




Verification of Approved Continuing Education Units for Professional Standards - NSLP



Title of Activity: Bookkeeper On-site Training SY 2020-21	Participant Name: _____ <div>LastFirst</div>
Educational Provider: Nebraska Department of Education-Nutrition Services	SNA Membership ID #:
Location (City and State): 	CEU's Earned:
Date: 	Learning Codes: Administration: Compliance with Regulations/Policies - 3320
Signature of Educational Provider: 	

Please keep this certificate for proof of continuing education.

Bookkeeper Training

Important Dates for the School Year	
Staff Directory	
Tab Name	Contents & Tips
A. NDE Website	<ul style="list-style-type: none"> NDE NS web site: https://www.education.ne.gov/ns Forms and Resources – Attachments/Information Quick Links to: Reimbursement Rates, Income Guidelines, Claim Due Dates/Payment Dates
B. CNP Online System	<ul style="list-style-type: none"> CNP website: https://nutrition.education.ne.gov "How-to" videos on application and claims can be found on NDE website Computer Access Application form Complete Annual Sponsor/Site Application(s)- due Aug. 15 Monthly claim, submit by 10th for timely payment, cannot submit >60 days after the last day of the claim month.
C. Direct Certification SNAP =Supplemental Nutrition Assistance Program TANF =Temporary Assistance to Needy Families FDPIR =Food Distribution on Indian Reservations FOSTR =Foster Child MGRNT =Migrant MFREE =Medicaid Free MRED =Medicaid Reduced	<ul style="list-style-type: none"> Direct Certification list available after July 1 30 day carry over for students eligible for meal benefits the previous school year. If no new determination of eligibility has been determined by the 30th school day, the student changes to paid eligibility on day 31. SNAP, TANF, FDPIR, Medicaid Free, and Medicaid Reduced eligibility extends to all students in the household. Foster, Homeless, Migrant, Runaway benefits do not extend to other students in the same household.
D. Free and Reduced Applications	<ul style="list-style-type: none"> Free & Reduced apps – use NDE form and letters NDE forms updated annually Income Guidelines updated annually Approval/Denial Letter to all HH that apply – ATT D 30 day carry over = 30 school days, day 31 change to paid. Notification letter of change in benefits – ATT D-3 Must give 10 calendar day notice when benefits decrease Eligibility Manual for School Meals – online resource

E. Verification	<ul style="list-style-type: none"> • Oct. 1 select # of applications to complete for verification (3% of total applications – must round up) • Confirming Official reviews original determination of application before contacting household; signs verification section of application. • SFA contacts household using NDE verification selection letter – ATT F • Second reminder if household does not initially respond • Notify household of verification results – ATT G • Verifying Official signs verification section of application • Complete Verification Report in CNP system – report number of students as of Oct. 31 • Complete Verification Report by Nov. 15
F. Point of Service Meal Count	<ul style="list-style-type: none"> • Determine an accurate meal count after all meal components have been offered
G. Offer Versus Serve	<ul style="list-style-type: none"> • Allows students to choose 3 different components at lunch and 3 items at breakfast. One of the components/ items must be at least a ½ cup of fruit and/or vegetable.
H. Claim for Reimbursement	<ul style="list-style-type: none"> • Daily Record of Meals Served and Edit Check Worksheet – ATT J • Claim due dates
I. Meal Prices & Paid Lunch Equity	<ul style="list-style-type: none"> • Student Meal Prices • Adult Meal Prices • Paid Lunch Equity PLE tool - required annually • A la Carte Pricing • Charge Policy
J. Smart Snacks & Wellness	<ul style="list-style-type: none"> • Nebraska Competitive Food Policy • Smart Snacks • Wellness policy • Vending • A la carte – price must cover food cost • Fundraisers – items must be Smart Snack Compliant
K. Civil Rights	<ul style="list-style-type: none"> • Civil Rights Summary – Attachment H due Nov 15; keep on file at school • And Justice for All Poster – display where visible to students in dining room/service area • Student Handbook – include Nondiscrimination Statement in section that addresses the School Meals Program • Civil Rights Training – required annually for all staff working in the School Meals Program
L. Administrative Review	<ul style="list-style-type: none"> • Conducted every 5 years • Compliance Review of rules and regulations • Off-site questions answered by school prior to on-site review of program
M. Professional Standards	<ul style="list-style-type: none"> • Annual Requirements – number of hours to earn depends on job title and # of hours worked per week • Tracking staff hours for each employee

N. After School Snack	<ul style="list-style-type: none"> • Production Record required • Point of Service meal count required • On-Site Review Summary – required two times a year
O. USDA Foods/Commodity Foods	<ul style="list-style-type: none"> • Contact: Coordinator Chad Mohr – 402-560-0480 chad.mohr@nebraska.gov • Staff Assistant Brian Gerkenmeyer – 402-580-2503 brian.gerkenmeyer@nebraska.gov
P. Contracts – Meal Service Agreements	<ul style="list-style-type: none"> • Meal Service Agreements for schools receiving meals from another school or a commercial vendor
Q. On-Site Monitoring	<ul style="list-style-type: none"> • Attachment I – completed for SFAs with more than one feeding site. Must review all sites for lunch and ½ sites for breakfast. Complete by Feb. 1. Keep on file at school.
R. Financial Report	<ul style="list-style-type: none"> • Complete annually by July 15 for non-public sponsors
S. Procurement Review	<ul style="list-style-type: none"> • Buy American Provision • Procurement Plan • Code of Conduct • Review SFA's purchasing practices from the previous year

Important Dates – National School Lunch Program

July 1	<ul style="list-style-type: none">• Program Year starts• List of Directly Certified students is available in the online CNP system for the new school year• Sponsor/Site Program Applications open up in the online CNP system for the new school year
July 15	<ul style="list-style-type: none">• Annual Financial Statement for Non-Public Schools, Residential Child Care Institutions (RCCIs) and Government Agencies must be completed online in the CNP System
July - August	<ul style="list-style-type: none">• Sponsors distribute Free/Reduced Application Packet to households• Nutrition Services back-to-school mailing is sent; includes program updates, reimbursement rates, adult meal prices, etc.
September	<ul style="list-style-type: none">• SFAs participating in the After School Snack Program must complete an On-Site Review at each site within the first 30 days of operation. A second On-Site Review must be completed at each site before the end of the school year.
August 15	<ul style="list-style-type: none">• Deadline for SFAs to update the Sponsor/Site Applications in CNP for the new school year
August 31	<ul style="list-style-type: none">• Direct Certification – upload current student records to NDE using the ADVISER Person ID collection to obtain NDE student ID numbers for new students and update returning student data at the beginning of the school year. Maintaining students' data in the ADVISER Person ID system is important for matching students eligible for free and reduced priced meal benefits in the Nutrition Services Direct Certification process
30th School Day	<ul style="list-style-type: none">• Last date free/reduced approvals from previous school year can be honored
October 1	<ul style="list-style-type: none">• Verification process begins. Date free/reduced applications must be counted for the verification pool. Complete Section 4 of the online Verification Report to determine the number of applications to verify.
October	<ul style="list-style-type: none">• National School Lunch Week - 2nd full week
October 15	<ul style="list-style-type: none">• Deadline for entering the number of Health Inspections received at each feeding site the previous school year in the online CNP system
October 31	<ul style="list-style-type: none">• Direct Certification – upload non-public student records for new or transfer students to NDE using the ADVISER Person ID collection
November 1	<ul style="list-style-type: none">• Fixed Price Food Service Management Company (FSMC) Request for Proposal (RFP) is available from NDE-Nutrition Services
November 15	<ul style="list-style-type: none">• Verification must be completed and the online Verification Report entered in CNP

- December 1**
 - Deadline for SFAs to request NDE's RFP Packet if considering a FSMC for the next school year
- January 15**
 - Deadline for SFAs to submit the completed RFP Packet to NDE. This only applies to SFAs planning to outsource operations to a Food Service Management Company.
- February 1**
 - On-Site Reviews (Attachment I) must be completed for each feeding site for SFAs with 2 or more feeding sites
- February - April**
 - Paid Lunch Equity (PLE) Tool must be completed by all SFAs that charge for student meals
- February 28**
 - Direct Certification – upload non-public student records for new or transfer students to NDE using the ADVISER Person ID collection
- March 1**
 - Last date for the RFP notification in a newspaper with statewide distribution
- March**
 - National School Breakfast Week – 1st full week
- April - May**
 - Nutrition Services spring mailing for the next school year; includes program changes, updated forms, summer training dates, etc.
- May**
 - School Nutrition Employee Appreciation Week – 1st full week
 - Nebraska School Food Service Employee Appreciation Day – 2nd Wednesday of the month
- May 15**
 - Deadline to receive SFA's FSMC RFP/Contract for approval prior to execution
- Late June**
 - Nebraska School Nutrition Association (NSNA) Annual Conference
- June 30**
 - Program Year ends

Submitting a Claim: SFAs are encouraged to submit the Claim for Reimbursement by the 10th day of the following month. Claims are paid on the 10th, 15th and 20th each month.

Claims are to be submitted by the 10th of the following month (i.e. August claims are due by September 10). Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

Claim Month	Due Date	Claim Month	Due Date
October	December 30	April	June 29
November	January 29	May	July 30
December	March 1 (February 29 if leap year)	June	August 29
January	April 1 (March 31 if leap year)	July	September 29
February	April 29	August	October 30
March	May 39	September	November 29

Nebraska Department of Education Nutrition Services Staff Directory

**Nebraska Department of Education
Nutrition Services
301 Centennial Mall South
P.O. Box 94987
Lincoln, Nebraska 68509-4987**

Nutrition Services on the Web
Central Office (402) 471-2488
Toll Free (outside Lincoln - Nebraska only) (800) 731-2233
FAX (402) 471-4407

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

Online Claims and Applications:
<https://nutrition.education.ne.gov>

Nutrition Services Staff

Sharon Davis, Administrator (402) 471-3559
email: sharon.l.davis@nebraska.gov
Jenna Hilligoss, Office Associate (402) 471-2967
email: jenna.hilligoss@nebraska.gov

NSLP and SFSP Staff

Erica Arter, Program Specialist (402) 471-3657
email: erica.arter@nebraska.gov
Mary Ann Brennan, Program Specialist (402) 471-3658
email: maryann.brennan@nebraska.gov
Beth Haas, Program Specialist (402) 471-0453
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Donna Handley, Program Specialist (402) 471-3502
email: donna.handley@nebraska.gov
Ali Lampman, Program Specialist (402) 471-3510
email: ali.lampman@nebraska.gov
Laura Lutz, Program Specialist (308) 535-8305
email: laura.lutz@nebraska.gov
Kayte Partch, Director (402) 471-2945
email: Kayte.Partch@nebraska.gov
Sarah Smith, FFVP Coordinator & Local Foods Consultant
(402) 471-3655 email: Sarah.E.Smith@nebraska.gov
Michelle Stephens, Program Specialist (402) 471-2487
email: michelle.stephens@nebraska.gov
Shawn Vondracek, Program Specialist (402) 471-0960
email: shawn.vondracek@nebraska.gov

CACFP Staff

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email: Jane.Bailey@nebraska.gov
Sandy Edwards, Program Specialist (402) 471-2746
email: Sandy.Edwards@nebraska.gov
Marla Kurtenbach, Program Specialist (402) 471-2525
email: Marla.Kurtenbach@nebraska.gov
Laura Lutz, Program Specialist (308) 535-8305
email: laura.lutz@nebraska.gov
Susanne Schnitzer, Program Specialist (402) 557-6895
email: Susanne.Schnitzer@nebraska.gov
Lisa Smith, Director (402) 471-1732
email: Lisa.Smith@nebraska.gov

Team Nutrition

Christina Burger, Child Nutrition and Wellness Specialist
(402) 471-2488 email: christina.burger@nebraska.gov
Jessie Coffey, Healthy Schools Project Coordinator
(402) 955-6888 email: Jessie.coffey@nebraska.gov

Financial Services Staff

Steve Bauers, Director-Grants Management
(402) 471-3610 e-mail: steve.bauers@nebraska.gov

**DHHS Commodities
NE Dept. of Health & Human Services
Food Distribution Staff
P.O. Box 95026
Fax (402) 742-2328**

Chad Mohr, Coordinator (402) 560-0480
e-mail: chad.mohr@nebraska.gov
Brian Gerkensmeyer, Staff Assistant (402) 580-2503
e-mail: brian.gerkensmeyer@nebraska.gov

**NE Dept. of Health & Human Services
Health Inspections**

Mandy Kearney (402) 416-4945
e-mail: mandy.kearney@nebraska.gov

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On-line Application/Claim System

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Questions, Comments, or Corrections? Let us know!

Nutrition Services Vision Statement

Nutrition Services provides leadership that inspires service of nutritious meals to children, students and adults.

Nutrition Services Programs

- [National School Lunch and Breakfast Program](#)
- [Child and Adult Care Food Program](#)
- [Summer Feeding Service Program](#)

Training Videos and User Manuals for the New CNP System

- [National School Lunch and Breakfast Program](#) (available)
- [National School Lunch Point of Sale \(POS\) Batch File Upload Instructions](#)
- [Child and Adult Care Food Program](#) (available)
- [Day Care Home \(DCH\) Point of Sale \(POS\) Batch File Upload Instructions](#)
- [Summer Food Service Program](#) (available)
- [CNP System Access Form](#)
- [CNP Security Administration Manual](#)
- [CNP Training Registration](#)
- [CNP System – How to change program years to enter in previous years claims](#)
- [DUNS/SAM Registration Instructions NEW](#)

Child Nutrition Program Statistics

- [Schools, Organizations and Institutions Participating in Child Nutrition Programs](#)

Current Request for Proposal for Contractual Services

- The State of Nebraska, Department of Education (NDE), is issuing this Request for Proposal (RFP) – Nebraska Thursdays Campaign, for the purpose of selecting a qualified Contractor to provide a marketing campaign for Nebraska Thursdays and increase school sign-ups of the program. Nebraska Thursdays is a statewide program that assists schools in planning, serving and promoting a Nebraska-sourced meal in the cafeteria on the first Thursday of each month. Essential to program success is marketing that emphasizes benefits to participation in farm to school. This includes highlighting current access and seasonality of Nebraska/local products, as well as the health and economic benefits of sourcing local foods for kids,

<https://www.education.ne.gov/ns/nslp/>



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Special Milk Program

After School Snacks

Celebrations and Contests

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Summer Food Service Program

Team Nutrition

Healthy Schools

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Child Nutrition Program (CNP)

Quick Links

National School Lunch Program

Program Information

- [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](#)
- [Farm to School](#)
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Questions, Comments, or
Corrections? Let us know!

