed by Residential Child Care Institutions Daily Record of Meals and Snacks Served & Edit Check Worksheet](#)
- [Attachment I – On-Site Review 2020](#)



Under this topic we find information on Counting Meals and various Attachments pertaining to Meal Counting.

Meal Counting is of utmost importance as the School Food Authority is receiving federal reimbursement for meals served to eligible students that meet program requirements. To be eligible for reimbursement, school staff must accurately count meals served to students by eligibility category at the point of service and record these counts on a daily basis.

Point of Service (POS) Requirement

Defined as...

*“That point in the food service operation when a determination can be **accurately** made that a reimbursable free, reduced-price or paid breakfast or lunch has been served to an eligible child.”*

This is after all food components in required portion sizes per as required by grade grouping have been served/offered to the student.

10

A point of service meal count is defined by regulation as a meal count taken at “that point in the food service line where it can be accurately determined that a reimbursable free, reduced price or paid lunch and/or breakfast has been served to an eligible child.” It is important to note the point of service meal count must be taken after all food components in required portion size as required by grade grouping have been served/offered to the student.

Attachment J - Edit Check Worksheet

Forms and Resources

- Home
- School Meals Program >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Healthy Schools
- Farm To School
- Child Nutrition Program (CNP)
- Quick Links >



Attachments A-L and Permanent Agreement

National School Lunch and Breakfast Programs

Permanent Agreement and Attachments A-L

- [NDE 01-010 Permanent Agreement and Free/Reduced Price Policy Statement](#)
- [Meal Counts & Claims](#)
- [Income Eligibility Attachments A-E](#)
- [Verifying Income Eligibility Applications Attachments F-H2](#)
- [Attachment I – On-Site Review Summary 2020](#)
- [Attachment I-1](#)
- [Attachment J and J-R Edit Check Worksheets](#)
- [Attachment J Edit Check Spreadsheet](#)



As the determination is made the student has a reimbursable meal they are then counted by category of free, reduced and paid. A daily total of each category is required for each meal. The majority of School Food Service Authorities utilize soft ware programs specifically designed for counting and compiling this meal count information. For those that do not utilize a soft ware system a manual system is used. An example of a manual system would be marking a daily student roster at the point of service. Once the daily count of free, reduced and paid students has been determined this information is then entered into Attachment J. This form is provided as a printable form or as a spreadsheet available to be downloaded.

Bottom Section: Required Edit Check

ADA - Total of daily attendance for the month divided by the number of days in the month - **Round up** (example 102.25 would be rounded to 103)

A. Days Served _____	C. Average Daily Attendance _____	E. Highest # of Eligible Free approved during the month _____ *
B. Enrollment _____	D. Attendance Factor (C ÷ B) _____	F. Highest # of Eligible Reduced approved during the month _____ *
		G. Highest # of Eligible Paid approved during the month _____ *

Required Edit Check:

Attendance Factor (D)	X	Highest # of Students Approved for the Month	(E)	=	Attendance Adjusted Eligible	(H)*
_____	X	_____	(E)	=	_____	(H)*
_____	X	_____	(F)	=	_____	(I)*
_____	X	_____	(G)	=	_____	(J)*

The number of meals claimed by category CANNOT exceed the figures reported on lines E, F or G on any given day. If the number of meals claimed by category exceeds the figures on lines H, I or J on any given day, those meal counts **MUST** be circled above and the reason for the discrepancy **MUST** be documented either at the bottom or on the back of this page.

*On this calculation, round any decimal to the next whole number. (Example: 21.35 would round up to 22) *Students who change categories during the month should be included in both categories. Retain this record at school for three years. Nebraska Department of Education - Nutrition Services

The bottom section of Attachment J is the required edit check. This section is completed before submitting information in the CNP system. The form serves as a double check of accuracy in claiming numbers. If the School Food Authority is using a software system for meal counting it may have the capability of completing the required edit check. Not all software systems have the edit check feature. If yours does not then the edit check information must be completed manually. Lets take a look at the information that is required for the completion of the edit check. Day Served refers to the number of days in the month that meals were served for each meal type. Enrollment is the number of students that are enrolled for the feeding site that have access to meals service. Average daily attendance is calculated by taking the total of each days attendance at the feeding site and dividing by the number of days meals were served. It is important to always round up when referring to number of students. For example if our average is 102.25 we must round up to 103 as it would be impossible to have .25 of a student.