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 6-cents](#)
- [Charge Policy](#)
- [Civil Rights](#)
- [Community Eligibility Provision \(CEP\)](#)
- [Competitive Foods – Smart Snacks Guidance](#)
- [Contracts – Meal Service Agreements](#)
- [Confidentiality Disclosure of Free and Reduced Data](#)
- [Core Nutrition Messages – Food & Nutrition Service \(USDA\)](#)
- [Dates Important for Schools](#)
- [Direct Certification and Direct Verification](#)
- [Disaster Assistance](#)
- [Eligibility Manual For School Meals](#)
- [Financial Forms](#)
- [Food Service Management Companies](#)
- [Meal Counts & Claims](#)
- [Meal Prices](#)
- [Nebraska School Nutrition Association](#)
- [Paid Lunch Equity \(PLE\)](#)
- [Professional Standards School Nutrition Employees](#)
- [Procurement Information](#)
- [Provision 1, 2 and 3](#)

Nutrition Services Computer Access Application and Agreement

This application and agreement requests the assignment of a User ID and Password to be used as an electronic signature by the person named as Authorized Representative/Responsible Individual on page 2 of this form for the specified Sponsor/System. The Authorized Representative/Responsible Individual is authorized to attest, by electronic signature, as to the accuracy of the data reported to the Nebraska Department of Education (NDE) Nutrition Services System until NDE receives written notice to revoke the rights of access.

The Authorized Representative/Responsible Individual agrees that the use of the electronic signature (User ID and Password) attests to the accuracy of the data transmitted as an electronic version of each designated form. The Authorized Representative/Responsible Individual further agrees that the electronic signature (User ID and Password) is equivalent to, and has the full legal binding force of his/her written signature and is legally valid and enforceable.

The Authorized Representative/Responsible Individual also agrees to all terms of the pertinent application and agreement, related forms and claims and responsibility for the program(s) listed below in which you participate. On page 2, item 15 of this form (NDE-01-033) mark the box for each program in which you participate. The Authorized Representative/Responsible Individual is legally and financially bound by all terms and conditions contained in such agreements.

- **National School Lunch Program, School Breakfast Program and Special Milk Program:** Program Application, Form NDE 01-014; Site Application, Form NDE 01-015; Claim, Form NDE 28-036; and the following as applicable: Annual Financial Statement, Form NDE 01-003 (for Non-Public Schools), and Fruit/Vegetable Claim.
- **Child and Adult Care Food Program:** Application and Agreements, as applicable, NS-407-G, NS-304-H; Form NDE 01-017; Form NDE 01-018, Site Information Sheet; and the following, as applicable: Proprietary For Profit Statement, Form NDE 01-030; Pricing Program Policy Statement, Form NDE 01-036; Adult Center Attachment, Form NDE 01026; Child Care Claim Form, NDE 28-017; Adult Care Claim, Form, NDE 28-018; Day Care Home Sponsor Claim, Form NDE 28-037.
- **Summer Food Service Program:** Sponsor Application, Form NDE 01-023; Site Application, Form NDE 01-022; Sponsor Budget, Form NDE 01-023; Claim, Form NDE 28-034.

The Authorized Representative/Responsible Individual will be responsible for the security and the integrity of the electronic signature (User ID and Password) as issued by Nutrition Services. The Authorized Representative/Responsible Individual has a duty to exercise reasonable care to retain control of the electronic signature (User ID and Password) and prevent its disclosure to other persons.

Extending Rights to Other Staff

If more than one individual is responsible for entering data, the Authorized Representative/Responsible Individual should assign employees rights to a User ID and Password. Instructions to create a new user are at <https://nutrition.education.ne.gov> under the Login/Password/System Navigation heading, Security Administrative Manual. The Authorized Representative/Responsible Individual and any sub users who you assign will be liable for any misuse of the electronic signature (User ID and Password).

The Authorized Representative/Responsible Individual and any sub users understand and agree that by using the electronic signature (User ID and Password) he/she is signing and legally validating the electronic document.

NDE requires assurance that the Authorized Representative/Responsible Individual has permission of the System/Sponsor to enter into this agreement. The person who signs as the Board President/Owner/CEO provides this assurance. One of the following persons must complete items 9-14 on page 2 of this application and agreement:

- For Local Education Agencies : Board of Education President or Superintendent
- For Non Profit Agencies: Board President or Chief Executive Officer (CEO) ☐ For Privately-Owned Center: Owner

Nebraska Department of Education
Nutrition Services
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

NDE 01-033
Revised April 2018
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Authorized Representative/Responsible Individual Profile
(Information must match online program application and signatures must be kept current)

1. Print Name of Authorized Representative/Responsible Individual	2. Signature of Authorized Representative/Responsible Individual
3. Title of Authorized Representative/Responsible Individual	4. Date of Birth of Authorized Representative/Responsible Individual
5. Sponsor/System Name	6. Agreement Number (assigned by NDE)
7. Email address	8. Telephone Number ()

Sponsor/System Approval for CNP System Access	
9. Printed Name of Board President/Owner/CEO	10. Signature of Board President/Owner/CEO
11. Title of Board President/Owner/CEO	12. Date of Birth of Board President/Owner/CEO
13. Telephone Number ()	14. Date Signed

15. Check all Program agreements that apply <input type="checkbox"/> National School Lunch Program, School Breakfast Program and Special Milk Program <input type="checkbox"/> Child and Adult Care Food Program Check one: ____ Child Care Center ____ Adult Care Center ____ Family Day Care Home Sponsor <input type="checkbox"/> Summer Food Service Program
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NDE USE ONLY

☐ Request Granted

☐ Request Denied

Effective Date _____

Director, Nutrition Services

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



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Questions, Comments, or
Corrections? Let us know!

Child Nutrition Program (CNP)

CNP Online System

CNP Basics

- 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](#)
- Click here to access information about the [CNP Claims System](#)

CNP Troubleshooting

The NDE Help Desk is now providing support to CNP users needing assistance with account security functions.

Please contact the Help Desk if you have been locked out of your account, need assistance with the "Forgot your Password?" portal, are an administrator creating a new account and other questions related to accessing CNP user accounts.

For best service, please send an email to ADVISERHelp@NebraskaCloud.org and include your full name, username, agreement number and reason for requiring assistance. The Help Desk is constantly monitoring this inbox and responds to emails as quickly as possible.

The help desk can also be reached by calling toll free at 888-285-0556.

Nutrition Services

Lincoln: 402-471-2488 - 800-731-2233

CNP



Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

[Forgot Your User ID?](#)

☒ Remember my User ID

Log On

Links

- [Nutrition Services Home](#)
- [Training Registration](#)

Nebraska's CNP System

Current Program Year: 2020 (July 1, 2019 - June 30, 2020)

School Lunch

Program Year 2020-21 is now open for Child and Adult Care Food Program

Announcements

- **2021 Program Year (July 1, 2020 - June 30, 2021)**

SFSP Opens: February 1, 2020

CACFP Opens: June 1, 2020 - Due Date to submit application for approval: June 15, 2020

NSLP Opens: July 1, 2020 - Due Date to submit application for approval: Aug 15, 2020

CNP Help Desk

- **The NDE Help Desk is now providing support to CNP users needing assistance with account security functions.**

Please contact the Help Desk if you have been locked out of your account, need assistance with the "Forgot your Password?" portal, are an administrator creating a new account, and other questions related to accessing CNP user accounts.

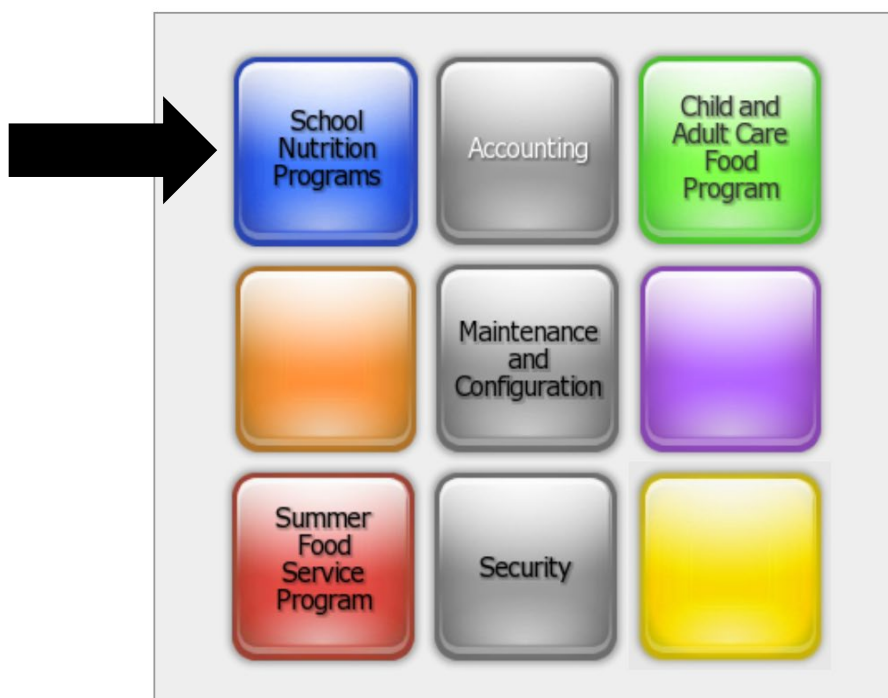
School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Programs



School Nutrition Programs



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Direct Certification & Migrant Students

NDE has identified an issue with the direct certification matching process for Migrant students for SY 2021. Due to a DC processing error, NDE is advising schools to check with your Migrant Liaison to confirm eligibility for SY 2021.

Training

• Training Videos

Moodle Online Training – School food service staff can earn up to 17 CEUs. Select from 11 different topics with 22 units. Each unit contains a 5 question quiz. To access Moodle and create an account please review the following: [Moodle Introductory Video](#).

School Nutrition Programs



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Applications >

School Year: 2020 - 2021

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 of applications.
* 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
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
* Direct Certification	Direct Certification
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search

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Applications > Application Packet >

School Year: 2020 - 2021

2020 - 2021 Application Packet

022001 Status: Active
Nebr. Unified District 1
 NE Unified District #1
 PO Box 38
 Clearwater, NE 68726-0038

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted



Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Admin	Sponsor Application	Original	Pending Validation
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	3	0	0	0	0	3

Show Packet History

<https://cnpdc.education.ne.gov/Home/Index>

NDE Direct Certification x +

https://cnpdc.education.ne.gov/Home/Index

 **NEBRASKA**
DEPARTMENT OF EDUCATION

Home Matches ▾ Lookup ▾ Enrollment Reports Direct Verification Email Notifications ▾ Maintenance ▾

sBlumanhourst001 - NEBRASKA UNIFIED DISTRICT 1 - 022001

Direct Certification System

Match List

Manage students directly certified for free or reduced price meal benefits

Student Lookup

Search for students that could be directly certified in Nebraska for the current school year

Enrollment

Upload or enter student enrollment records for the direct certification process

Direct Verification

Using Direct Verification may eliminate the need to request income verification from households

Possible Match List

Decide which students are eligible for free or reduced price meal benefits

Lookup Results

Review search results from Student Lookup to decide which students are directly certified for meal benefits

Reports

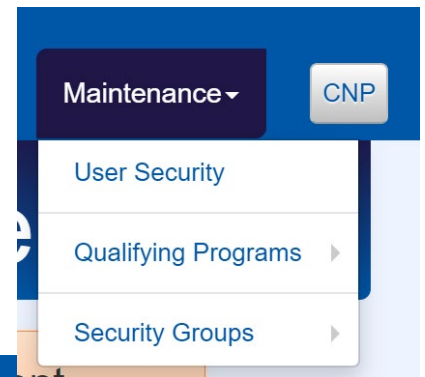
View available reports

Email Notifications

Turn On/Off notifications and manage contact list for individuals to receive emails from the Direct Certification System.

CONFIDENTIALITY NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

Qualifying programs is found under the Maintenance tab



NEBRASKA
DEPARTMENT OF EDUCATION

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Program Character	Abbreviation	Full Description	ProgramPriority
S	SNAP	Supplemental Nutrition Assistance Program	1
T	TANF	Temporary Assistance for Needy Families	2
F	FDPIR	Food Distribution Program on Indian Reservations	3
C	FOSTR	Foster Child	4
M	MGRNT	Migrant	5
H	HOMLS	Homeless	6
M-F	MFREE	Medicaid Free	7
M-R	MRED	Medicaid Reduced	8

**NUTRITION SERVICES
INCOME ELIGIBILITY GUIDELINES**

JULY 1, 2020 - JUNE 30, 2021

Household Size	Free Meals					Reduced Price Meals				
	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	16,588	1,383	692	638	319	23,606	1,968	984	908	454
2	22,412	1,868	934	862	431	31,894	2,658	1,329	1,227	614
3	28,236	2,353	1,177	1,086	543	40,182	3,349	1,675	1,546	773
4	34,060	2,839	1,420	1,310	655	48,470	4,040	2,020	1,865	933
5	39,884	3,324	1,662	1,534	767	56,758	4,730	2,365	2,183	1,092
6	45,708	3,809	1,905	1,758	879	65,046	5,421	2,711	2,502	1,251
7	51,532	4,295	2,148	1,982	991	73,334	6,112	3,056	2,821	1,411
8	57,356	4,780	2,390	2,206	1,103	81,622	6,802	3,401	3,140	1,570
For each additional family member add:	5,824	486	243	224	112	8,288	691	346	319	160

If households report multiple frequencies of pay, total income must be calculated on an annual basis. Use the following conversions:

Annual Income Conversion: Weekly X 52; Every 2 Weeks X 26; Twice a Month X 24; Monthly X 12

<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/attachments-a-l-permanent-agreement/>



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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-H2](#)
- [Attachment I – On-Site Review Summary 2021](#)
- [Attachment I-1](#)
- [Attachment J and J-R Edit Check Worksheets](#)
- [Attachment J Edit Check Spreadsheet](#)
- [Attachment K-1 Breakfast Food-Based Production Record](#)
- [Attachment K-2 Lunch Food Based Production Record](#)
- [Attachment K-3 Multi-Day Food/Condiment Bar Production Record](#)
- [Attachment K-4 Single-Day Food Bar Production Record](#)
- [Attachment K-5 Multi-Day Food/Condiment Bar Production Record for RCCI with a 7 Day week](#)
- [Attachment K-6 After School Snack Program Weekly Production Record](#)
- [Attachments L and L-1 Sharing Information documents](#)



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Corrections? Let us know!

Application – Income Eligibility

The following forms are used in the process of approving households for meal benefits.