The Attendance Factor is the average daily attendance divided by the enrollment. Letters E, F, G on the form is where the highest number of students eligible for free, reduced, and paid meals in the month is recorded. If a student changes categories during the month they should be counted in both categories. So for example John Joes is eligible for reduced meals at the start of the month. The household submits a new Income eligibility application later in month, the determination is made John is now eligible for free meals. He would be counted in both the reduced and free counts.

As we move on down the form we see the Required Edit Check portion. We have already determined the Attendance factor and the highest number of students approved by eligibility

from above. From this information we determine the Attendance Adjusted Eligibility. The information in the box, instructs us to check for two different things: the 1st being not exceeding the highest number of free, reduced, or eligible students on any day of the month. The 2nd check is comparing the attendance adjusted eligible count for each eligibility category (paid, free, and reduced) to the daily meal counts. If the number of meals claimed in the category exceeds the count for attendance adjusted eligible students for the day, that count must be circled/identified and the reason for the discrepancy must be documented either on the page or on the printout from the software company. A more common reason why the attendance adjustable count may be exceeded on a particular day could be students in a particular category maybe in attendance and choosing to eat because it is a favorite meal.

Example of Completed Daily Meal Count and Edit Check Worksheet

Month / Year August 20XX Attachment J - Revised 5/07
Feeding site Lincoln Elementary

DATE	STUDENT LUNCHES			TOTAL	1st Meals	STUDENT BREAKFASTS			SPECIAL MILK		ADULTS (cannot claim)		
	PAID	FREE	Reduced			PAID	FREE	Reduced	PAID	FREE	PAID-LUN	Free Lun	PAID-BR
15	55	25	0										
18	50	26	8										
19	54	27	7										
20	59	30	0										
21	40	28	0										
22	34	28	0										
23	25	28	0										
24	26	27	0										
27	29	26	8										
28	25	25	7										
29	26	28	6										
TOTAL	563	298	87										

A: Days Served 11 C: Average Daily Attendance 06 E: Highest # of Eligible Free approved during the month 10
 B: Enrollment 100 D: Average Factor (C ÷ B) 06 F: Highest # of Eligible Reduced approved during the month 10
 G: Highest # of Eligible Paid approved during the month 60

Required Edit Check: Highest # of Students Approved for the Month 06 X 10 (E) = 06 = 10 (H)
 Adjustment (eligible) 28 X 20 (I) = 560 = 58 (J)
 Attendance 06 X 60 (K) = 372 = 58 (L)
 *On this calculator, round any decimal to the next whole number (Example: 21.25 would round up to 22)
 *Students who change categories during the month should be included in both categories.
 Return this record at school for three years. Palmetto Department of Education - Nutrition Services

*** Favorite Menu**

This is an example of a completed daily meal count and edit check worksheet. Notice the small asterisks by August 20 – this is a day when both the paid and free meal count exceeded the attendance adjusted eligible counts. Upon review of why these counts were higher, it was determined a favorite student meal had been served.

Claims for Reimbursement

Quick Links ▾

- Calendar
- Training
- Forms & Resources
- Income Guidelines
- Reimbursement Rates
- Recall Notices
- Claim Due Dates/Payment Dates**
- Links
- Contact Us

- Every month reconcile claim payments with your bank statement.
- Please note that payment dates that fall on weekends or holidays will be shifted to the following business day.
- To view a short tutorial on how to submit a claim:
 - [CLICK HERE for NSLP](#),
 - [CLICK HERE for CACFP](#), or
 - [CLICK HERE for SFSP](#)
- Claim Status in CNP must show as "ACCEPTED" in order to be paid. If Claim Status shows as "Validated" or "Pending" this means that the claim has not been submitted for payment. Return to CNP to complete the certification step required to submit the claim.

Because the information from the meal count form is used in submitting the claim for reimbursement it is important to know how to submit the claim. Under the Quick Links tab on the lower left side of the Nutrition Services website you will find Claim Due Dates/Payment Dates. By clicking this link you will find short tutorials on how to submit a claim.

Claim Payment Web Page

- Claim Status in CNP must show as **ACCEPTED** in order to be paid. If Claim Status shows as "Validated" or "Pending" this means that the claim has not been submitted for payment. Return to CNP to complete the certification step required to submit the claim.
- A claim in "ACCEPTED" status can be modified, but will need to be resubmitted after changes have been made. **Note:** If you click MODIFY after a claim has been accepted, the claim **must** be resubmitted even if no changes were made.