- [Attachment A – Income Eligibility Guidelines 2021](#)
- [Attachment B – Letter to Households 2021](#)
- [Attachment B-1 – Free Milk Letter Households 2021](#)
- [Attachment C – Free and Reduced Price School Meals Application 2021](#)
- [Attachment C-1 – Free Milk Application 2021](#)
- [Attachment D – Approval-Denial Letter 2021](#)
- [Attachment D-1 – Notice of Approval/Denial Letter 2021](#)
- [Attachment D-3 – Notice Change Benefits Letter 2021](#)
- [Attachment E – Computing Income for Self-Employed Persons 2021](#)
- [Attachment L – Sharing Information with Other Programs Waiver 2021](#)
- [Attachment L-1 – Sharing Information with Medicaid/SCHIP – Optional Waiver 2021](#)

Training

[School Lunch Online Bookkeeper Training for Approving Students for Benefits](#)

Foreign Language Applications

[Materials available in Foreign Languages](#)

[Insert School District Letterhead]

[Date]

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of School/School District]** offers healthy meals every school day. Breakfast costs **[\$]**; lunch costs **[\$]**. **Your children may qualify for free or reduced price meals.** Reduced price is **[\$]** for breakfast and **[\$]** for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by **[30th operating day]** in order to avoid an interruption in meal benefits.

This packet includes an application for free or reduced price meal benefits and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **[school, homeless liaison or migrant coordinator]**.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **[name, address, phone number, e-mail]** immediately.

5. CAN I APPLY ONLINE? You are encouraged to complete an online application instead of a paper application if your school district makes this option available. The online application has the same requirements and will ask you for the same information as the paper application. Visit **[website]** to begin or to learn more about the online application process. Contact **[name, address, phone number, e-mail]** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number, e-mail]**.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **[name, address, phone number, e-mail]** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, please go online to ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call **[phone number]**.

Sincerely,

[signature]

Instructions for Completing the Free & Reduced Price School Meals Family Application

For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

- Part 1:** List each child's name, the school they attend and their grade.
- Part 2:** Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.
- Part 3:** Skip this part.
- Part 4:** Complete this part. An adult must sign the form.
- Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY CHILDREN, follow these instructions:

If all children in the household are foster children:

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Complete this part. An adult must sign the form.
- Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

If some of the children in the household are foster children or are homeless, migrant or runaway children:

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.
- Part 2:** If the household does not have a Master Case Number, skip this part.
- Part 3:** Follow these instructions to report total household income from last month.
- Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.
- Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled “Check if no SSN.”

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children’s eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

Please note: Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district’s Direct Certification list to approve the child for free meals.

For ALL other households, follow these instructions:

Part 1: List all children, the school they attend and their grade.

Part 2: If the household does not have a Master Case Number, skip this part.

Part 3: Follow these instructions to report total household income from last month.

Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker’s compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran’s benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write “0” or leave the income field blank. By doing this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled “Check if no SSN.”

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children’s eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

Return Completed Application to: <i>(Insert School Name & Mailing Address here)</i>					
Part 1: Children in School					
List names of all children in school (First, Middle Initial, Last). If <u>all</u> children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Check all that apply: Foster Child Homeless, Migrant, Runaway		
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits					
Enter MASTER CASE NUMBER if household qualifies for SNAP, TANF or FDPIR: (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4 					
Part 3: Total Household Gross Income – You must tell us how much and how often.					
1. Household Members List everyone in the household, current income each person earns in whole dollars (no cents) & how often. Entering “0” or leaving the income field blank certifies no income to report. A foster child’s personal use income must be listed.		2. Gross Income (before taxes) and How Often it was Received			
		Earnings from Work before deductions		Public Assistance, Child Support, Alimony	
		Income	How often	Income	How often
Total Number of Household Members: (Children and Adults) _____		Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – _____ Check if no SSN <input type="checkbox"/>			
Part 4: Adult Signature and Contact Information – An adult household member must sign the application.					
<i>“I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws.”</i>					
Sign here: _____		Print name: _____		Date: _____	
Street Address (if available): _____		Zip: _____		Daytime Phone: _____	
Part 5: Children’s Ethnic and Racial Identities – Optional					
Check one Ethnic Identity: – and – Check one or more Racial Identities:					
<input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Asian		<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Not Hispanic or Latino		<input type="checkbox"/> White		<input type="checkbox"/> American Indian or Alaskan Native	
				<input type="checkbox"/> Native Hawaiian or other Pacific Islander	
Do Not Fill Out the Section Below - For School Use Only					
Annual Income Conversion: Weekly X 52; Every 2 weeks X 26; Twice a month X 24; Monthly X 12					
Total Household Size: _____		<input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Denied <input type="checkbox"/> Income Reason for denial: <input type="checkbox"/> Categorically eligible: <input type="checkbox"/> Income too high <input type="checkbox"/> SNAP/TANF/FDPIR <input type="checkbox"/> Incomplete application <input type="checkbox"/> Foster Child <input type="checkbox"/> Homeless/Migrant/Runaway: <i>(Official Documentation Required at School)</i>			
Total Income: _____ per <input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> 2 X Mo <input type="checkbox"/> Every 2 Wks <input type="checkbox"/> Week					
Signature of Determining Official: _____		Date Approved: _____			
FOR THE VERIFICATION PROCESS ONLY:					
Signature of Confirming Official: _____		Date Confirmed: _____		Date Withdrawn From School: _____	
Signature of Verifying Official: _____		Date Verified: _____			

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2020-21					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
Each additional person:	8,288	691	346	319	160

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules.

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, audiotope, 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.

Notice of Approval/Denial for All Students

[Date]

[Child(ren)'s Name(s)]

[School(s)]

[Parent's Name and Address]

Dear Parent//Guardian:

Based on your application or other supporting documentation received by our office, your child/children have been:

_____ Approved for free meals based on:

- ☐ Household Meal Application *or*
- ☐ Direct Certification – based on the following qualifying program:
- ☐ SNAP ☐ TANF ☐ Foster ☐ FDPIR ☐ Migrant ☐ Homeless ☐ Medicaid-Free

If directly certified, no further application is necessary.

_____ Approved for reduced-price meals at \$0.40 for lunch and \$0.30 for breakfast based on:

- ☐ Household Meal Application *or*
- ☐ Direct Certification – based on the following qualifying program:
- ☐ Medicaid – Reduced

If directly certified, no further application is necessary. However, if you think your household may qualify for free meals based on household size and income, you may complete a meal application.

_____ Denied for the following reasons:

_____ Income over the allowable amount.

_____ Incomplete application. Complete the following information:

Please contact your school in the following situations:

- If there are other school-aged children in your household who are not listed above and you would like them to receive meal benefits
- You do not want your child/children to receive meal benefits
- You have additional questions

If you do not agree with this decision, you may discuss it with the district's hearing official. You also have a right to a fair hearing. To request a fair hearing, call or write the following official:

[Name and Title]

[Address]

[Phone]

Once approved, your children are eligible for free or reduced-price meals for the remainder of the school year. You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, have an increase in household size or qualify for SNAP, TANF or FDPIR you may fill out another application at that time.

Sincerely,

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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.

Notice of Change in Benefits

School: _____ Date: _____

Dear _____:

We have reviewed the free or reduced-price eligibility determination of **[names of children]** because:

_____ You contacted us with additional information.

_____ We became aware of an error in processing or a change in federal policy.

The review has determined that:

- ☐ Your children's eligibility has not changed. It remains _____ Free _____ Reduced-Price.
- ☐ Starting **[date]**, your children's eligibility for meals will be changed **to free** because your income is within the free meal eligibility limits. Your children will receive meals at no cost.
- ☐ Starting **[date]**, your children's eligibility for meals will be changed **to reduced-price** because your income is over the free meal limit but within the reduced-price meal eligibility limits. Reduced-price meals cost **[\$]** for lunch and **[\$]** for breakfast.
- ☐ Starting **[date]**, **your children are no longer eligible** for free or reduced price meals for the following reason(s):
 - _____ Records show that you are not receiving SNAP (formerly Food Stamps) or TANF at this time.
 - _____ Your income is over the limit for free or reduced-price meals.
 - _____ You requested to be changed to another category.
 - _____ Your household size decreased.

Meals cost **[\$]** for lunch and **[\$]** for breakfast. If your household income goes down or your household size goes up, you may submit a new application.

If you disagree with this decision, you may discuss it with **[name]** at **[phone]**. You also have the right to a fair hearing. If you request a hearing by **[date]**, your children will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: **[name]**, **[address]**, **[phone number]**.

Sincerely,

[signature]

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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.

Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals can use their 2019 U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced-price meal application. The income to report is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home mortgages, medical expenses and other similar non-business items are not allowed in reducing gross business income.

When completing this form, **losses** (negative numbers) reported on any of the lines below are included when determining the **total** self-employed income. If the total income is a negative number, it is to be recorded as zero on the meal application in the column labeled "All Other Income".

Zero income resulting from use of the 1040 Form does not require follow-up.

Important Reminders from the U.S. Individual Income Tax Return Form 1040:

Line 1 cannot be used to report current income. Income from wages or salaries must be reported on the application for the most recent month.

Line 7b (Total Income) and line 8b (Adjusted Gross Income) cannot be used for the purpose of applying for free and reduced-price meals.

The five line items listed below are used to determine allowable self-employment income.

From the first page of the U.S. Individual Income Tax Return Form 1040:

Line 6 Capital Gain or (loss) _____

From the U.S. Individual Income Tax Return Form 1040 – SCHEDULE 1 - under Part 1 - Additional Income:

Line 3 Business Income or (loss) _____

Line 4 Other Gains or (losses) _____

Line 5 Rental Real Estate, etc. _____

Line 6 Farm Income or (loss) _____

Total of the above five lines: _____ **equals annual self-employed income ***

* Report this figure on the meal application in the column labeled "All Other Income".

If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the meal application.

Sharing Information with Other Programs - Optional

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.

For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.

If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **[name]** at **[phone]** or email at **[email address]**.

Return this form to: **[address]** by **[date]**.

Eligibility Manual for School Meals

Determining and Verifying Eligibility






USDA USDA Food and Nutrition Services
Child Nutrition Programs

July 18, 2017



The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/application-verification/>



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Questions, Comments, or Corrections? Let us know!

Application – Verification

Verifying Income Eligibility Applications

Verification Process



The online Verification Report will open to School Food Authorities (SFAs) on **Thursday, October 31st**; SFAs will not be able to access the report until this time. Please utilize a printed copy of Attachment H – Verification Collection Report (link below) to track the report data, which can then be used as reference to complete the online Verification Report from October 31 – November 15.

- [Reviewing the Basics of Verification](#)
- [How to complete the Verification Report](#)
- [Online Training](#) – Part 3 The Process of Verification
- Verification for Cause [SP 13-2012 Policy Memorandum](#)
- [Eligibility Manual for School Meals](#) Determining and Verifying Eligibility
 - Section 6: Verification Page 96
 - Direct Verification, Page 109
- [Link to Direct Certification and Direct Verification](#) – Instructions for Direct Certification and Direct Verification

Forms

- [Attachment F – Verification Selection Letter 2020](#)

School Nutrition Programs



NEBRASKA
DEPARTMENT OF EDUCATION

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Applications >

School Year: 2019 - 2020

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 of applications.
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
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

SFA Verification Collection Report For School Year: 2020 - 2021

280001 Status: Active
Omaha Public Schools
 DBA:
 3215 Cuming Street
 Nutrition Services
 Omaha, NE 68131-2024

General Information

Type of Organization: Public

Verification Contact Information

1. Name:	Salutation <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Due Date: November 18, 2020

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text"/>	<input type="text"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text"/>	<input type="text"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text"/>	<input type="text"/>
1-2b RCCIs with NO day students:	<input type="text"/>	<input type="text"/>

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text"/>	<input type="text"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text"/>	<input type="text"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text"/>
2-3 Operating the Community Eligibility Provision (CEP):	<input type="text"/>	<input type="text"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text"/>	<input type="text"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text"/>	<input type="text"/>

Section 3 - Students Directly Certified as Free or Reduced eligible; NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE/REDUCED eligible as of the **last operating day in October**.

- 3-1** Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools). ☐

**B. Number of
FREE Students**

- 3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**

Do **not** include students certified with **SNAP** through the letter method.

- 3-3 Students directly certified through other programs:**

a. Medicaid Free (**MFREE**)

b. Other: Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), Migrant (**MGRNT**), Foster (**FOSTR**), those documented as homeless, Runaway, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.

DO NOT include SNAP students already reported in 3-2.

- 3-4 Students certified categorically FREE eligible through SNAP letter method.**

Include students certified for free meals through the family providing a letter from the **SNAP** agency.

**B. Number of
MRED Students**

- 3-5 Students directly certified for Medicaid Reduced meals (MRED)**

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).	<input type="text" value="0"/>	<input type="text" value="0"/>
4-2 Approved as FREE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>

T-1 Total FREE Eligible Students Reported

0

T-2 Total REDUCED PRICE Eligible Students Reported

0

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

- 5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.** ☐
(See instructions for list of exemptions.)

[Instructions](#)

- 5-2 Was verification performed and completed?**

- ☐ Yes, completed by November 15th
☐ Yes, completed after November 15th
☐ No, verification was NOT performed or the process was not completed

- 5-3 Type of Verification process used:**

- ☐ Standard (Lesser of 3% or 3,000 error-prone)
☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

- 5-4 Total ERROR PRONE applications:**

Report all applications as of October 1st considered error prone.

- 5-5 Number of applications selected for verification sample:**

ALL SFAs must report 5-7 or check box 5-6 if applicable.

- 5-6 Check the box if direct verification was not conducted in the SFA.** ☐

(i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)

If 5-6 is checked, skip 5-7.

A. Number of Applications**B. Number of Students**

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

0

0

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).

Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	0	0	0	0	0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0

Sponsor Comments

Explanation of any report abnormality:

Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

[Add](#)

Attachment Count: 0

Internal Use Only

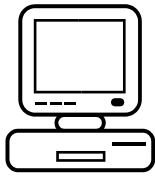
Date Received:

Date Approved:

Date Opened: 09/01/2020

Date Closed: 01/01/2021

Status: Not Started ▼



Counting Meals



Federal reimbursement is provided for meals served to eligible students that meet program requirements. The amount of reimbursement per meal varies by category (free, reduced price and paid). To be eligible for reimbursement, school staff must accurately count meals served to students by category at the point of service and record these counts on a daily basis. Daily counts must be compared to attendance using the “Edit Check Worksheet.” They must also claim the correct number of meals each month by category.

Reimbursable Meals:

This term is used for meals that meet USDA meal pattern requirements. It means the correct food components and portion sizes are served to children according to grade group under Food Based Menu Planning. Offer Versus Serve (OVS) requirements must also be met. School staff that count meals must be trained in regulations regarding meal pattern and OVS.

Point of Service Meal Counts:

A point of service meal count is **required**. It 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.” The **end of the serving line** is considered the point of service. This is after **all** foods that contribute to the meal pattern, including salad or food bars, have been offered to the students.

Exceptions to a Point of Service Count:

Exceptions to an end of the line count are rare and must be based on the physical layout of the cafeteria. Convenience or resistance to change is not an acceptable reason. Requests for a waiver to this requirement must be submitted in writing to the Nebraska Department of Education - Nutrition Services. A new waiver must be submitted **each year** with the application. The waiver **must** state a clear reason for the request and how the school will guarantee that each meal served is reimbursable.

Food service staff behind a serving line cannot be responsible for checking trays if any food that contributes to the meal pattern is served away from the serving line. Schools are strongly discouraged from solving this problem by denying children the OVS option. Allowing children the right to select the food they want to eat pleases them and may increase participation. OVS will also reduce plate waste. This can save the school food service department money for food and labor.

Acceptable Counting Methods:

Meal counts can be taken manually using tickets or a roster. Both need to be coded to designate category. This must be done carefully so the difference between tickets **is not observable**. A computerized system might use student identification numbers or coded bar lines on tickets/cards.

Important Points
<ul style="list-style-type: none">• Counts taken in the classroom, attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by “backing out” any number of lunches or breakfasts served are not point of service counts.• Color-coding or single-symbol coding of tickets/rosters by category using obvious identifiers such as F, R, P are prohibited.• School districts are responsible for documenting the accuracy of any computer software used for point of service meal counts.



Unacceptable Meal Count Systems



Meal count systems that are **not acceptable** because they do not provide a daily count at the point-of-service, by category, include:

- **Attendance counts** – using the number of students in attendance as a meal count. This does not provide a count of meals actually served and those are the only meals that may be claimed for reimbursement.
- **Tray or entrée counts** – counting the number of trays or entrees used during the meal service to obtain the meal count. This does not provide an accurate count of reimbursable meals - only of trays and entrees. There are no controls to ensure that trays contain all the necessary food items, that trays were not stuck together, that each entrée was part of a complete meal, etc. Each **meal** must be monitored to ensure that all of the meal requirements have been met.
- **Classroom counts** – counting the number of students in the class who indicate that they intend to eat a meal (prior to the meal service itself). Students “intending” to eat may not actually do so. The count taken prior to the meal service will not reflect those changes and the count of meals served may not be accurate. Also, there are no controls at the point-of-service to ensure that the meals counted are actually reimbursable.
- **Counts taken anywhere other than at the point-of-service** (unless otherwise approved by the state office) – the only place an accurate count of reimbursable meals can be made is at the point where it can be determined that the meals are actually reimbursable. The end of the serving line is considered the “point-of-service”.
- **Prepaid/charged meals counted on day paid** – when students either prepay or charge their meals, these meals must be counted on the day that the student is served the meal, not on the day that the prepaid meal was purchased or the charged meal was re-paid.
- **Second meals claimed for reimbursement** – second meals served to students in any category cannot be claimed for reimbursement. Districts can claim only one meal per eligible student per day.
- **Ineligible persons claimed for reimbursement** – meals served to ineligible students, adults or visitors cannot be claimed for reimbursement.
- **Cash converted to meals** – using cash totals to determine the number of meals served. This does not provide a count of reimbursable meals served. Also, this allows cash collection errors to translate into meal count errors.
- **A la carte/special sale items claimed for reimbursement** – food items sold independently of the reimbursable meal and not priced as a unit cannot be claimed for reimbursement.
- **Category/cash back-out system** – one or more of the meal categories are calculated by subtracting the number of meals of one or more meal categories (free, reduced-price or paid) from the total meal count to get a count of another meal category.
- **Delivery counts of meals produced off-site** – the number of meals delivered to a school is not necessarily the number of meals that were actually served.
- **Inaccurate computer software systems** – all software should be carefully reviewed and accuracy documented.
- **Visual identification without backup** – eligibility is determined based only on the cashier’s or counter’s visual identification and knowledge of the students’ eligibility categories.
- **Any of the acceptable example systems described that are not implemented properly** – Even if the system is approved on paper, all necessary procedures must be followed in order for the meal count system to be acceptable. Software programs must be carefully evaluated and thorough training provided. All appropriate staff should be adequately trained in their responsibilities.

Offer Versus Serve in the National School Lunch and Breakfast Programs

Offer Versus Serve (OVS) is a serving option that applies to menu planning and the determination of reimbursable school meals in the U.S. Department of Agriculture's (USDA) National School Breakfast (SBP) and Lunch Programs (NSLP). OVS cannot be utilized in the Afterschool Snack Program.

The USDA meal patterns include five food components: Meat/Meat Alternate, Grains, Fruits, Vegetables and Milk. OVS allows students to decline a certain number of food components in the meal, reducing food waste and food costs and allowing students to select the foods they prefer to eat. OVS must be implemented in senior high schools for lunch. OVS is optional for junior high, middle schools and elementary schools.

OVS Requirements for Lunch:

For a lunch to be reimbursable under OVS, schools must meet the following criteria:

- All **five food components** (meat/meat alternate, grains, fruits, vegetables and low-fat (1%) or fat-free milk) must be offered to all students.
- Serving sizes for all food components must equal the required quantity for the different grade groups in the NSLP meal pattern.
- Meals must be priced as a unit, i.e., students pay the same price regardless of whether they take three, four or five food components.
- Students decide which foods to decline, if any. Students must be allowed to decline up to two food components.
- All students must take **at least three** of the five food components offered, including **at least a 1/2 cup serving of fruit or vegetable** and **full servings** of the other selected food components. Students may take smaller portions of the declined food components; however, they do not count towards a reimbursable meal.
 - When the meat/meat alternate is provided in two menu items (such as a Cheese Stick and Yogurt), the student must take at least the minimum daily serving size depending on the grade group. For grades K-5 and 6-8: 1 oz.; for grades 9-12 grades: 2 oz.
 - When the meal includes multiple grain items and the student selects more than one (e.g., 1/2 cup of pasta and a one-ounce roll), only one grain counts as a reimbursable component toward the OVS requirements.



A **food component** is one of the five food groups that comprise a reimbursable meal; including meat/meat alternate, grains, fruits, vegetables and milk.

A **food item** is a specific food offered within the five food components.

The chart below summarizes the meal pattern requirements and the number of food components that students can decline.

Must offer Five Components ¹	Student May Decline
<ul style="list-style-type: none"> One serving of meat/meat alternate One serving of grains One serving of fruits One serving of vegetables One serving of low-fat (1%) unflavored milk or fat-free flavored or unflavored milk 	<ul style="list-style-type: none"> Up to two food components; however, must take 1/2 cup serving of fruit, vegetable or a combination of the two
¹ Serving sizes must equal the required quantities for each grade group specified in the NSLP meal pattern.	

OVS Requirements for Breakfast – Effective School Year 2014-15

OVS is not required at breakfast but encouraged in order to reduce plate waste. For purposes of OVS, a school must offer at least four food items that meet the required food components. Under OVS, students must select three food items, including at least 1/2 cup of fruit. If OVS is not implemented, students must leave the serving line with all food items. For a breakfast to be reimbursable under OVS, schools must meet the following criteria:

- The meal must be planned to include the three required components: grains, fruits and milk.
- For all grade groups:
 - Schools must offer at least a 1 ounce equivalent (oz. eq.) of grains daily.
 - Schools may offer meat/meat alternate in place of part of the grain component after the minimum daily grain requirement is met.
 - Schools must offer 1 cup of fruit, 100% juice or vegetable daily. No more than half of the fruit or vegetable offerings during the week may be in the form of juice.
 - Vegetables may be substituted for fruits, but the first two cups of vegetable per week must be from the dark green, red/orange, beans and peas (legumes) or other vegetable subgroups.
 - Students are required to take 1/2 cup of fruit.
- Serving sizes for all food components must equal the required quantity for the different grade groups in the SBP meal pattern.
- Meals must be priced as a unit, i.e., students pay the same price regardless of whether they take three or four items.
- Students may decline any one food item.
- Students must take full servings of **at least three** of the four food items offered. Students may take a smaller portion of the declined food item; however, it does not count towards a reimbursable meal.

Must offer Four Food Items ¹	Student May Decline
<ul style="list-style-type: none"> Two oz. eq. of Grains (can be the same food item) OR One oz. eq. of Grain and substitute a one oz. eq. of Meat/Meat Alternate for a Grain One serving of Fruit, Vegetable or 100 percent Juice One serving of low-fat (1%) unflavored milk or fat-free flavored or unflavored milk 	<ul style="list-style-type: none"> One food item; however, must take 1/2 cup serving of fruit
¹ Serving sizes must equal the required quantities for each grade group specified in the SBP meal pattern.	

Understanding the Difference Between

MENU PLANNER (MP)

and

POINT OF SERVICE (POS)

LUNCH

MEAL PATTERN REQUIREMENTS—Menu must have:

MP

5 Components

Full portions

BREAKFAST

MEAL PATTERN REQUIREMENTS—Menu must have:

MP

3 & 4

Components & Minimum Items
Full Portions

LUNCH

WHAT THE STUDENT TAKES = Reimbursable Meal

POS

3 Different
Components

1 of which is $\frac{1}{2}$ cup fruit/veg

BREAKFAST

WHAT THE STUDENT TAKES = Reimbursable Meal

POS

3 Items

1 of which is $\frac{1}{2}$ cup fruit/veg



Link to USDA's Offer Versus Serve Guidance Manual for the School Meals Program:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP41-2015av2.pdf>

Front Cover of Guidance Manual:

OFFER VERSUS SERVE
GUIDANCE FOR THE NATIONAL SCHOOL LUNCH PROGRAM
AND THE SCHOOL BREAKFAST PROGRAM

FOOD AND NUTRITION SERVICE U.S.
DEPARTMENT OF AGRICULTURE

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/meal-counts-claims/>



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Questions, Comments, or Corrections? Let us know!

Meal Counts & Claims

Forms & Resource Center

Meal Counts and Claims

- [Counting Meals](#)
- [Attachment J – Edit Check Worksheet 2020](#)
- [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](#)
- [Point of Service Waiver.pdf](#)
- [Point of Service Waiver.doc](#)


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

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.


*Students who change categories during the month should be included in both categories.
Retain this record at school for three years. NE Department of Education – Nutrition Services

Example of a Claim

School Nutrition Programs



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Claims > Claim Year at a Glance - SNP >
School Year: 2018 - 2019

[VIEW](#)

2018 - 2019 SNP Site Claim Report

022001 Status: Active
Nebr. Unified District 1
 NE Unified District #1
 PO Box 38
 Clearwater, NE 68726-0038

0001 Status: Active
VERDIGRE PUBLIC SCHOOL
 201 South 3rd St.
 Verdigre, NE 68783-1111

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2019	0	04/02/2019	04/02/2019	04/10/2019	Original

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	53
G2. Number of Children Approved for Reduced Price Meals:	23
G3. Number of Children Approved for Paid Meals:	76
G4. Number of Enrolled Children:	152
G5. Attendance Factor Percentage:	85.5

National School Lunch Program

L1. Number Operating Days:	15
L2. Average Daily Attendance:	130
L3. Reimbursable Lunches Served	
a. Free Lunches Served:	412
b. Reduced Price Lunches Served:	188
c. Paid Lunches Served:	424
d. Total Lunches Served (a + b + c):	1,024

School Breakfast Program (Severe Need Reimbursement)

N1. Number Operating Days:	16
N2. Average Daily Attendance:	130
N3. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	282
b. Reduced Price Breakfasts Served:	105
c. Paid Breakfasts Served:	141
d. Total Breakfasts Served (a + b + c):	528

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Comments to Sponsor for this Site:

Created By: cAthiele on: 4/2/2019 9:07:10 AM Modified By: cAthiele on: 4/2/2019 9:08:46 AM

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Claims for Reimbursement Due Dates and Claim Payment Dates

Important Reminders:

- Claims can be submitted any time **after** the final meal/snack of the month has been served for the claim month.
- Claims are processed and paid multiple times throughout the month.
- In order to ensure timely payment of your claim, familiarize yourself with the charts below which show submission, payment and the final cutoff dates for claims.
- 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.
- 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
Date of deposit shifts to the following business day when 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.	
<i>For the month of:</i>	<i>Last day for submission:</i>
January	April 1 (<i>Leap Year March 31</i>)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (<i>Leap Year February 29</i>)



Setting Meal Prices

Student Meals:

- The goal of every school should be to have a financially sound School Meals Program. To achieve this goal, it is important to ensure the income from all student meals (free, reduced and paid) covers the cost of producing these meals.
- The USDA reimbursement provided for a free lunch plus the value of USDA donated foods (commodities) plus the certified menu reimbursement is intended to cover the average cost of providing a student lunch. The value of donated foods is determined annually and is the same for all students, whether receiving free, reduced or paid meals. Using these rates for the 2020-21 school year, ($\$3.51 + \$0.2450 + \$0.07$), the average cost of a student lunch is approximately \$3.825.

For a reduced-price student lunch, the USDA reimbursement is \$0.40 less than the reimbursement received for a free lunch. Schools may charge a maximum price of \$0.40 for a reduced price lunch ($\$3.51 - \$3.11 = \$0.40$).

The price to charge for a paid student lunch can be calculated by subtracting the USDA reimbursement received for a paid lunch from the reimbursement received for a free lunch ($\$3.51 - \$0.33 = \$3.18$).

- Using another approach, the price of a paid student lunch can be determined by calculating the average cost of providing a breakfast and/or lunch and subtracting the USDA reimbursement received for a paid meal. For example:
 1. The school calculates the actual costs for a lunch. Total expenses are divided by the meal count including the total number of students and adults served. The cost of food, supplies and labor per lunch is \$3.50.
 2. USDA's total reimbursement for a paid student lunch is \$0.40 (a combination of the regular reimbursement of \$0.33 plus the menu certification of \$0.07).
 3. The price to charge for a paid student lunch ($\$3.50 - \0.40) is \$3.10.
- The value of donated foods does not apply to breakfast, though donated foods may be used at breakfast. The 2020-21 USDA reimbursement rate for a free breakfast is \$1.89. The reimbursement rate for a reduced price breakfast is \$1.59 which is \$0.30 less than the free rate of reimbursement for breakfast. The maximum amount that can be charged for a reduced-price student breakfast is \$0.32. The price to charge for a paid student breakfast can be calculated by subtracting the USDA reimbursement received for a paid breakfast from the reimbursement received for a free breakfast $\$1.89 - \$0.32 = \$1.57$.
- The USDA reimbursement rates are adjusted annually to reflect changes in the Consumer Price Index. Each school district must examine their paid meal prices on an annual basis. All districts with pricing programs are required to complete USDA's Paid Lunch Equity (PLE) Tool on an annual basis. Increasing meal prices a small amount each year is recommended. A significant increase in meal prices may result in a drop in participation.