To receive reimbursement funds by EFT, complete and submit the [ACH Enrollment Form](#).

Claim Payment or Electronic Fund Transfer (EFT) Dates		
Claim submitted on:	NDE Processing Date	Payment Date
10th <i>before noon</i>	10th	+ 2-3 days
15th <i>before noon</i>	15th	+ 2-3 days
20th <i>before noon</i>	20th	+ 2-3 days
After 20th	10th <i>of the following month</i>	+ 2-3 days

Note that the date of deposit shifts to the following business day when the payment date lands on a weekend or a holiday.

The last date to submit a claim	
is 60 days following the last day of the month covered by the claim.	
For the month of:	Last day for submission:
January	April 1 (<i>Leap Year March 31</i>)

The lower portion of the claim payment web page contains important information on the "Accepted Status" of a claim in the CNP system, Claim Payment for Schools Utilizing Electronic Fund Transfer Dates, and the last date to submit a claim for payment. Schools and institutions should utilize Electronic Fund Transfer for fast and safer claim payments. .

Important Points: Reimbursement Claims

- Claims submitted after **60 days** from the end of the month the claim is for will not be accepted
- For timely payment submit before the 10th day of the following month
- Financial Services pays claims at least twice per month

I want to highlight some important Points to Remember regarding reimbursement claims:

Claims must be submitted within the 60 days after the close of the month for which the claim is for.

For timely payment submit claims by the 10th day of the following month. Financial Services pays claims on or shortly after the 10th of each month.

Financial Services processes for payment claims at least twice a month.

Attachment I – On-site Reviews

Forms and Resources

- Home
- School Meals Program >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Healthy Schools
- Farm To School
- Child Nutrition Program (CNP)
- Quick Links >

Attachments A-L and Permanent Agreement

National School Lunch and Breakfast Programs

Permanent Agreement and Attachments A-L

- [NDE 01-010 Permanent Agreement and Free/Reduced Price Policy Statement](#)
- [Meal Counts & Claims](#)
- [Income Eligibility Attachments A-E](#)
- [Verifying Income Eligibility Applications Attachments F-H2](#)
- **[Attachment I – On-Site Review Summary](#)**
- [Attachment I-1](#)
- [Attachment J and J-R Edit Check Worksheets](#)
- [Attachment J Edit Check Spreadsheet](#)
- [Attachment K-1 Breakfast Food-Based Production Record](#)

The next topic under Permanent Agreement and Attachments A-L we will discuss next is Attachment I – On-site Review Summary

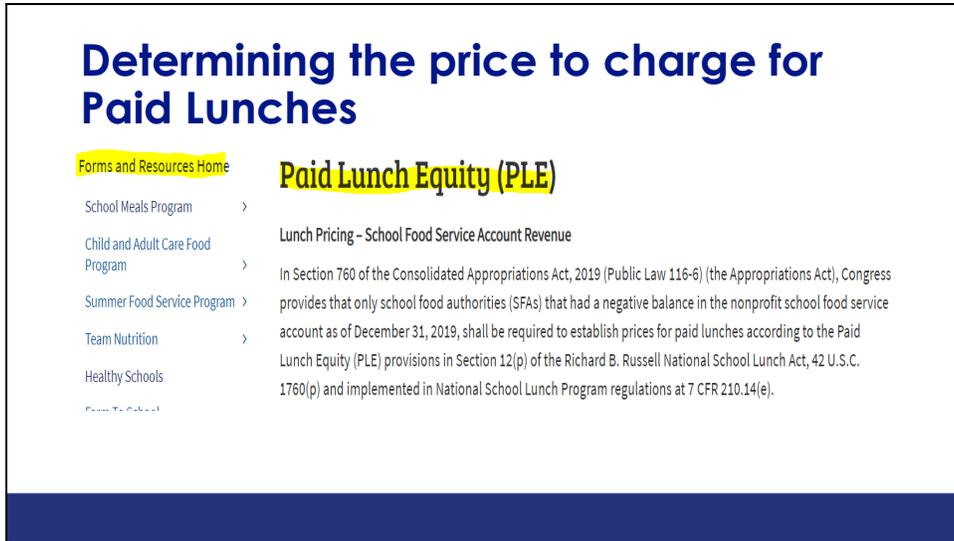
On-Site Reviews

- Required in all SFA's with two or more feeding sites
- The SFA (examples of who: superintendent, bookkeeper) conducts on-site reviews of meal counting and claiming procedures at breakfast and lunch
- Must complete by February 1st
- Kept on file at the SFA

On-Site Reviews are required to be completed for all School Food Authorities with 2 or more feeding sites.