Can Schools Set Meal Prices Too High?

- Meal prices for students paying the full price for breakfast and lunch should not be set so high that students do not participate. School lunch and breakfast contribute significantly to academic achievement for all students.
- School districts are required to demonstrate a nonprofit food service operation by limiting net cash resources to an amount that does not exceed three months operating costs for the food service program. For example, if the amount spent on food, labor and other costs associated with the food service program averages \$20,000 per month, the food service account balance must not exceed \$60,000. If the district has

an unusually high balance, begin working on a purchasing plan for the future. Contact NDE for more information.

Adult Meals:

- USDA requires schools to ensure that reimbursement, student payments and the value of donated foods are not used to subsidize meals served to adults. In order to meet this requirement, schools are required to sign an agreement that contains the following statement:

“Each School Food Authority shall, with respect to participating schools under its jurisdiction, charge adults, at a minimum, an amount equal to the total reimbursement received for a free lunch under Section 4 and 11 of the National School Lunch Act plus the per-meal value of donated foods plus the certified menu reimbursement. For breakfast, adults should be charged the rate established for free breakfasts under Section 4 of the Child Nutrition Act. No reimbursement or donated food is provided for adult meals.”

- School districts do not receive reimbursement nor do they get donated foods for the adult meals served. Therefore, the adult meal price is based on portion sizes equivalent to a student tray. Although portion sizes are left up to the discretion of the school district, to serve “extras” or even “double portions” to an adult adds to the cost of the meal.
- For the 2020-21 school year, the adult meal prices should be set as follows:

Lunch:	Free reimbursement:	\$3.51
	Donated food value:	0.245
	Certified menu reimbursement:	+ <u>0.07</u>
	Adult lunch price:	\$3.825 (price set at \$3.85)
Breakfast:	Severe Need Free reimbursement:	\$2.26
	State reimbursement:	<u>.05</u>
	Adult breakfast price:	\$2.31 (price set at \$2.35)
- A school that does not set adult meal prices at or above the amount specified above or demonstrate that all costs of the adult meal have been covered must document each year that school district general funds are used to support the difference in what should be charged and what is actually charged.

What Price Should We Charge for A la Carte Items?

- A la carte prices should cover food and labor costs associated with each item, as well as a fair profit. Compare prices of similar items locally and consider setting school prices slightly lower. Prices can deliberately be set lower on items such as fresh fruit, bottled water, etc. to encourage the purchase of these items.
- A la carte menu items should be priced so that any combination under Offer Versus Serve would equal or exceed the cost of the reimbursable meal. The reimbursable meal should always be the best buy. You could market it as a “Super Value Meal.”

For example:

- The price charged for a reimbursable student lunch is \$3.00.
- If the price charged for an a la carte sandwich, fruit and milk is \$3.15, the reimbursable meal is the better deal.
- However, if the price charged for this a la carte sandwich, fruit and milk is \$2.80, the reimbursable meal is not the better deal. In this case, the school needs to increase their a la carte prices so that the meal is the better deal. All schools should evaluate a la carte prices on a regular basis.

<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/paid-lunch-equity-ple/>



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!

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).

Consistent with the terms of the Appropriations Act, this memorandum provides notice that any SFA with a positive or zero balance in its nonprofit school food service account as of December 31, 2019, is exempt from PLE pricing requirements found at 7 CFR 210.14(e) for school year (SY) 2020-21. SFAs that had a negative balance in the nonprofit school food service account as of December 31, 2019, must follow PLE requirements when establishing their prices for paid lunches in SY 2020-21.

Below is the SY 2020-21 Paid Lunch Equity (PLE) Tool to assist SFAs as they make these required calculations.

- **Paid Lunch Equity: School Year 2020-2021**
 - [SP 07-2020- Policy Memorandum](#)
 - [PLE Calculation Tool SY 20-21](#)
- **Paid Lunch Equity: School Year 2019-2020**
 - [SP 27-2019 – Policy Memorandum](#)
 - [PLE Calculation Tool SY 19-20](#)
 - [Instructions for completing the PLE Calculation Tool](#)
- **Paid Lunch Equity: School Year 2018-2019**
 - [SP12-2018s – Policy Memorandum](#)
 - [PLE Calculation Tool SY 18-19](#)

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

Charge Policy

- The policy must explain how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service.
- SFAs have discretion in the development of their policy; it may vary depending on student grade levels.
- The policy must be provided in writing to all households at the start of each school year and to households transferring to the school district during the school year.
- The policy can be included in a back-to-school mailing with a meal application, the student handbook or online portals households use to access student accounts. It could also be provided again by mail, email or a note home the first time a household falls behind in payment.
- Simply posting the policy to the SFA's website does not meet the written requirement; it does not ensure the information reaches all households.
- The policy must also be provided in writing to all school or SFA-level staff responsible for policy enforcement. SFAs are encouraged to provide information about the policy to administrators to ensure they are familiar with and supportive of the policy.
- The policy should make clear that households can apply for meal benefits any time during the school year.
- The policy should ensure consistency with other SFA policies that address unpaid fees.

Payment Options & Reminders

- * Households must be notified of all payment methods used at the school, including any fees associated with specific payment options. At least one payment method must be free of charge.
- * SFAs cannot exclusively require the use of an online payment system; an alternative option must be available.
- * Any student who has money to purchase a reduced price or paid meal at the time of meal service must be provided a meal. SFAs may not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase a meal that day.
- * Involve appropriate staff when communicating with households who have unpaid meal charges. Schools may not enlist the assistance of unauthorized persons, such as parent volunteers, to follow up with payment reminders or debt collection efforts.

Student Accounts with Remaining Funds

- When a child leaves the district or graduates, SFAs must attempt to return remaining student account funds. However, SFAs may allow households not approved for free or reduced price meals to donate their remaining funds to cover unpaid meal charges that were uncollectable.
- Households approved for reduced price meal benefits must receive a refund. Children approved for reduced price meals pay a maximum of 40 cents for lunch and 30 cents for breakfast; keeping the unused funds would result in the per meal price exceeding these amounts.

Student Meals

- SFAs are encouraged to provide regular, reimbursable meals to all students who want one; however, USDA does not require SFAs to provide a meal to paid or reduced price students with a negative account balance unless the student has money at the time of meal service.
- An SFA may choose to provide an alternate meal; the alternate meal must accommodate special dietary needs.

Claiming Alternate Meal	Not Claiming Alternate Meal but Charging Student:	Not Claiming Alternate Meal and Not Charging Student:
<ul style="list-style-type: none"> Meal must meet meal pattern The SFA must offer a full meal Lunch: 5 components Breakfast: 3 components/4 items 2 kinds of milk must be offered SFA may limit choices to less expensive options If the student is not charged for the alternate meal, the SFA must pay for the meal with non-Federal funds 	<ul style="list-style-type: none"> Meal not required to meet meal pattern Each item must be priced individually Price charged is subject to non-program food regulations Each item must meet Smart Snack guidelines 	<ul style="list-style-type: none"> Meal not required to meet meal pattern Meal is provided free of charge The cost of the food must be paid for with non-Federal funds The meal does not have to meet Smart Snack guidelines

Debt Collection—Delinquent Debt vs. Bad Debt

- The collection of unpaid meal charges should be included in the SFA's policy.
- Unpaid meal charges are classified as "delinquent debt" as long as it is considered collectable and reasonable efforts are being made to collect it.
- A debt owed to the SFA's nonprofit food service account remains on the accounting documents until it is either collected or is determined to be uncollectable and written off.
- Unpaid meal charge debt may be carried over from year to year.
- When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."
- Bad debt must be written off as an operating loss.
- School food service funds may not be used to cover costs related to the bad debt.
- A transfer using non-Federal funds such as the school district's general fund, special funding from State or local governments or any other non-Federal sources must be made to the nonprofit food service account to cover these losses.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements.

Resources

- SP 23-2017: *Unpaid Meal Charges: Guidance and Q&A* 03/23/16-
<https://www.fns.usda.gov/school-meals/unpaid-meal-charges-guidance-and-q>
 - Public Law 111-296, Section 143; December 13, 2010

- SP 57-2016: *Unpaid Meal Charges: Local Meal Charge Policies* 07/08/16
<http://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies>
 - WI Dept. of Public Instruction: *In a "Nutshell" Unpaid Meal Charges*, 11/2016

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. For comments regarding this document contact nde.guidance@nebraska.gov.

Non-Program Foods ■ Food Cost and Selling Price

SFA Name	Date Completed:
-----------------	------------------------

“Non-program foods” are defined as non-reimbursable foods and beverages (also known as **“à la carte”**) that are purchased and then sold by the SFA’s food service department. SFA’s must demonstrate that the selling price for “non-program” foods is set high enough to fully cover the cost of the food item. This ensures that reimbursement intended to support the production of reimbursable school meals does not subsidize the sale of à la carte items.

Complete the three sections using invoice pricing from 5 consecutive days, to evaluate and document that à la carte pricing is set at a level which fully covers the base food cost. Copies of invoices must be available the day of your Administrative Review.

Cost per serving of commodity foods can be found on the “End Product” sheets, on the DHHS Food Distribution website. Open the pdf document for the product type. The cost per serving will be shown as “FFS/serv.”

http://dhhs.ne.gov/children_family_services/Pages/StateProcOfDonatedFoods.aspx

Completed by:			Invoice date(s):				
Item	Brand	Purchase Unit (PU)	Purchase Price	Serving Size	Servings Per PU	Cost Per Serving	Selling Price
MILK							
Chocolate Skim	Moo Moo	na	na	1 - 8 oz.	na	0.24	0.35
Milk Totals							
ENTRÉE							
Chicken Nuggets	Flavorbest	300 ct case	\$89.00	3 pieces	100	0.89	\$1.50
Entrée Totals							

OTHER A LA CARTE & SMART SNACKS

Item	Brand	Purchase Unit (PU)	Purchase Price	Serving Size	Servings Per PU	Cost Per Serving	Selling Price
<i>Crispy Brown Rice Bar</i>	<i>Munchy</i>	<i>200 ct box</i>	<i>\$86.00</i>	<i>1</i>	<i>200</i>	<i>0.43</i>	<i>0.50</i>
Other A La Carte & Smart Snack Totals							

Calculate the percent of non-program revenue by dividing the Total Cost Per Serving by the Total Selling Price

	Total Cost per Serving	Total Selling Price
Milk Total		
Entrée Total		
Other A La Carte & Smart Snacks Total		
Grand Total		

Grand Total of Cost per Serving	Grand Total of Selling Price	% of Non-Program Food Cost
÷		=
		= _____ Profit

Nebraska Competitive Food Policy

The Nebraska Competitive Food Policy is designed to assure healthy foods/meals for children are provided during the school day. Schools who participate in the National School Lunch Program and School Breakfast Program are required to adhere to the following:

- No food or beverages can be sold to children anywhere on school premises beginning ½ hour before breakfast and/or lunch service until ½ hour after meal service.
- If a vending machine is operated by a department, club, or group other than the school nutrition program, it must be off beginning ½ hour before breakfast and or lunch service until ½ hour after meal service.
- No other program or club can sell foods/beverages during times that overlap with lunch/breakfast meal service even if the products comply with Smart Snack guidelines.
- All foods sold during the school day must meet the nutrition standards as outlined in the Smart Snack guidance. The Smart Snacks in Schools regulation applies to foods sold a la carte, in school stores, by clubs, teachers or in vending machines.
- There are no requirements for food/beverages sold during non-school hours. Non-school hours are defined as thirty minutes after the end of the school day until midnight the following day and weekends.
- The list of “Foods of Minimal Nutritional Value” has been replaced by the Smart Snack guidelines.

Smart Snacks Decision Chart

Effective July 1, 2019

MUST meet all of the Nutrient Standards for:

1. Calories ≤ 200 Snack/side
 ≤ 350 Entree
2. Sodium (mg) ≤ 200 Snack/side
 ≤ 480 Entree
3. Total Fat ($\leq 35\%$ calories)
4. Saturated Fat ($< 10\%$ calories)
5. Trans fat (g) (0)
6. Total sugar ($\leq 35\%$ by weight)

AND
**Snack/Side/
Entree that is**

1st Ingredient Grain

- $\geq 50\%$ WHOLE GRAIN

A

OR

1st Ingredient (one of the following)

- FRUIT
- VEGETABLE
- DAIRY (pudding, ice cream, cheese, yogurt)
- MEAT (poultry, eggs, nuts, fish)

B

OR

A Combination Food

- With 1/4 cup fruit/vegetable

C

The **Smart Snack Guidelines** define what can be sold during the school day.

The **Nebraska Competitive Food Rule** requires that no other program or school group sell food or beverages anywhere on the school campus 1/2 hour before to 1/2 hour after breakfast and lunch. This rule defines when items can be sold during the school day.

School Campus—all areas of school property that are accessible to students during the school day

School Day—for foods/beverages that do not meet the Smart Snack criteria, nothing can be sold from midnight before until 30 minutes after the end of the official school day

See reverse side for information on **Beverages** and **Exemptions**. See NDE-NS website for more information.

This institution is an equal
opportunity provider.



BEVERAGES			
Maximum Size for each grade	ELEM	MIDDLE	HIGH
WATER <i>Non-carbonated or carbonated</i>	ANY SIZE	ANY SIZE	ANY SIZE
MILK <i>Skim or 1% unflavored Skim or 1% flavored</i>	8 oz	12 oz	12 oz
100% JUICE <i>Plain or carbonated</i>	8 oz	12 oz	12 oz
ZERO CALORIE BEVERAGE <i>Flavored and/or Carbonated ≤5 cal/8 oz Or ≤10 cal/20 oz</i>	NOT PERMITTED	NOT PERMITTED	20 oz
LOW CALORIE BEVERAGE <i>Flavored and/or Carbonated ≤40 cal/8 oz Or ≤60 cal/12 oz</i>	NOT PERMITTED	NOT PERMITTED	12 oz
Caffeinated beverages are only permitted at the High School Level			

EXEMPTIONS
ENTRÉE SECOND - Exempt from nutrient standards if served same day or next day.
FRUITS/VEGETABLES - Exempt from nutrient standards if NO added ingredients.
DRIED FRUITS/VEGETABLES - Exempt from sugar standard if NO added nutritive sweeteners or if added ingredient is necessary for processing and/or palatability.
SEAFOOD - Exempt from total fat standard.
CHEESE - Exempt from fat and saturated fat standards. Does not apply to combination foods.
NUTS/NUT BUTTER/SEEDS - Exempt from total fat and saturated fat standards. Exemption does not apply to combination foods such as peanut butter crackers.
DRIED FRUIT WITH NUTS - Exempt from total fat, saturated fat and sugar if no added sugar or fat.