The School Food Authority conducts the on-site reviews and looks at meal counting and claiming procedures at breakfast and lunch. It is the schools decision who conducts these reviews but it should not be the person who is responsible for the meal counting at the site.

On-site reviews must be completed by February 1 each year. These reviews must be kept on file at the school or institution.



Determining the price to charge for Paid Lunches

Forms and Resources Home

- School Meals Program >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Healthy Schools
- From The School

Paid Lunch Equity (PLE)

Lunch Pricing - School Food Service Account Revenue

In Section 760 of the Consolidated Appropriations Act, 2019 (Public Law 116-6) (the Appropriations Act), Congress provides that only school food authorities (SFAs) that had a negative balance in the nonprofit school food service account as of December 31, 2019, shall be required to establish prices for paid lunches according to the Paid Lunch Equity (PLE) provisions in Section 12(p) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(p) and implemented in National School Lunch Program regulations at 7 CFR 210.14(e).

Now that we have reviewed the attachments listed in the section Attachments A-L and Permanent Agreement, we will be discussing more topics under the Forms and Resource Home page.

The first topic for review is Paid Lunch Equity sometimes referred to as PLE. USDA releases annually information on the paid lunch pricing and a Paid Lunch Equity Calculation Tool for School Food Authorities to complete in determining the price to charge paid students for lunch.

Paid Lunch Equity Calculation Tool

- USDA establishes an average paid lunch price for SFA's annually
- All School Food districts required to complete this tool annually to help determine the "paid" student price they need to be charging.
- Print/Save the completed tool – kept on file at the SFA.

In the information released is also the average paid lunch price for the upcoming school year as determined by USDA. School Food Authorities complete the tool to determine what increase in necessary for their paid lunch price.

When the School Food Authority has completed the PLE tool, it should be printed/saved and kept on file at the School Food Authority.

Setting Meal Prices



Quick Links >



Questions, Comments, or Corrections? Let us know!

- [Eligibility Manual For School Meals](#)
- [Financial Forms](#)
- [Food Service Management Companies](#)
- [Meal Counts & Claims](#)
- [Meal Prices](#)
- [Nebraska School Nutrition Association](#)
- [Paid Lunch Equity \(PLE\)](#)



The next topic to review that ties in with the Paid Lunch Equity Calculation Tool in Meal Pricing. Contained in this topic is information on Setting Meal Prices. Meal pricing not only includes student lunches, student breakfasts, but also non-program foods such as ala carte items and adult meals.

SFA's Must Have A Charge Policy

Charge Policies

- [Creating a School Meals Charge Policy](#)
- [School Meals Charge Policy Important Elements](#)
- [School District Charge Policy and Procedure](#) - Manual created by the School Nutrition Association December 2008

Creating a School Meals Charge Policy

All School Food Authorities (SFAs) participating in USDA's school meal programs are required to have a written and clearly communicated policy that addresses unpaid meal charges by July 1, 2017. When creating your policy, the focus should be on the parents and guardians responsible for providing funds for meal purchases; it should not have a negative impact on the students. A charge policy is not required if the SFA does not charge for student meals or if all schools in an SFA

Another topic of importance is a Charge Policy. All School Food Authorities participating in USDA's school meal programs are required to have a written and clearly communicated policy that addresses unpaid meal charges. The School Food Authorities Charge Policy should outline the parents '/guardians' responsibility for providing funds for meal purchases; it should not have a negative impact on the students. A charge policy is not required if the School Food Authority does not charge for student meals or if all schools in the School Food Authority participate in a Special Provision such as the Community Eligibility. Resources pertaining to Charge Policies can be found under this topic.

Annual Financial Statement

Income and Expenses for July 1- June 30/Program Year

Financial Forms

Financial forms

Non-Public Schools: All Non-Public Schools that participate in the School Lunch, Breakfast or Special Milk Programs must complete the Annual Financial Statement. The Annual Financial Statement is due **July 15th** each year.

Failure to submit the Annual Financial Statement deadline will result in your reimbursement checks being withheld until the report is submitted.

Public schools are not required to submit Annual Financial Statements.

- NDE 01-003 – Annual Financial Statement.pdf (**only nonpublic schools & institutions complete via the web-based application and claims system**)
 - [Annual Financial Statement.pdf](#)
 - [Annual Financial Statement.pdf](#) (Instructions)
- NDE 28-036 – Claim for Reimbursement.pdf National School Lunch, Breakfast & Milk [complete via the web-based application and claims system](#)
- [State Treasurer ACH Enrollment Form.pdf](#) (Direct Deposit)

Non-public School Food Authorities and Institutions are required to complete an Annual Financial Statement of income and expenses for the previous School Year (July 1-June 30). Public School Food Authorities do not have this requirement as this information is included in each public school's Annual Financial Report submitted to the Nebraska Dept. of Education each fall.

Financial Statement – reported in CNP

The screenshot shows a web application interface with a navigation bar at the top containing 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Applications' tab is selected and highlighted in yellow. Below the navigation bar, there is a sub-header 'Applications >'. A table with two columns, 'Item' and 'Description', is displayed. The 'Financial Report' item is highlighted in yellow.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report

The information is submitted in the CNP system under applications in the tab called Financial Report. The report is required to be completed by July 15, following the end of the School Year on June 30th.

Civil Rights

- “An Justice for All” poster – visible in the service/dining area
- Annual Training/documentated for staff involved in the school meals program

Forms & Resource Center

Civil Rights

- [Civil Rights Summary](#) - Outline of Civil Rights Guidance and includes USDA's Nondiscrimination Statement to be included in the student handbook and website, if applicable.
- [Civil Rights Power Point](#)- USDA Civil Rights Requirements and Child Nutrition Programs, NDE, Nutrition Services 2013
- [Civil Rights Compliance Review](#) (to be completed one time only by new schools to the program).
- [Civil Rights Summary Attachment H-1](#) - part of verification process completed by November 15

Civil Rights is another important topic for School Food Authorities.

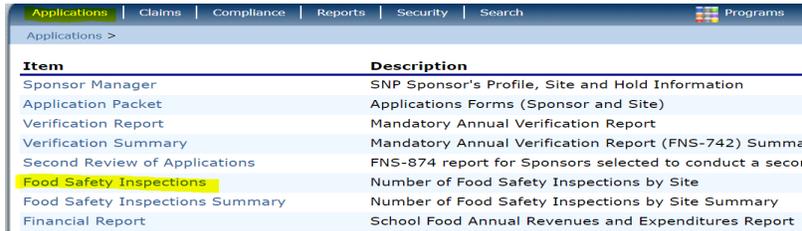
School Food Authorities are required to display the An Justice for All Poster in a location visible to students such as in the service /dining area.

Annual Civil Rights Training for all staff involved in the school meals program must be conducted. Who, when and what was presented must be that has been documented Under the topic Civil Rights is a form that outlines requirements pertaining to Civil Rights.

Attachment H-1 Civil Rights Summary is found under this topic. This Attachment is required to be completed by Nov. 15 as part of the verification process.

Food Safety Inspections

- Reporting Number of Food Safety Inspections from the previous School Year for each feeding site (Report 0, 1,2)
- Must Complete by October 15th



The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Applications (highlighted), Claims, Compliance, Reports, Security, Search, and Programs. Below the menu is a table with two columns: 'Item' and 'Description'. The 'Food Safety Inspections' item is highlighted in yellow.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summa
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a secon
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report

School Food Authorities are required to report on the CNP website located under Applications the number of Food Safety Inspections completed from the previous school year for each feeding site. This number may be 0,1, or 2. This information must be completed by Oct. 15.

School Wellness Policy

- Every SFA is required to have a School Wellness Policy and School Wellness Committee that meets throughout the SY

School Wellness Policy

[Wellness Policy Manual](#)

[Wellness Policy Resources](#)

[Wellness Policy Webinars](#)

[School Wellness Policy Triennial Assessment](#)

USDA requires all schools and institutions that participate in the School Meals Program to have a School Wellness Policy. This policy must cover the required USDA key areas but is specific to the School Food Authority. A School Wellness Committee must conduct meetings and have a process for evaluating the effectiveness of the Wellness Policy's goals.