Smart Snacks



Smart Beverages

Beverages allowed and maximum sizes for buildings with:

Mixed grades of
**K-12, K-8, K-6 or
Elementary only**

SEE NOTE



Water: Any size Plain, Carbonated or Non-Carbonated



Milk: (8 oz) — Skim, Flavored Skim and 1% Unflavored



Juice: (8 oz) - 100% Juice, Plain or Carbonated (With no added sweeteners)

NOTE — All beverages must be caffeine free. Buildings with Elementary and Middle School students combined can serve only beverages from Group 1.

**GROUP
1**

Beverages allowed and maximum sizes for buildings with:

Mixed grades of
**6-12, 6-8 or
Middle School Only**

SEE NOTE



Water: Any size Plain, Carbonated or Non-Carbonated



Milk: (12 oz) — Skim, Flavored Skim and 1% Unflavored



Juice: (12 oz) - 100% Juice, Plain or Carbonated (With no added sweeteners)

NOTE — All beverages must be caffeine free. Buildings with Middle School and Elementary students combined, see Group 1.

**GROUP
2**

Allowed beverages and maximum sizes for buildings with:

High School
grades **9-12** only
SEE NOTE



Water: Any size
Plain Non-Carbonated
or Plain Seltzer



Calorie Free Flavored Waters: (20 oz)
Carbonated or Non-Carbonated
Examples — Zero Calorie and Diet Flavored Water, Zero Calorie and Diet Sparkling Flavored Water or Flavored Seltzer



Milk: (12 oz)
Skim, Flavored Skim,
1% Unflavored



No Calorie Beverages: (20 oz)
< 5 calories per 8 oz, or ≤ 10 calories per 20 oz
Examples — Diet Sport Drinks, Diet Cola, Diet Root Beer, Other Diet or Zero Calorie Sodas, Unsweetened Tea, Diet Teas, Diet Lemonade



Juice: (12 oz)
100% Juice,
Plain or Carbonated
(With no added sweeteners)



Low Calorie Beverages: (12 oz)
 ≤ 40 calories per 8 oz, or ≤ 60 calories per 12 oz
Examples — Diet Sport Drinks, Diet Cola, Diet Root Beer

NOTE — Beverages containing caffeine are allowed for high school students only. Buildings with mixed grades such as K-12 or Middle School/High School students combined, see group 1 or 2.

GROUP
3



Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010: Summary of the Final Rule

What is a local school wellness policy?

A local school wellness policy (“wellness policy”) is a written document that guides a local educational agency’s (LEA) or school district’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA’s jurisdiction can be addressed.

Provisions of the Final Rule

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

Content of the Wellness Policy

At a minimum, policies are required to include:

- **Specific goals for** nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- **Standards and nutrition guidelines for all foods and beverages** sold to students on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards, and the
 - Smart Snacks in School nutrition standards.
- **Standards for all foods and beverages provided, but not sold, to students** during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- **Policies for food and beverage marketing** that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- **Description of public involvement, public updates, policy leadership, and evaluation plan.**

Wellness Leadership

LEAs must establish **wellness policy leadership** of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

Public Involvement

At a minimum, LEAs must:

- **Permit participation** by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.



Triennial Assessments

The final rule requires State agencies to assess compliance with the wellness policy requirements as a part of the general areas of the administrative review every 3 years.

LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine:

- Compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.



Documentation

The State agency will examine records during the Administrative Review, including:

- Copy of the current wellness policy,
- Documentation on how the policy and assessments are made available to the public,
- The most recent assessment of implementation of the policy, and
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

Updates to the Wellness Policy

The final rule requires that LEAs update or modify the wellness policy as appropriate.

Public Updates

The rule requires that LEAs must make available to the public:

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum, and
- The Triennial Assessment, including progress toward meeting the goals of the policy.

Regulation

The proposed rule was published in the Federal Register, and the 60-day public comment period closed on April 28, 2014. FNS received 57,838 public comments that were considered in developing the final rule.

The final rule was published on July 29, 2016 and can be found online at: <http://www.fns.usda.gov/tn/local-school-wellness-policy>.

Resources

USDA Food and Nutrition Service's "School Nutrition Environment and Wellness Resources" Web site has information and resources on:

- Local school wellness policy process,
- Wellness policy elements,
- Success stories,
- Grants/funding opportunities, and
- Trainings.

Check it out! <http://healthymeals.nal.usda.gov/school-wellness-resources>

Model Wellness Policy – Thoroughly reviewed by USDA FNS, the Alliance for a Healthier Generation's model policy template is in compliance with the requirements set forth in the proposed rule and will be updated per the final rule.

Putting Local School Wellness Policies Into Action: Stories From School Districts and Schools – The Centers for Disease Control and Prevention and USDA developed a compilation of 11 stories to help LEAs and schools implement wellness policies.

National Wellness Study Briefs – Bridging the Gap's research briefs highlight areas of opportunity for State agencies, LEAs, and schools to strengthen wellness policy components.



School Wellness Policy Assessment Tool

School:		Reviewer:		Date:
Wellness Policy Elements	Compliant?	Y	N	Suggestions/Plan:
Public Involvement	Does the district have a school wellness committee?			
	Committee includes: <ul style="list-style-type: none"> <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> School food service personnel <input type="checkbox"/> School administrators <input type="checkbox"/> School health professionals <input type="checkbox"/> Teachers <input type="checkbox"/> Community members 			
	The committee meets regularly (_____ times per year)			
Nutrition Guidelines	Includes goals and priorities for nutrition guidelines			
	Examples of other nutrition guideline goals: <ul style="list-style-type: none"> <input type="checkbox"/> Participation on both school lunch and breakfast programs <input type="checkbox"/> Free water available at lunch and breakfast <input type="checkbox"/> Self-serve fruit and vegetable bars <input type="checkbox"/> Offer multiple menu choices <input type="checkbox"/> Offer versus serve: allow students to choose their meal 			
	All food and beverages sold during school day (midnight to ½ hour after school) comply with Smart Snack requirements, including: <ul style="list-style-type: none"> <input type="checkbox"/> Cafeteria A la Carte <input type="checkbox"/> Vending machines <input type="checkbox"/> School stores, Snack bar or Coffee bar <input type="checkbox"/> Fundraisers 			
Nutrition Education	Includes goals and priorities for nutrition education and promotion			
	Examples of nutrition education goals: <ul style="list-style-type: none"> <input type="checkbox"/> Classroom curriculum and activities - including cooking class and school gardens <input type="checkbox"/> Cafeteria bulletin boards and posters <input type="checkbox"/> Farm to School activities and promotions <input type="checkbox"/> Provide staff training on positive feeding environments <input type="checkbox"/> School staff model and reinforce positive eating behaviors <input type="checkbox"/> Publishing monthly school menu <input type="checkbox"/> Taste testing, food samples of new products or recipes <input type="checkbox"/> Periodic menu themes and special events <input type="checkbox"/> Health fairs and parent newsletters 			

Wellness Policy Elements		Compliant?	Y	N	Suggestions/Plan:
Nutrition Promotion	Policy includes goals and priorities for nutrition promotion				
	Examples of nutrition promotion goals: <ul style="list-style-type: none"> <input type="checkbox"/> Allow sufficient time for students to eat school meals _____minutes@lunch _____minutes@breakfast <input type="checkbox"/> Food and beverages are not used as rewards for student performance or behavior <input type="checkbox"/> Evaluate lunchroom environment <input type="checkbox"/> Implement Smarter Lunchroom strategies <input type="checkbox"/> Feature and promote healthy foods <input type="checkbox"/> Become a Team Nutrition School or Healthier US School <input type="checkbox"/> Healthy classroom celebrations <input type="checkbox"/> Non-food rewards and healthy food or non-food fundraisers 				
Physical Activity	Policy includes goals and priorities for physical activity				
	Examples of physical activity goals: <ul style="list-style-type: none"> <input type="checkbox"/> Recess before lunch <input type="checkbox"/> _____ minutes recess per day (minimum 20 per day) <input type="checkbox"/> Physical activity will not be withheld as a punishment <input type="checkbox"/> Physical activity breaks in classes <input type="checkbox"/> Access to school exercise facilities <input type="checkbox"/> Safe walking routes to school <input type="checkbox"/> Before/after school physical activity programs 				
Public Notification	At least annually, the public is informed or updated regarding content and implementation of the wellness policy, and progress toward goals and priorities				
	Examples of public notification: <ul style="list-style-type: none"> <input type="checkbox"/> Post meeting agenda and minutes on school website <input type="checkbox"/> Emails <input type="checkbox"/> Newsletters <input type="checkbox"/> Posting copies of school board minutes <input type="checkbox"/> Presentations to parents 				
Monitoring & Evaluation	The Wellness Contact (name: _____) ensures compliance with nutrition and physical activity policies				
	The School Board is sent an annual summary report summarizing compliance with nutrition and physical activity policies Date summary sent: _____				

Civil Rights Summary
Must be completed by November 15

School District: _____ City/Town _____

Date: _____

Please note: Ethnicity refers to a person's place of origin/nationality or the culture they identify with. Hispanic is an ethnicity but can be any race. Please record the number of students in this school district by ethnic and racial identity that qualify for free and reduced-price meals.

Record ethnic identities:

Ethnic Identity

_____ Hispanic or Latino

_____ Not Hispanic or Latino

Record racial identities:

Racial Identity:

_____ Asian

_____ American Indian or Alaska Native

_____ Black or African American

_____ Native Hawaiian or Pacific Islander

_____ White

**Keep this completed form in the school district's permanent school lunch file.
You do not need to mail it to Nutrition Services.**

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

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.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority

(SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address and telephone number or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
 - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
 - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
 - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- **COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during review process.
- **RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
- **REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
- **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.
- **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
- **CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.



Administrative Review ♦ What to Expect Today

FOOD SERVICE		
Meal Pattern	<input type="checkbox"/> <i>Daily/Weekly minimums</i> <input type="checkbox"/> <i>Vegetable Variety</i> <input type="checkbox"/> <i>Recipes</i>	<input type="checkbox"/> <i>Portions</i> <input type="checkbox"/> <i>Labels</i> <input type="checkbox"/> <i>Crediting</i>
Production Records	<input type="checkbox"/> <i>Complete</i>	<input type="checkbox"/> <i>Clear</i>
Meal Observation	<input type="checkbox"/> <i>Serving Line</i>	<input type="checkbox"/> <i>Water</i>
Offer vs Serve	<input type="checkbox"/> <i>Choices</i>	<input type="checkbox"/>
Signage	<input type="checkbox"/> <i>Breakfast</i>	<input type="checkbox"/> <i>Lunch</i>
Point of Service	<input type="checkbox"/> <i>Reimbursable meal</i>	<input type="checkbox"/> <i>Accurate count</i>
Food Safety	<input type="checkbox"/> <i>Manual</i> <input type="checkbox"/> <i>Procedures (SOP's)</i>	<input type="checkbox"/> <i>Monthly Checklist</i> <input type="checkbox"/> <i>Temp logs</i>
Special Diets	<input type="checkbox"/> <i>Medical Statements</i>	<input type="checkbox"/> <i>Accommodations</i>
Smart Snacks	<input type="checkbox"/> <i>What is sold?</i> <input type="checkbox"/> <i>Selling price/profit</i>	<input type="checkbox"/> <i>When is it sold?</i> <input type="checkbox"/> <i>Competitive Foods</i>
Wellness	<input type="checkbox"/> <i>Policy language</i> <input type="checkbox"/> <i>Committee</i> <input type="checkbox"/> <i>Assessment</i>	<input type="checkbox"/> <i>(Food) Fundraisers</i> <input type="checkbox"/> <i>Public notification</i> <input type="checkbox"/>
BOOKKEEPING		
Direct Certification Lists	<input type="checkbox"/> <i>Confirm timely use of list</i> <input type="checkbox"/> <i>Keeping F/R database current</i>	<input type="checkbox"/> <i>Medicaid F/R</i>
Free/Reduced Applications	<input type="checkbox"/> <i>Math, conversions</i>	<input type="checkbox"/> <i>Completeness</i>
Claims	<input type="checkbox"/> <i>Reconciliation</i>	<input type="checkbox"/> <i>Edit Checks</i>
Verification	<input type="checkbox"/> <i>3% random or error prone</i> <input type="checkbox"/> <i>Online report CNP</i>	<input type="checkbox"/> <i>Documentation</i> <input type="checkbox"/>
Financial	<input type="checkbox"/> <i>Meal Pricing</i> <input type="checkbox"/> <i>General Funds</i> <input type="checkbox"/> <i>Tracking FS revenue</i> <input type="checkbox"/> <i>Non-Program Foods</i>	<input type="checkbox"/> <i>Paid Lunch Equity - PLE</i> <input type="checkbox"/> <i>Indirect cost rate</i> <input type="checkbox"/> <i>Tracking FS expenses</i> <input type="checkbox"/> <i>Meal Charge Policy</i>
Civil Rights	<input type="checkbox"/> <i>Non-discrimination statement</i> <input type="checkbox"/> <i>Posters</i> <input type="checkbox"/> <i>Attachment H-1 stats</i>	<input type="checkbox"/> <i>Annual Training</i> <input type="checkbox"/> <i>Student Handbook</i>
OTHER		

Fresh Fruit & Veg. Program FFVP	<input type="checkbox"/> <i>Reconcile claim</i> <input type="checkbox"/> <i>Allowable purchases</i>	<input type="checkbox"/> <i>Observe</i>
Afterschool Snack	<input type="checkbox"/> <i>Meal counts</i> <input type="checkbox"/> <i>Menus</i>	<input type="checkbox"/> <i>Reconcile claim</i> <input type="checkbox"/> <i>Production records</i>
Special Milk	<input type="checkbox"/> <i>Meal counts</i>	<input type="checkbox"/> <i>Reconcile claim</i>



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Professional Standards for All School Nutrition Program Employees

Summary of the Final Rule Effective July 1, 2015

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

A comprehensive Professional Standards Web site provides a database of training options. School nutrition staff can search for training that meets their learning needs in one easy-to-use location: <http://professionalstandards.nal.usda.gov/>

Training Standards for All School Nutrition Program Employees (All Local Educational Agency Sizes)

All Directors	For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training. Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
All Managers	For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training. Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.
All Other Staff Other than the Director or Manager who works an average of at least 20 hours per week	For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training. Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.
Part-Time Staff Work <20 hours per week	Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked. Note: If hired January 1 or later, an employee must only complete half of the above required training hours.

Training Requirements for All State Agency Directors

State Director of School Nutrition Programs	State Director of Distributing Agencies
Each year, at least 15 hours of annual continuing education/training. Must PROVIDE, or ensure that State agency staff receives, annual continuing education/training. Must also PROVIDE a minimum of 18 hours of training to SFAs each year.*	Each year, at least 15 hours of annual continuing education/training. Must PROVIDE, or ensure that State food distribution staff receives, annual continuing education/training.*

**Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (School Nutrition Association and National Food Service Management Institute, etc.) to provide training.*

Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).)