More information about School Wellness Policies can be found under this topic.

Record Retention

- School Meals Records: retain for **three years plus the current** school year
- Records pertaining to the SFA's Hazard Analysis Critical Control Points (HACCP) – Food Safety must be retained for one year plus the current school year
- Records should be kept longer than the above requirement if an audit is in process or the school record retention policy is different

298

USDA's record retention pertaining to all records supporting the payment of federal dollars to a School Food Authority is 3 years plus the current

Records pertaining to the School Food Authority's Food Safety/HACCP Plan must be retained for one year plus the current school year. All School Meals Program and HACCP records are considered property of the school district and must be retained on-site.

Records must be kept longer if an audit is in process or the school's or institution's record retention policy is longer than that of the USDA policy

How to Contact Nutrition Services

<ul style="list-style-type: none">Nutrition Services HomeSchool Meals Program >Child and Adult Care Food Program >Summer Food Service Program >Team Nutrition >Healthy SchoolsFarm To SchoolChild Nutrition Program (CNP)Quick Links vCalendarTrainingForms & ResourcesIncome GuidelinesReimbursement RatesRecall NoticesClaim Due Dates/Payment DatesLinksContact Us	<h3>Contact Us</h3> <p>For general program questions or issues you encounter with the webpage please contact the Office of Nutrition Services at nsls.nsw@nebraska.gov or (402) 471-2488/ (800) 731-2233; Fax (402) 471-4407.</p> <p>Mailing Address: Nutrition Services 301 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509-4987</p> <p>Download Staff Directory</p> <table border="1" style="width: 100%;"><tr><td>Program Administrators</td></tr><tr><td>Office Associates</td></tr><tr><td>NSLP and SFSP Specialists</td></tr><tr><td>CACFP Specialists</td></tr><tr><td>Team Nutrition</td></tr></table>	Program Administrators	Office Associates	NSLP and SFSP Specialists	CACFP Specialists	Team Nutrition
Program Administrators						
Office Associates						
NSLP and SFSP Specialists						
CACFP Specialists						
Team Nutrition						

20

Under Quick Links is information on Contacting Nutrition Services. A staff directory is available for download and printing. By clicking on the NSLP and SFSP Specialist tab you will receive contact information for program specialist working with these two Child Nutrition Programs.

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.

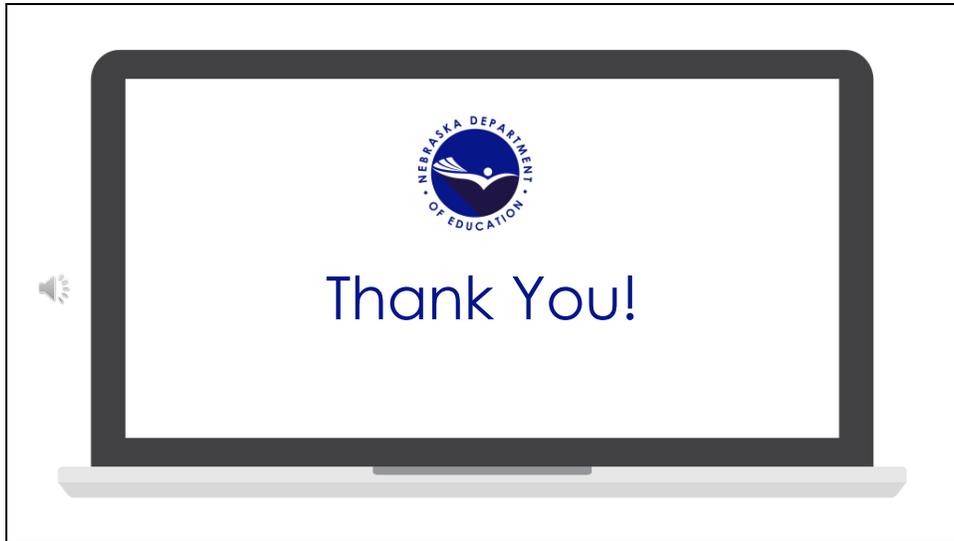
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities 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.

Slide 32



In closing thank-you for your time and attention in viewing School Meals Training for Bookkeepers – other Recordkeeping Requirements and Reports