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards See the final rule for additional preferred educational standards for new directors	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 1 year year of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 1 year of relevant school nutrition programs experience; OR High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs. (For an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years experience.)	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs. * Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
Minimum Prior Training Standards	At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.		

Hiring Standards for New State Directors

	State Director of School Nutrition Programs	State Director of Distributing Agencies
Education	Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.	Bachelor's degree with any major.
Knowledge & Experience	Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.	
Skills & Abilities	Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.	



Professional Standards Training Requirements and Online Resources



Annual Training Requirements	
Title	Required Hours
Program Directors	12 hours
Program Managers	10 hours
Program Staff (20 or more hours per week)	6 hours
Program Staff (less than 20 hours per week)	4 hours
Vended Site Staff (20 or more hours per week)	6 hours
Vended Site Staff (less than 20 hours per week)	4 hours

Important Points:

- Training hours earned in excess of the annual requirement may be applied to the school year directly preceding or directly following the date of training. Therefore, if the number of training hours earned in SY19-20 did not meet the requirement, extra hours earned in SY20-21 can be used to make up the difference.
- The following food safety training is mandatory for Vended Site Staff:
 - First complete the Institute of Child Nutrition (ICN) Food Safety in Schools course: <https://theicn.docebosaas.com/learn/course/21/FoodSafetyinSchools>
 - Every year thereafter, read and sign off on Standard Operating Procedures (SOPs) relevant to the facility: <https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/#1566416773609-65d0c690-7f7f>
- All training must be documented on a training tracker/log.
 - NDE Annual Training Log: <https://www.education.ne.gov/ns/nslp/professional-standards/>
 - USDA Training Tracker Tool 2.0: <https://pstrainingtracker.fns.usda.gov/>

NDE/Nutrition Services Current Training Opportunities

- **Serving Up Great School Meals Webinar Series:** <https://www.education.ne.gov/ns/>
 - Live webinars every other Tuesday afternoon that are posted to this website for later viewing. Learn the latest about federal waivers and guidance, share tips and concerns with other meal service providers, and learn current information from Nutrition Services Program Specialists.
- **COVID-19 SFSP Training Resources:** <https://www.education.ne.gov/ns/training/sfsp-training/>
 - Videos and resources that address COVID-19 topics and the Summer Food Service Program.
- **Launch Nebraska Conditions for Learning:** <https://www.launchne.com/conditions-for-learning/>
 - Click on **NUTRITION SERVICES Supporting Considerations** to access information about school foodservice that is designed to assist in the preparation and implementation of strategies to ensure students, teachers and staff stay safe as they return to school.

Additional NDE/Nutrition Services Training Opportunities

- **Nutrition Services School Lunch Training webpage:** <https://www.education.ne.gov/ns/training/national-school-lunch-program/>

- Links to training for all individuals who work with the School Meals Program including bookkeepers. There are also links to upcoming workshops and other in-person training opportunities.
- **Digital Learning Center:** <https://moodle.education.ne.gov/>
 - Sign up, watch the Healthy Schools presentations under *Course Categories*, take the quizzes, earn up to 17 continuing education credits.
 - Healthy Schools presentations can be found here: <https://moodle.education.ne.gov/course/index.php?categoryid=15>

Other Online Resources for Free Continuing Education/Training

Institute of Child Nutrition (ICN) eLearning Portal: <https://theicn.docebosaas.com/learn>

- Over 60 courses in categories such as Food Safety and School Nutrition. Must create an account to sign in.

School Nutrition Association (SNA): <https://schoolnutrition.org/learning-center/>

- The SNA Learning Center provides many resources on topics such as Breakfast in the Classroom, Culinary Skills, Procurement and the Training Zone to name a few.
- The Training Zone is described as a "One-Stop Shop" for all of SNA's eLearning. Here you'll find Online Training Modules, On-Demand Webinars, and the popular Webinar Wednesdays.
- Must be a member to log in.

USDA/FNS

- **Database of Professional Standards Trainings:** <https://professionalstandards.fns.usda.gov/>
 - Search for training by topic. Check out the Trainings of the Month on timely topics such as *Purchasing Using the Food Buying Guide*.
- **USDA/FNS YouTube Channel:** <https://www.youtube.com/user/USDAfoodandnutrition>
 - You can browse by Videos, Playlists, Community and Channels. Good source of up-to-date information on many topics such as CN Labeling, Farm to School, USDA Foods and more.
- **Team Nutrition:** <http://www.fns.usda.gov/tn/team-nutrition>
 - A link to Team Nutrition Webinars & Training can be found in the bottom right-hand corner of the Spotlights section. Good source of Crediting Updates for Child Nutrition Programs.
- **Food Safety:** <https://www.fns.usda.gov/ofs/food-safety>
 - In the Spotlights section you'll find links to Food Safe Schools resources including Produce Safety Hacks and Food Safety Flashes videos.
 - Produce Safety University Resource page: <https://www.fns.usda.gov/ofs/produce-safety-resources>. A wonderful source of produce safety training in many formats including fact sheets, videos, webinars and training materials taught at the annual USDA Produce Safety University.
- **Making It Count (UMass Amherst):** <http://www.makingitcount.info/>
Highly recommended training for foodservice staff who work at vended sites.
 - Videos and interactive activities provide a fun learning experience for all school food service staff.
 - Topics are divided into the categories of Breakfast, Lunch, Afterschool Snack, Food Production in Schools, Accountability and Access. Specific topics within these categories include: Identify a Reimbursable Meal, Portion Control, Meal Patterns, Dietary Specifications and Special Dietary Needs.

Professional Standards

Learning Codes

1000 NUTRITION

1100 Menu Planning	1200 Nutrition Education
1110 USDA Nutrition Requirements	1210 Nutrition Activities
1120 Cycle Menus	1220 Classroom & Cafeteria Integration
1130 Local Foods & Farm to School	1230 School Gardens
1140 Standardized Recipes	1300 General Nutrition
1150 Menu Analysis	1310 Dietary Guidelines, My Plate & School Nutrition
1160 Special Diets, including Food Allergies	1320 General Nutrition
1170 USDA Foods	

2000 OPERATIONS

2100 Food Production	2410 Product Specifications
2110 Standardized Recipes	2420 Bid Solicitation & Evaluation
2120 Food Production Records	2430 Purchase Food, Supplies & Equipment
2130 Culinary Skills	2440 Food & Supplies Orders
2140 Use & Care of Equipment	2450 Cooperative Purchasing Groups
2150 CN Labeling and Crediting	2460 Contracts with FS Management Companies
2200 Serving Food	2500 Receiving & Storage
2210 Portion Sizes/Special Diets	2510 Inventory Management
2220 Offer vs Serve (OVS)	2520 Receiving & Storage
2230 Maintaining Food Quality & Appearance	2530 Hold & Recall
2240 Serving Lines	2600 Food Safety & HACCP
2300 Cashier & Point of Service (POS)	2610 HACCP
2310 Reimbursable Meals	2620 Food Safety - General
2320 POS Financial Responsibility	2630 Federal, State & Local Food Safety Regulations
2330 Free or Reduced Identification	2640 Food Safety Culture
2400 Purchasing & Procurement	

3000 ADMINISTRATION

3100 Free & Reduced Price Meal Benefits	3340 Financial Analysis
3110 Eligibility	3350 Pricing
3120 Direct Certification	3360 Communicate Financial Information
3200 Program Management	3400 Human Resources & Staff Training
3210 Staff Management	3410 Human Resources Management
3220 Standard Operating Procedures	3420 Policies & Procedures
3230 Healthy School Environment	3430 Training Plans & Tracking
3240 Emergency Plans	3440 Retention, Promotion, & Recognition
3250 Water, Energy & Waste Management	3450 Employee Health, Safety & Wellness
3300 Financial Management	3500 Facilities & Equipment Planning
3310 Meal Counting, Claiming, & Managing Funds	3510 Facility & Equipment Planning
3320 Compliance with Regulations/Policies	3520 Equipment Purchasing & Maintenance
3330 Budgets	

4000 COMMUNICATIONS AND MARKETING

4100 Communications & Marketing	4140 Communication Skills
4110 Strategic & Marketing Plans	4150 School & Community Communication
4120 Program Promotion	4160 Smarter Lunchrooms Techniques
4130 Customer Service	



Event Training Log – NSLP Professional Standards

[illegible]

Attach additional pages as needed

AFTER SCHOOL SNACK MEAL PATTERN

MINIMUM QUANTITIES FOR AFTER SCHOOL SNACK MEAL PATTERN

SELECT ONE SERVING FROM TWO DIFFERENT FOOD COMPONENTS

	Required Grade Group
Food Components	Grades K-12 ¹
Milk: fluid as beverage or on cereal (include low fat choices)	8 fluid ounces
Fruit/Vegetable: May be fruit and/or vegetable; OR full strength fruit juice OR full strength vegetable juice (Includes potatoes but not potato chips. Includes commodity spaghetti sauce and commodity salsa, but other brands do not credit as vegetable without a Child Nutrition (CN) label.)	$\frac{3}{4}$ cup
Grains/Breads: Must be enriched or whole grain flour (read label) A serving is a slice of bread OR $\frac{1}{2}$ cup of rice or pasta (cooked) OR $\frac{3}{4}$ cup or 1 ounce of dry cereal OR an equivalent serving of other grain-based items as listed on the "Grains/Breads List" ²)	1 serving
Meat/Meat Alternate: Meat, poultry, fish (cooked) Cheese, aged or processed Alternate protein products ³ Egg (large) Cooked dry beans/peas Yogurt (commercially prepared) Peanut butter or other nut/seed butter Peanuts, soy nuts, tree nuts, seeds (Bacon, imitation cheese, canned or powdered cheese/sauce, and tofu do not credit as meat/meat alternate components.)	1 ounce 1 ounce 1 ounce $\frac{1}{2}$ $\frac{1}{4}$ cup $\frac{1}{2}$ cup 2 Tbsp. 1 ounce

¹ Children are eligible through the age of 18, or through the school year in which they turn 19 years old.

² FNS Instruction 783-1, Rev. 2

³ Alternate protein products must meet USDA requirements.

IMPORTANT:

Serving sizes may be exceeded.

Snacks with **ONLY** the following **are NOT reimbursable**:

- ✓ Two fluids (e.g. milk and fruit juice).
- ✓ Two foods from the same food component (e.g. fruit juice and carrots)

AFTER SCHOOL SNACK PROGRAM

DAILY PRODUCTION RECORD (Snacks Claimed On School Days ONLY)

Site Name: _____ Week: _____ Year: _____

MEAL PATTERN	MENU	SERV. SIZE	QUANT. PREP.	NUMBER SNACKS
MONDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:
TUESDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:
WEDNESDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:
THURSDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:
FRIDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:

On-Site Review Summary for After School Care Snack Program

Each site operating an After School Snack Program must be reviewed by the school district or residential child care facility (RCCI) two times per year under 7CFR 210.9(c)(7). The first review must be completed by the school district or RCCI during the first four weeks the snack program is in operation. The second review can be any time during the remainder of the school year. If the school district or RCCI has more than one after school care snack program each site must be reviewed twice. The completed reviews should be kept on file at the school district or RCCI with other records pertaining to the After School Care Snack Program.

School District _____ Review Date: _____

Feeding Site: _____

Check type of review completed:

_____ Conducted within the first four weeks of snack operation.

_____ Date site started serving snack for this school year: _____

_____ Second review of the school year.

1. Describe the educational and/or enrichment element of this site's after school snack program:

2. What method best describes the counting method used for the after school snacks?

Check one:

_____ 1. Roster/Check off

_____ 2. Ticket/Tally

_____ 3. Electronic Device

_____ 4. Other (describe): _____

3. What method is used for taking attendance?

Check one:

_____ 1. Roster/Check off

_____ 2. Ticket/Tally

_____ 3. Electronic Devices

_____ 4. Other (describe): _____

3. Are production records maintained daily?

_____ Yes _____ No

4. Do production records indicate snacks meet meal pattern requirements for both components and quantities?

_____ Yes _____ No

If no, identify problems and document corrective action:

Signature of Person Conducting Review

Date Review Completed

Monthly Snack Participation Record For Snacks Claimed as Free/Reduced/Paid

Site: _____ A- Absent S- Snack Participation N-Present, No Snack

[illegible]

Number of Days Snacks Served: _____

Number of Reimbursable Snacks Served for the Month Free: _____ Reduced: _____ Paid: _____

Signature of person completing form: _____ Date: _____


USDA Foods – www.cnpweb.org/nebraska/login

Coordinator Chad Mohr – 402-560-0480


chad.mohr@nebraska.gov

Staff Assistant Brian Gerkenmeyer – 402-580-2503


brian.gerkenmeyer@nebraska.gov



Nebraska DHHS
Food Distribution



FDP
Food Distribution Program



cnpweb

Help Logoff

Summary Entitlement Inventory Allocations Orders Billing Survey Maintenance Reports Resources

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Program Year: 0 Sponsor 000000 -

Program Year Selection

Program Year	Program Begin Date	Program End Date
2016	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021

<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/contracts-meal-service-agreements/>



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Questions, Comments, or Corrections? Let us know!

Contracts – Meal Service Agreements

Forms & Resource Center

Contracts – Meal Service Agreements

- [NDE Contract #1 – Host School Provides Meal Service to Recipient School Students.doc](#)
[NDE Contract #1 – Host School Provides Meal Service to Recipient School Students.pdf](#)
- [NDE Contract #2 – Meals Transported from School to Recipient School.doc](#)
[NDE Contract #2 – Meals Transported from School to Recipient School.pdf](#)
- [NDE Contract #3 – Meals Transported from Commercial Vendor to Recipient School.doc](#)
[NDE Contract #3 – Meals Transported from Commercial Vendor to Recipient School.pdf](#)

Attachment I: 2020-21

According to USDA regulations, 7 CFR 210.8(a)(1) and 7CFR 220.11(d)(1), a School Food Authority (SFA) with two or more feeding sites is required to perform an on-site review of the meal counting and claiming system and the readily observable general areas of review under 7CFR 210.18(h) by completing the following checklist for each site that offers lunch and 50% of all sites that offer breakfast by **February 1** each year.

The on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced and paid meals served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedure, the SFA must ensure that the school implements corrective action. Within 45 days of the review, a follow-up on-site review must be conducted to determine that the corrective action resolved the problems. Completed checklists are to be kept on file at the school district or Residential Child Care Institution (RCCI).

Review Date: _____

Breakfast:			Point of Service (POS) Meal Count Method used at this site:			Lunch:				
<input type="checkbox"/> Roster	<input type="checkbox"/> Ticket	<input type="checkbox"/> Electronic				<input type="checkbox"/> Roster	<input type="checkbox"/> Ticket	<input type="checkbox"/> Electronic		
YES	NO					YES	NO			
_____	_____		1. Is the <i>POS</i> meal count taken at the end of the serving line after all food items contributing to a reimbursable meal have been offered? (This includes the end of salad bars and/or food bars.)			_____	_____			
_____	_____		2. If <u>no</u> , does the SFA have an approved waiver on file from NDE-Nutrition Services? If a waiver is not on file, contact Nutrition Services immediately.			_____	_____			
_____	_____		3. Is the <i>POS</i> meal count used to determine the school's meal count for the day and claim for reimbursement at the end of the month? (Morning meal counts or tray counts cannot be used.)			_____	_____			
_____	_____		4. Is the person who is responsible for the <i>POS</i> meal count correctly identifying reimbursable meals?			_____	_____			
			5. Is the school correctly implementing policies for handling the following situations, if applicable (answer this question one time only):							
			YES	NO	NA	Situation	YES	NO	NA	Situation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A la carte sales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Selling second meals?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field trip meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer Versus Serve?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incomplete student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claiming student worker meals
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult and non-enrolled student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feeding students from another school district?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lost, stolen or forgotten, misused or destroyed tickets, cards or IDs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charging meals or prepayment of meals?
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unpaid meal charges?
_____	_____		6. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.) distinguishing them from reimbursable meals?			_____	_____			
_____	_____		7. Is someone trained as a backup for the person responsible for determining reimbursable meals and the <i>POS</i> meal count			_____	_____			
_____	_____		8. Is there a procedure in place if the primary counting and claiming system goes down or is unavailable and do staff know when and how to implement it			_____	_____			
_____	_____		9. Are daily meal counts correctly totaled and recorded by category on a daily basis?			_____	_____			
_____	_____		10. Are internal controls (edit checks, monitoring, etc.) established to ensure that daily meal counts do not exceed the number of eligible students by category or attendance in school? Complete the following chart for today's review:			_____	_____			
Breakfast:			Meal Counts			Lunch:				
Free	Reduced	Paid				Free	Reduced	Paid		
_____	_____	_____	# Students Approved by Category			_____	_____	_____		
_____	_____	_____	Today's Meal Count by Category			_____	_____	_____		
_____	_____		11. Does the system prevent overt identification of children receiving free or reduced price meals?			_____	_____			

On-Site Review Checklist
Assessment of the SFA's Meal Counting and Claiming System

Attachment I: 2020-21

Breakfast:		Recordkeeping	Lunch:	
YES	NO		YES	NO
_____	_____	12. If the school prepares food on-site, are Production Records completed daily <u>OR</u> if the school receives their food from another location, are Delivery Tickets completed daily?	_____	_____
_____	_____	13. Are all school lunch records (Production Records, Delivery Tickets, Meal Count Sheets, Edit Check Worksheets, etc) kept on file for at least three years plus the current school year and available for review, if requested?	_____	_____
NOTE: The next two questions are for all SFAs <u>except</u> for SFAs on Provision 2 in non-base years, CEP or RCCIs that serve only residential children.				
_____	_____	14. Is the list of eligible students kept up-to-date and used to provide an accurate daily count of reimbursable free, reduced and paid meals? Check box if not applicable.	_____	_____
	<input type="checkbox"/> NA			<input type="checkbox"/> NA
_____	_____	15. Does each feeding site complete an edit check worksheet that compiles monthly meal counts by eligibility category and compares attendance-adjusted eligible figures to daily meals counts on a monthly basis? Are any discrepancies accounted for? Check box if not applicable.	_____	_____
	<input type="checkbox"/> NA			<input type="checkbox"/> NA

YES NO		Readily Observable General Areas	YES NO	
		<i>Were any issues readily observed in any of the following areas:</i>		
_____	_____	16. Maintenance of the Nonprofit School Food Service Account?	_____	_____
_____	_____	17. Paid Lunch Equity?	_____	_____
_____	_____	18. Revenue from non-program foods?	_____	_____
_____	_____	19. Indirect costs?	_____	_____
_____	_____	20. Free/reduced price process including verification, notification & other procedures?	_____	_____
_____	_____	21. Civil Rights?	_____	_____
_____	_____	22. Reporting and recordkeeping?		
_____	_____	23. Food safety?	_____	_____
_____	_____	24. Competitive food service?	_____	_____
_____	_____	25. Water available at both breakfast and lunch?	_____	_____
_____	_____	26. Professional standards	_____	_____
_____	_____	27. SBP and SFSP outreach?	_____	_____
_____	_____	28. Local school wellness policies?	_____	_____
_____	_____	29. Other	_____	_____

<u>CORRECTIVE ACTION</u> NOTE: Required ONLY for questions answered "NO" or if problems are identified during the review.		
Corrective Action Plan:		
Specify date corrective action(s) will be implemented:		
By whom:		Title
Signature		
School Representative	Title	Date
<u>CORRECTIVE ACTION 45 Day Follow Up:</u> NOTE: Required for all Corrective Action outlined above.		
Record observations of corrective action implementation:		
Signature		
School Representative	Title	Date
Signature		
SFA Reviewer	Title	Date

This institution is an equal opportunity provider.

Found under the Application Tab

School Nutrition Programs

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DEPARTMENT OF EDUCATION

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VIEW

2019 - 2020 Financial Report Annual

General Information

Reporting Period:

July 01, 2019 to June 30, 2020

No.	Description	Total
Cash Income		
5.	Open Cash Balance	\$3,827.50
6.	Federal Reimbursement	\$11,070.61
7.	State Reimbursement	\$0.00
8.	Child Payments	\$19,117.18
9.	Adult Payments	\$63.75
10.	School District Contributions	\$0.00
11.	Transfer from Savings	\$0.00
12.	Loans	\$0.00
13.	All Other	\$56.64
Total Cash Income		\$34,135.68
Cash Expenditures		
14.	Food	\$17,120.41
15.	Labor	\$11,404.23
16.	Repayment of Loan	\$0.00
17.	Transfer to Savings	\$0.00
18.	Equipment	\$0.00
19.	All Other	\$126.40
Total Cash Expenditures		\$28,651.04
Cash Available		
20.	Close Cash Balance	\$5,484.64
21.	Savings Account	\$0.00
22.	Cash Due Program	\$0.00
23.	Other Cash Assets (accrued earnings on investments)	\$0.00
Total Cash Available		\$5,484.64
Cash Payable & Net Cash Resources		
24.	Unpaid Bills: Food	\$818.68
25.	Unpaid Bills: Non-Expendable Equipment	\$0.00
26.	Unpaid Bills: Other	\$2,881.42
27.	Due Other Funds	\$1,783.54
Total Cash Payable & Net Cash Resources		\$5,483.64
Net Cash Resources		
28.	Net Cash Resources Amount	\$1.00
Total Net Cash Resources		\$1.00

Buy American Provision

The School Food Authority (SFA) will to the maximum extent practical purchase American grown products as required by participation in the federal school meals programs. Domestic commodities or food products are agricultural commodities produced and/or processed in the United States. For unprocessed foods, agricultural commodities must be domestic. Processed foods must be processed domestically using agricultural food components that are comprised of over 51% domestically grown food items by weight or volume (7 CFR 210.21, 220.16, SP38-2017). Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The SFA must ensure the Buy American Provision is included in the SFA's procurement plan/procedures, all procurement solicitation/contracts and bid specifications. The SFA must ensure the Buy American Provision is followed for all informal purchasing and micro-purchasing.

Limited Exceptions to the Buy American Provision

Federal regulations require all foods purchased for USDA Child Nutrition Programs to be of domestic origin to the maximum extent practical. There are limited exceptions to the Buy American provision, these include:

- a. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. Examples: bananas and pineapple
- b. Competitive bids from vendors reveal the cost of a U.S. product is significantly higher than a non-domestic product.

Vendors must notify the SFA prior to delivery when a non-domestic product is substituted for a domestic product. Vendors must provide the school food service director with documentation to support the substitution, which would include product availability and/or cost information. The food service director must approve the substitution of a non-domestic product for a domestic product prior to delivery. Any non-domestic product delivered to the school without the prior approval of the food service director, may be rejected and returned to the vendor at vendor's expense.

Buy American Justification Form

Complete this form when purchasing a **non-domestic food** product due to the following exceptions: **availability and/or cost.**

Vendor's Name:	
Vendor Contact Information:	
Food Product Name:	
Food Product Country of Origin:	
Purchase Unit (example: case, lbs., each)	
Indicate reason below for purchase of non-domestic food item: <input type="checkbox"/> Availability – Poor market conditions exist (weather, and/or supply availability). Provide explanation: <input type="checkbox"/> Cost – Domestic food product is significantly higher in cost than non-domestic food product. Complete cost information below.	
Cost per Purchase Unit for Domestic Food Product	\$
Cost per Purchase Unit for Non-Domestic Food Product	\$
What other alternatives to using this non-domestic food products were considered?	
Explain why the non-domestic food product was used and an alternate food product was not used:	

Food Service Director Signature

Date

Code of Conduct Template for School Food Authorities

This written Code of Conduct shall govern the performance and actions of School District officers, School Board members, employees, School Food Authorities, directors, volunteers or agents who are engaged in any aspect of procurement, contracts, grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed by USDA. These regulations are found in:

- 2 CFR 200.317-326 Office of Management and Budget (OMB) Super Circular
- 7 CFR 210.21 National School Lunch Program (NSLP) Procurement
- 7 CFR 220.16 School Breakfast Program (SBP) Procurement
- 7 CFR 225.17 Summer Food Service Program (SFSP) Procurement

The [District or System name] School Food Authority seeks to conduct all procurement procedures: in compliance with stated regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, organizations may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Disciplinary actions, as outlined in local district policy [Number and title of district or system's internal policy], will be applied for violations of such standards by officers, employees, or agents of the organization.

Procurement Plan for School Food Authorities

This is a template to be used by School Food Authorities (SFAs). Please modify the template to reflect your SFA's procurement process.

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the School Meals Program. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- 1) When the annual total for food service program related items **is less than \$250,000** (small purchase threshold) per procurement event or in aggregate purchases per year this organization will follow the informal **Small Purchase Procedures**.
- 2) When the annual total for food service program related items **is greater than \$250,000** (small purchase threshold) per procurement event or in aggregate purchases per year this organization will follow the **Formal Competitive Solicitation Procedures**.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor 2 CFR 200.320(a).

- 1) Prices must be reasonable 2 CFR 200.320(a).
- 2) Purchases will be spread equitably among all qualified sources 2 CFR 200.320(a).

Small Purchase Procedures

For purchases made below the small purchase threshold, the Small Purchase Procedure will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

- 1) Contact a reasonable number of qualified vendors
- 2) Write specifications for goods and services
- 3) Document each vendor's quoted price (ex. log sheet)
- 4) Select the company that provides the lowest, most responsive, and responsible quote
- 5) Document supplier that was awarded the quote
- 6) Manage orders by confirming product and prices match quotes

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

- 1) Prepare an Invitation for Bid (IFB) or Request For Proposal (RFP) document specifically addressing the items to be procured
 - a. Include detailed specifications
 - b. Ensure price will be the selection criteria most heavily weighted.
- 2) Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time, and location in which bids will be opened.
- 3) Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsive bidders will be those whose bid/proposal conforms to all of the terms, conditions and requirements of the IFB/RFP;
 - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
- 4) Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP;
 - b. At least two weeks before program operations begin;
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21.
- 5) Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the small purchase threshold established in the sponsor's procurement policy statement is less than \$250,000, the smaller purchase threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210.

- A. **Competition:** We shall demonstrate our goods and services are procured in an openly competitive manner and competition will not be unreasonably restricted 7 CFR 210.21(c)(1) and 2 CFR Part 200.319(a)(1-7).
- B. **Comparability:** We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles 2 CFR 200.319(a)(6).

- C. **Documentation:** We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures 2 CFR 200.318(i).
- D. **Code of Conduct:** This program shall be governed by the SFA's Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program 2 CFR 200.318(c)(1).
- E. **Contract Administration:** Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified against the contract. All invoices and receipts shall be signed, dated, and maintained in the documentation file 2 CFR Part 200.318(b).
- F. **General Requirements:**
- 1) Small, minority and women's businesses enterprises and labor surplus firms are used when possible 2 CFR 200.321.
 - 2) Ensure compliance with the Buy American Provision when purchasing food 7 CFR 210.21(d).
 - 3) A cost or price analysis in connection with every procurement action in excess of the small purchase threshold including contract modifications 2 CFR 200.323(a).
 - 4) Documented Procurement Procedures and activities will be maintained 2 CFR 200.318(a).
- G. **Food Service Supervisor:**
- 1) Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 - 2) Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 - 3) Compare product specifications among all vendors/contractors. Information for informal purchases may be obtained online, in catalogs, sale flyers, newspapers, prices obtained from grocery stores, farmer's markets, etc.
 - 4) Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 - 5) Place and confirm orders with vendors or make plans to purchase the required items.
 - 6) Work with vendors on a fair and equal basis.
 - 7) Conduct an in-house procurement review once per year.

Procurement Review Log

School: _____

Purpose – to find out how the district makes purchases for the school meals program

- These are federal taxpayer dollars so there must be free and open competition
- Make sure all purchases are allowable
- Purchase items at the lowest price unless documentation on file

Who is responsible for purchasing?

Who pays the bills?

What bookkeeping system do you use?

What is the process for paying bills? Are invoices for the program filed separately? Filed by month?

Who do you buy from?

Do you compare prices? If yes, how often? weekly / monthly / quarterly / annually

Are you keeping documentation of these price comparisons?

Three types of purchases:

Micro Purchases - informal and non-competitive

- Single purchases – under \$10,000 per purchase
- Price is reasonable - do not need competitive quotes if price is reasonable
- Purchases are equitably distributed – spread the wealth
- Example – purchasing produce from local vendors, one-time purchases, emergency repairs

Small Purchases – informal but competitive

- Single purchases - >\$10,000 - <\$250,000 unless school has smaller threshold
- Prices must be obtained from multiple vendors
- Document your procedure for contacting vendors
- Can use price lists, catalogs, flyers, emails
- Document best prices – received by email, phone, visiting with salesman
- Examples – bread, milk, groceries, pest control, uniforms, equipment

Formal Purchases – formal and competitive

- Single purchases – > than \$250,000
- Go out for bid – RFP or IFB (cost only)

Allowable and Unallowable Costs

- Provide food for teacher meetings, parent teacher conferences, board meetings, etc.
- Pest control – asked to pay entire bill
- Personal gifts – birthdays, retirements, illness

Company invoices selected for review: