Kentucky
School Food Service Director's Reference Manual

Kentucky Department of Education
Division of School & Community Nutrition
500 Mero Street
Frankfort, KY 40601

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National School Lunch/Breakfast
Administrator's Reference Manual
June 2001

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Introduction

We have Child Nutrition Programs in Kentucky schools because:

- They focus on the health and education of Kentucky's children.
- Nutrition plays a major role in five of the ten leading causes of death of Americans: coronary heart disease, stroke, atherosclerosis, diabetes, and some types of cancer.
- Large percentages of Kentucky's children live in poor families, thus reducing their opportunities for healthy growth and development.
- These programs help children develop healthy eating habits.
- Adult health status is influenced by childhood health habits.
- Some of the risk factors for major chronic diseases have origins in childhood.
- It is hard to change habits as adults.
- What we eat affects how we learn.
- Under-nutrition can permanently retard mental and physical development.
- The longer a child's nutritional needs are not met, the greater the chance that child has of permanent cognitive impairment.
- Hunger children perform lower on standardized tests.
- Hunger and under-nutrition are related to tiredness and low academic performance.

Mission

The mission of the Division of School & Community Nutrition is to guarantee high quality food and nutrition programs in every Kentucky school district through educational support, resources and advocacy.

Objectives

- All students will eat nutritious, quality school meals daily to assist them in their goal of "getting to proficiency".
- All students will receive nutrition education that will teach them to make healthy choices for a lifetime.

CHAPTER 1.

Program Histories

Program Histories

In 1790, Benjamin Thompson, known as Count Rumford, began a combined program of teaching and feeding hungry, vagrant children in Munich, Germany. An American and a colorful character in his own right, he became unwelcome in New England during the Revolutionary War because of his activities and contacts with royalists. In 1785, he went to England and from there traveled to Germany, Italy, and Switzerland. While in these countries, he established large feeding programs, perhaps the most famous of which was the London soup kitchen, which fed 60,000 persons daily.

Such large operations challenged him to develop more efficient food preparation facilities and he is credited with the invention of the double boiler, kitchen range, baking oven, fireless cooker, pressure cooker, and drip coffee pot – all forerunners of the steam-jacketed kettle, compartment steamer, and commercial ovens used extensively today.

Strangely enough, the United States was to endure growing pains, beginning with sporadic food service undertaken by private societies and associations interested in child welfare. The Children's Aid Society of New York is credited with the first known program in the United States. In 1853, they began to serve meals to students attending vocational school.

In Philadelphia, the Starr Center Association began serving penny lunches in one school in 1894. Dr. Chessman A. Herrick, who was principal of the William Penn High School for Girls when it first opened in 1909, is credited with accomplishing the transfer of responsibilities for operation and support of the lunch program from charitable organizations to the Philadelphia School Board.

Early programs in Boston were inaugurated under the auspices of Women's Educational and Industrial union. According to a report of the union's activities in 1908, the organization had begun serving hot lunches in September of that year to high schools that were under the supervision of the Boston School Committee. An experimental program for elementary schools was begun in January of 1910, taking the form of mid-morning lunch prepared by the class in Home Economics three days a week. On two days of each week, sandwiches and milk were served. The children ate their meals at their desks, there being no lunchroom in the building.

The Children's Aid Society of New York initiated a program in 1853, serving meals to students attending the vocational school. Robert Hunter had estimated that there were sixty to seventy thousand school children in New York who were not capable of doing good schoolwork because of malnourishment. No significant programs in the public schools developed until 1908 when Dr. William H. Maxwell, Superintendent of Schools, made a special plea in his report to the board of education.

Elementary school lunch services began in Cleveland, Ohio, on December 6, 1909, when the Cleveland Federation of Woman's Clubs began serving breakfast to 19 children at the Eagles School. One additional school was added by 1910, and by 1915 meals were being provided for all special classes in the grade schools, except the school for the deaf. In total, about 710 children were being provided for each day.

In 1921, Chicago was said to have the most intensive school lunch system in America. At that time, all of the city's high schools and 60 elementary schools were carrying on school feeding programs as a full responsibility of the Chicago Board of Education.

Nationally, rural schools had a special problem in attempting to establish warm noonday lunches for their pupils. Almost without exception, there was no room available for setting up a kitchen and dining area.

Efforts were made beginning in the early 1900's to provide some means of warming certain foods brought from home or preparing hot food of some kind at school as a supplement to the foods brought from home.

In Wisconsin, an extensive program, known as the "pint jar method" was used in heating foods brought from home. Students were encouraged to bring such items as soups, macaroni, cocoa, etc., in a pint jar. The pint jars were set into a bucket of water on top of the room heater or stove and by lunch time such foods would be piping hot.

County home demonstration agents of the University Extension Service were extremely helpful to rural schools in devising plans for serving hot foods and Parent/Teacher Associations became increasingly concerned and active in the school lunch movement and supported activities through donations of funds and equipment.

In 1914, the Penillas County, Florida health officer, decided to experiment at the school to see what results would come of a program which would provide each child with a half-pint of milk a day.

Under these varied means of support by philanthropic organizations, school-oriented associations, school boards and individuals, the school lunch program continued to expand, gaining momentum during the decade of the 1920's. It was estimated that by 1931, there were 64,500 cafeterias in operation throughout the country in addition to perhaps 11,500 smaller units serving a single hot dish daily.

The depression years of the 1930's deepened the concern over hunger and malnourishment among school children, and many states and municipalities adopted legislation, some of them included appropriations, to enable schools to serve noonday meals to their children.

Although both state and local legislation authorized local school districts to provide meals for children through various means, it soon became evident that local governments and school district boards could not provide the funds necessary to carry the increasing load. Aid from Federal sources became inevitable.

The earliest Federal aid came from the Reconstruction Finance Corporation in 1932 and 1933, when it granted loans to several towns in southwestern Missouri to cover the cost of labor employed in preparing and serving school lunches.

Commodity Programs

The depression of the 1930's brought on widespread unemployment. Much of the production of the farm went begging for a market, surpluses of farm products continued to mount, prices of farm products declined to a point where farm income provided only a meager subsistence. Federal assistance became essential, and Congressional action was taken in 1935 to aid both agriculture and the school lunch programs. Public Law 320, passed by the 74th Congress and approved August 24, 1935, made available to the Secretary of Agriculture an amount of money equal to 30% of the gross receipts from duties collected under the customs laws during each calendar year. The sums were to be maintained in a separate fund to be used by the Secretary to encourage the domestic consumption of certain agricultural commodities (usually those in surplus supply) by diverting them from the normal channels of trade and commerce.

Needy families and school lunch programs became constructive outlets for the commodities purchased by the USDA. The distribution of commodities was made possible through the teamwork of Federal, State, and local governmental units.

Before an agency such as a school board, PTA, mothers' club, or other civic or social organization sponsoring a school lunch program could receive surplus commodities, it was required to enter into a written agreement with the State distributing agency providing substantially:

- That the commodities would be used for preparation of school lunches on the school premises.
- That the commodities would not be sold or exchanged.
- That the food purchases would not discontinue or curtail because of the receipt of surplus foods.
- That the program would not be operated for profit.
- That the children who could not pay for their meals would not be segregated or discriminated against and would not be identified to their peers.
- That proper warehousing would be provided and proper accounting would be rendered for all foods received.

At first, commodities were allotted to schools based upon the number of undernourished and underprivileged children participating in the programs. The maximum quantity of any food that any school was based upon a maximum quantity per child per month established by USDA.

WPA and NYA Assistance

Although the Reconstruction Finance Corporation, the Civil Works Administration, and the Federal Emergency Relief Administration provided some financial assistance in payment of labor employed in the school lunch programs from 1932 to 1934, it was not until the advent of the Works Progress Administration (WPA) (later changed to Work Project Administration) that a very substantial contribution from Federal sources became available in this area for program operations. This agency was created in 1935 to provide work for needy persons on public works projects.

School lunch work was assigned to the Community Service Division of WPA. Since there were unemployed, needy women in nearly every city, town, village, and rural community of the country, the preparation and serving of school lunches became a very ready area of employment to which such women could be assigned. In addition, they could be employed as bakers, clerks, typists, etc., where the size and nature of the program warranted. The work was under the direction of a WPA supervisor at the State level. The supervisor, in turn, had a supporting staff of district and local school lunch supervisors who called on the workers in the individual schools to give them needed direction and help. Menus, recipes, and manuals were developed at the State and district supervisory levels which were of inestimable value to the local cooks and assistants in the performance of their duties and did much to improve the quality of the meals served, as well as to set standards for equipment, sanitation and safety in the lunch program. With much of the labor being provided without cost to a school district, lunch prices were held to a minimum, more children participated and the natural outcome was a very rapid expansion in school food service programs throughout the nation.

In some areas, projects involving canning foods for the lunch program were undertaken during the summer months when schools were not in session, and in March, 1941, WPA school lunch programs were in operation in all states, the District of Columbia and Puerto Rico, providing help in 23, 160 schools serving an average of nearly 2 million lunches daily, and employing 64,298 persons.

The National Youth Administration (NYA) was another Federal agency that also provided assistance to the school lunch programs. This agency was founded in 1935, having as its purpose job training for unemployed youth and providing part-time work for needy students.

World War II Effects

In February 1942, the school lunch program operating under the assistance of the WPA and NYA, and receiving donated foods, reached 92,916 schools serving 6 million children daily.

The effect of World War II upon the nation's economy was making itself evident as defense industries provided work for more and more people, WPA payrolls declined sharply, and the agency's activities came to a close in the early part of 1943.

The huge supply of food required for the support of US Armed Forces and allies soon drained off farm surpluses, except for a few sporadic over-supplies of some items from time to time. Consequently, the kinds and quantities of food available for distribution to school lunch programs became comparatively negligible, dropping from the high of 454 million pounds in 1942 to 93 million pounds in 1944. Labor supplied by WPA had been completely eliminated. The effect upon the school lunch program was shown dramatically.

In 1943, the 78th Congress enacted Public Law 129, amending Section 32 of the Agricultural Act of 1943, authorizing the expenditure of Section 32 funds not in excess of $50 million for maintaining the school lunch program and school milk program during the fiscal year July 1, 1943 to June 30, 1944.

The following year, there was an improvement in legislation and a further expansion of the program. Under the provisions of Public Law 367, the 78th Congress again set aside $50 million of Section 32 funds for carrying on the school lunch program in 1944-45; and extended the authority to include childcare centers. For the first time, the legislation also provided some details as to conditions under which Federal assistance could be received:

- Cash payments could not exceed the cost of food purchased for use in the program.
- Accurate records of the cost of foods had to be maintained.
- Total payments of federal funds in any state could not exceed the total amount provided for food purchases by the school lunch sponsors, school districts, or other sources within the State, including the value of donated services and supplies.

Again, for the 1945-46 school year, the same amount was appropriated as in the previous year, but the legislation included a provision that not more than 2% of the funds allotted to any State could be used for lunch programs in childcare centers. Because of a rapid expansion of the program, Congress appropriated an additional $7.5 million in December 1945, in order to continue the payments to schools until the end of the school year. By April of 1946, the program had expanded to include 45, 119 schools serving 8.7 million children daily, representing an increase of some 11,000 schools and about 1.5 million children over the 1943-44 school year.

Legislation

National School Lunch Act – June 6, 1946

The goals of the National School Lunch Act of 1946 were to safeguard the health and well being of the nation's children and to encourage the domestic consumption of nutritious agricultural commodities and other foods.

In recognition of the substantial impact of a school lunch program on the physical development and educational process of children, the National School Lunch Act provided for:

1. Participation by all public and nonprofit private schools of high school grade or under.
2. Meals served without discrimination as to ability to pay, race, creed or national origin.
3. Nutritionally adequate lunches (to be prescribed by program regulation).
4. State matching – one dollar from the State for each dollar from the Federal government. (This matching increased progressively until 1955 when it reached three dollars in State funds for each Federal dollar.)
5. $10 million in nonfood assistance for use in schools with inadequate or no food service equipment (however, these opportunities to State have not been made under the provisions of the act since 1947 as this authority proved administratively unfeasible).

The first amendment to the School Lunch Act came in July 1952. Public Law 518 amended the Section 4 (basic program funds) apportionment formula for Puerto Rico, Guam, and the Virgin Islands. It also affected the program financing of off-shore possessions and territories.

In 1954, Congress passed Public Law 690 authorizing the Special Milk Program – a beneficial method of supporting dairy prices. The law set aside $50 million for a two-year period. Again in 1956, the Congress authorized a two-year Special Milk Program, this time in the amount of $75 million. Through the next several years, the program continued to be extended under short-term acts and for increasingly greater amounts of money.

In October of 1962, a special amendment set aside National School Lunch Week to be proclaimed by the President each year in October.

Another amendment in October 1962, established Section II funds to be set aside for special assistance to aid schools in poor economic areas in providing lunches to needy children.

Child Nutrition Act of 1966

The Child Nutrition Act of 1966, Public Law 89-642, was a major breakthrough in feeding concepts as it strengthened the existing lunch program, extended the Special Milk Program for four years, and initiated a three-year Pilot School Breakfast Program.

School Breakfast Program

The School Breakfast Program was intended to be smaller than the School Lunch Program, giving first consideration to schools drawing lunch attendance from needy areas or those whose children traveled long distances to school. It is available in all 50 states, off-shore possessions and territories.

Reimbursement for the School Breakfast Program is made on the basis of meals served and no formal State matching is required. Like the lunch programs, breakfasts are served to children regardless of their ability to pay.

CHAPTER 2.

Program Summary

Summary of Programs

The Division of School and Community Nutrition provides technical assistance, training and reimbursement to some 860 sponsors of the National School Lunch Program, School Breakfast Program, Special Milk Program, Child and Adult Care Food Program and the Summer Food Service Program for Children. Public and private schools, residential child care institutions, for-profit and non-profit child care centers, family day care homes and local government and non-profit agencies play a vital role in the physical and mental development of our most precious resource: our children. We all know that hungry children will not develop physically and they cannot learn those things they will need to know to contribute as citizens.

On the average day, some 203,100 breakfasts, 519,800 lunches, 3,600 suppers, and 44,200 snacks are served to Kentucky children! The role of the Division of School & Community Nutrition is to help sponsors provide the best, most nutritious meals to children.

Because nutrition is such a vital part of the educational process, there is a great need to ensure that Kentucky's children are provided adequate and healthy meals to ensure their continued success.

National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in more than 96,000 public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to more than 27 million children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

The U.S. Department of Agriculture, through its Food and Nutrition Service, administers the program at the Federal level. At the State level, the NSLP is usually administered by State education agencies, which operate the program through agreements with local school districts.

School Breakfast Program

Some 7.4 million children in more than 71,000 schools and institutions start their day with the School Breakfast Program, a Federal program that provides States with cash assistance for non-profit breakfast programs in schools and residential child care institutions.

Teachers have reported that their students are more alert and perform better in class if they eat breakfast. Studies support that notion. A 1998 Tufts University statement on the link between nutrition and cognitive development in children cited new findings: "Children who participated in the School Breakfast Program were shown to have significantly higher standardized achievement test scores than eligible non-participants. Children getting school breakfast also had significantly reduced absence and tardiness rates."

Two other recent studies, by the State of Minnesota and by Harvard Medical/Massachusetts General Hospital, found that students who ate school breakfast had improved math grades, reduced hyperactivity, decreased absences and tardy rates, and improved psycho-social behaviors. A 1989 study published in the American Journal of Diseases of Children found that "participation in the School Breakfast Program is associated with significant improvements in academic functioning among low-income elementary school children."

The School Breakfast Program began as a pilot project in 1966, and was made permanent in 1975. The program is administered at the Federal level by the U.S. Department of Agriculture through its Food and Nutrition Service (FNS), formerly the Food and Consumer Service (FCS). State education agencies and local school food authorities administer the program at the local level.

Recognizing the importance of a nutritious breakfast, USDA has actively promoted the School Breakfast Program, and at the same time has made a commitment to improve the nutritional quality of all school meals. Regulations now require that all school meals meet the recommendations of the Dietary Guidelines for Americans. In addition, breakfasts must provide one-fourth of the daily-recommended levels for protein, calcium, iron, Vitamin A, Vitamin C and calories.

Summer Food Service Program for Children

The Summer Food Service Program was created to ensure that children in lower-income areas could continue to receive nutritious meals during long school vacations, when they do not have access to school lunch or breakfast. But Under Secretary Watkins said that although nearly 14 million children depend on nutritious free and reduced-price meals and snacks at school for 9 months out of the year, only about 2 million receive the free meals provided by the SFSP during the summer months.

SFSP sponsors receive payments for serving healthy meals and snacks to children and teenagers, 18 years and younger, at approved sites in low-income areas. Schools, public agencies, and private nonprofit organizations may apply to sponsor the program. Your state education department can tell you where and how to apply. All sponsors receive training before starting the program to learn how to plan, operate, and monitor a successful food service program.

Child and Adult Care Food Programs

The Child and Adult Care Food Program (CACFP) is a Federal program that provides healthy meals and snacks in child and adult day care facilities. CACFP reimburses participating day care operators for their meal costs and provides them with USDA commodity food and nutrition education materials. The program generally operates in childcare centers, outside-school-hours care centers, family and group day care homes, and some adult day care centers. Day care providers in the CACFP must serve meals that meet federal guidelines, and must offer free or reduced-price meals to eligible people.

First authorized as a pilot project in 1968, the program was formerly known as the Child Care Food Program. It was made a permanent program in 1978, and the name was changed in 1989 to reflect the addition of an adult component. CACFP is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture. State agencies or FNS regional offices oversee the program at the local level.

Special Milk Program

Begun in 1955, the Special Milk Program is administered at the Federal level by the U.S. Department of Agriculture through its Food and Nutrition Service, formerly the Food and Consumer Service. The Special Milk Program (SMP) provides milk to children in schools and childcare institutions that do not participate in other Federal child nutrition meal service programs. The program reimburses schools for the milk they serve.

Schools in the National School Lunch or School Breakfast Programs may also participate in the SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs.

Helpful Names, Addresses and Telephone Numbers

The Division of School & Community Nutrition administers the National School Lunch and School Breakfast Programs in Kentucky public schools. This involves the reimbursement of federal program funds to participating school districts for meals served in schools, providing special projects and procurement assistance to promote more nutritious eating habits, conducting on-site compliance, monitoring, coordinating training and NET Projects. The Division of School & Community Nutrition is located at 500 Mero Street, Frankfort, KY 40601, (502) 573-4390, Fax (502) 573-6775.

The office consists of full-time staff that provides regulatory oversight for the USDA Child Nutrition Programs and disbursement of federal funds to school districts.

Division of School & Community Nutrition	**Phone Number (502) 573-4390**	**E-Mail Address**
Paul McElwain, Director	ext. 302	pmcelwai@kde.state.ky.us
Radona Maxey, Adm. Secretary Sr.	ext. 329	rmaxey@kde.state.ky.us
Summer Food Service Program	**Responsible for: Summer Food Service Program, Summer Food Service Management Contracts, Summer Advertisements and Community Outreach**	
Jaci Williams	ext. 313	jawillia@kde.state.ky.us
Program Support Branch	**Responsible for: Claims and Payments (schools & non-schools), Computer Related Questions, Information and Training, Nutrition Education and Training Program, Financial Management**	
Linda Dunsmore, CNP Cons.	ext. 308	ldunsmor@kde.state.ky.us
Kelley Marston, Systems Analyst II	ext. 328	kmarston@kde.state.ky.us
Anita Hardin, Educ. Fin. Analyst	ext. 311	ahardin@kde.state.ky.us
Jim Melton, Systems Analyst Chief	ext. 306	jmelton@kde.state.ky.us
Rose Souder, Admin. Spec. I	ext. 312	rsouder@kde.state.ky.us
School Nutrition Branch	**Responsible to schools for: Providing Technical Assistance, Workshops/Training, Applications/Agreements, School Food Service Certification Program, Reviews, Corrective Action, CRE Questions and Related Information**	
Steve Smith, CNP Manager	ext. 303	ssmith@kde.state.ky.us
Pam Merrick, Adm. Secretary	ext. 300	pmerrick@kde.state.ky.us
Sue Bartenfield, CNP Cons.	ext. 319	sbartenf@kde.state.ky.us
Linda Gabbard, CNP Cons.	ext. 322	lgabbard@kde.state.ky.us
Steve Justice, CNP Coord.	ext. 309	sjustice@kde.state.ky.us
Arritta Morris, CNP Cons.	ext. 320	amorris@kde.state.ky.us
Mike Smith, CNP Cons.	ext. 332	msmith@kde.state.ky.us
Barbara Kincaid, CNP Cons.	ext. 310	bkincaid@kde.state.ky.us
Community Nutrition Branch	**Responsible to Child Care Centers (for-profit and non-profit), Family Day Care Homes, and Adult Day Care Programs) for: Providing Technical Assistance, Workshops/Training Applications/Agreements, Reviews, Corrective Action, CRE Questions and Related Information**	
Denise Hagan, CNP Manager	ext. 305	dhagan@kde.state.ky.us
Kelia Beasley, Adm. Secretary	ext. 301	kbeasley@kde.state.ky.us
Susanne Ballou, CNP Consultant	ext. 317	sballou@kde.state.ky.us
Sue Carloss	ext. 304	scarloss@kde.state.ky.us
Mendy Covington	ext. 307	mcovingt@kde.state.ky.us
Becky Goad	ext. 325	bgoad@kde.state.ky.us
Norma North	ext. 324	nnorth@kde.state.ky.us
Tonya Peach	ext. 323	tpeach@kde.state.ky.us
American School Food Service Association **1600 Duke Street, 7th Floor** **Alexandria, VA 22314**	(703) 739-3900 or (800-877-8822)	
National Food Service Management Institute **PO Drawer 188** **University, Mississippi 38677-0188**	(601) 232-7658 or (800-321-3054	
Meat and Poultry Hotline **(10 a.m. – 4 p.m., Eastern Daylight Standard Time, Monday – Friday)**	(800) 535-4555	
Kentucky Department of Agriculture – Commodities	(502) 564-4387	(502) 564-7924

CHAPTER 3.

NSLP/Private/ RCCI/Special Milk Application/Agreement for NSLP and SBP

NSLP and SBP Application/Agreement

This section represents the official and required documents negotiated with participating school districts on an annual basis. The annual Application/Agreement provides specific information on each participating school for reporting purposes.

Districts are responsible for retention of the Application/Agreement per applicable federal laws, and must keep a copy of each year's Application/Agreement on file per the federal retention schedule and complete a renewal at the beginning of each school year.

The On-Line Application/Agreement contains four areas or pages that must be posted in order for the agreement to be approved:

1. **Agreement**: Signed contract between sponsor and the Kentucky Department of Education/US Department of Agriculture. It provides the basis for distribution of federal reimbursement funds to districts for meals served to students. For each school the district must indicate the grade level, type of meal service operation, students and adult meal charges, status of the Offer Versus Serve provision and the School Meal Initiative (SMI) option implemented.
2. **Application:** Each year school districts are required to complete an application listing all schools participating in the lunch/breakfast programs and receiving USDA commodity foods. The information provides the basis for distribution of federal reimbursement funds to districts for meals served to students. For each school the district must indicate the grade level, type of meal service operation, student and adult meal charges, number of cafeteria employees, status of the offer versus serve provision and the School Meal Initiative (SMI) option implemented.
3. **Collection Procedures/Severe Need Worksheet:** Provides a description of the meal count/collection procedure(s) and options used for breakfast and lunch in district schools. Any approvable meal count/collection procedure must include various components, such as a method for prepayment or charging, a medium of exchange, a point of service count, etc.
4. **Designated Officials:** Each district must designate a reviewing, hearing and verifying official. Titles rather than names of personnel could be used when making these designations. It is recommended that the hearing official hold a position at a higher administrative level than that of the reviewing official. The hearing official must be an individual who is not involved with the approval or verification process. Districts may request supporting income documentation to accompany the submitted application for free and reduced-price meal benefits; however, the failure by the applicant to provide such information does not make the application invalid. In addition, USDA has ruled that by requesting accompanying income documentation to be submitted with the application, the district is electing to verify 100 percent of the applications. This means that all applications submitted must be verified by the December 15 deadline. **Failure to complete the verification process could result in a significant reclaim of reimbursement funds.**

On-Line Reporting Security Agreement

This form is permanently located at: http://www.kde.state.ky.us/odss/nutrition/claims/securagree.htm.

Security for input programs developed by the Division of School & Community Nutrition is maintained through a user ID and password, which is distributed to one designated User per district/sponsor for the express purpose of integrating technology to facilitate participation in programs administered by the Division of School & Community Nutrition.

This Security Agreement should be completed each time there is a staff change resulting in a change in the person who requires access to any on-line reporting system (Claims, Application/Agreement, etc.) A complete, signed Security Agreement should be sent to: School and Community Nutrition, 500 Mero Street, Frankfort, KY 40601.

Questions should be addressed to Kelley Marston or Jim Melton at 502-573-4390.

*****This security request pertains to the:

_____ On-line Application/Agreement System

_____ On-line Claim or Reimbursement

_____ Both the On-line Application/Agreement and Claim for Reimbursement Systems

Designated User Name: _____

Title: _____

School District/Sponsor: _____

SFS Director/Administrator: _____

Complete Address: _____

SFS/Sponsor Phone #: _____

SFSD/Administrator E-Mail Address: _____

Your District/Sponsor 9-Digit Code Number and Diocese/Type: _____

- Users will notify the Division of School & Community Nutrition immediately of any changes affecting staff or responsibility regarding this Security Agreement. A new Security Agreement MUST be completed if there is any change in staff using the system or the school food service director/administrator.
- Users will not provide their User ID or password to any other individual.
- Users will not use any provided technology to engage in any activity that violates local, state or federal law or policy.
- Users will not originate any information that may destroy, damage, endanger or disrupt data or services. If deliberate action results in damage to network areas, user will be held financially and legally responsible for any associated costs.
- Users who suspect that their account is being used by another individual, or that there is a possibility that their logon information has been accessed by another individual, are to report said activity immediately to the Division of School & Communication for further guidance.
- Users will not attempt to gain unauthorized access to any services or network areas or use another account, password, or other files without permission.
- The User may access only records that he/she has express permission to use as set forth in the School District/Sponsor field of this Security Agreement. Under no circumstances may a User access records of other districts/sponsors.

- Attempting to log on as a Division of School & Community Nutrition system administrator without permission will result in cancellation of privileges.
- Users identified as a security risk for having a history of violating usage policies or security agreements may be denied access.
- Users and their activities on the network may be monitored without prior consent.
- Network activity relating to or in support of illegal activities may be reported to law enforcement or supervising personnel and could result in the loss of privileges and/or prosecution under applicable criminal law.
- The school food service director/administrator is responsible for all data and network usage regardless of the identity of the designated user.

I have read the security policies and understand and will comply with the guidelines set forth by the Division of School & Community Nutrition. I understand that this agreement will expire if there is a change in staff or when I leave the food service program. I further understand that any violation of this policy may result in network privileges being revoked and/or in my being subject to the penalties set forth above as well as any other additional penalties or disciplinary actions that may be enforced. Furthermore, I understand that violations that constitute criminal conduct will be referred to the appropriate law enforcement agencies, and that system administrators of the Division of School & Community Nutrition shall remain the final authority on use of the network and issuance of user accounts.

I certify that, to the best of my knowledge, the information reported will be true and correct in all aspects, and executed in full accordance with the terms of the existing agreement(s); and that records will be available to support all data; and that the school food service director/administrator is responsible for receiving and analyzing meal counts to ensure accuracy.

_____	_____
Signature of SFS Director/Administrator	**Signature of Designated User (if different from SFS Director/Administrator)**
Date: _____	**Date:** _____

If you have any questions, contact the Division of School and Community Nutrition, 500 Mero Street, Frankfort, KY 40601. Phone: (502) 573-4390. Fax: (502) 573-6775. E-mail: kmarston@kde.state.ky.us.

NSLP and SBP Application/Agreement
On-Line Reporting Instructions

You can access QuickStart Navigation Tips at http://www.kde.state.ky.us/odss/nutrition/apagree/apquick.htm

If you have not signed a Security Agreement, or if you are a new school food service director, please download a Security Agreement from http://www.kde.state.ky.us/odss/nutrition/claims/securagree.htm and mail to Division of School & Community Nutrition, 500 Mero Street, Frankfort, KY 40601 or fax to (502) 573-6775.

Beginning with the 1999-2000 school year, all public school districts in Kentucky will file their annual Application/Agreement to administer the National School Lunch, School Breakfast and Special Milk Programs using a web-based Application and Agreement Maintenance System. Diocese, private and Residential Child Care Institutions will begin filing with the 2000-2001 school year.

Once submitted, this Agreement/Application is permanent and should only be altered if program or personnel changes are made within the district. To ensure that the system can be used as designed, you should be aware of the following:

General

1. You can access the Application and Agreement Maintenance System 24 hours a day, 7 days a week, from the School & Community Nutrition On-line Reporting web site: http://www.kde.state.ky.us/odss/nutrition/reporting.asp.
2. Your computer's display resolution should be set to 800 x 600 for best viewing. (In your computer's Control Panels, double-click Display, and then click the Settings tab. Change the settings to 800 x 600 and close or contact your district's technology coordinator or the Division of School & Community Nutrition for assistance.)
3. You should be accessing the Internet with the most recent version of the Netscape or Internet Explorer browser. If you need help downloading or installing the browser, contact your district technology coordinator.
4. Login must be entered correctly or you will receive a failed entry notice. If you have problems logging onto or using the Application and Agreement Maintenance System, refer to the Technical Assistance instructions below.
5. You must click the Post Changes button on every page that you enter information into or make editing changes to in order for the system to save the changes. If you don't click the Post Changes button on each page, your changes will not be saved.
6. If you want a printed copy of the Application/Agreement, you must print each page separately using the Print button in your browser. You can print the screens at any time (when you are entering information or just viewing the system).
7. You must use your mouse to click on buttons in the Application and Agreement Maintenance System. While some applications and browsers support using the Enter button on your keyboard to click posting or submitting information, the Application and Agreement Maintenance System does not support this function and you will be required to actually click on the buttons.

Technical Assistance

1. If you have problems with hardware, software or logging onto the Internet, or if you experience server problems or error messages, restart your computer and try connecting again. If you cannot log on, the School & Community Nutrition server may be down temporarily. You can try to log on directly by going to http://kyeascn1.state.ky.us/agreement. If you still cannot log on within the hour, you may need to contact your district technology coordinator or the Division of School & Community Nutrition.
2. If you continue to receive failed entry screens or have technical questions about the Application and Agreement Maintenance System, you can receive assistance by e-mailing Kelley Marston or Jim Melton at kmarston@kde.state.ky.us or jmelton@kde.state.ky.us, respectively, or by phone at (502) 573-4390.
3. If you have questions or concerns regarding program regulations, calculations or specific program information, you can receive assistance by e-mailing Steve Smith at ssmith@kde.state.ky.us or phone at (502) 573-4390.

Log-in Procedures

Your Site ID is your 9-digit code number + 0A (i.e., 9999999990A, 9999999996C, 9999999990B, etc).
Your User Name is your first initial + last name (i.e., kmarston).
Your Password is password.

Before you can sign on to the Application and Agreement Maintenance System, you must be connected to the Internet and your browser (Netscape or Internet Explorer) must be open. The Application and Agreement Maintenance System can be accessed through the School & Community Nutrition On-line Reporting web site located at the following URL:
http://www.kde.state.ky.us/odss/nutrition/reporting.asp

1. Type the URL referenced above into your browser and press the Enter button on your keyboard.
2. From the On-line Reporting menu, click Application/ Agreement to enter the Log-in area.
3. Click inside the Site ID text entry area and type your Site ID code. Your Site ID code is your 9-digit code number followed by your Diocese and Type.
4. Press the Tab button to move to the User Name field and type in your User Name. Your User Name is your first initial, last name (e.g., pmcelwain). User Name cannot be longer than 10 characters. If your last name is more than 9 characters, use your first initial and the first 9 characters of your last name.
5. Press the Tab button to move to the Password field and type password.
6. When your Login information is correct, click the Submit button.
7. Click Continue on the Warning screen to enter the Application and Agreement Maintenance System Main Menu. (If you receive a Security Information box, make sure that the Show This Alert Next Time box is UNCHECKED and click Continue to enter the Main Menu.)

Agreement

You must complete and post the Agreement before any other data will be accepted.

1. From the Main Menu, click the A. button to advance to the National School Lunch/School Breakfast Agreement.
2. In the ‘Check All Applicable Programs’ box, click to check each box corresponding to programs you plan to administer (NOTE: The system presently supports NSLP, SBP, and Special Milk portions of the Agreement/Application. Applications/Agreements for other Child Nutrition Programs should be completed through the usual procedures until further notice.)
3. When you reach the bottom of the page, you must choose to recover or not recover indirect cost by clicking the radio button next to the appropriate choice.
4. Click inside the Signature text entry area and type your User Name (SFS director's first initial, last name).
5. Using the Tab button on your keyboard to advance through the fields, entering your title and today's date.
6. If you want a printed copy of the Application/Agreement for your records, each page (Agreement, Application, Collection Procedures, Designated Officials), must be printed separately using your browser's print button or by selecting File, then Print from your browser's menu.
7. Click the Post Changes button to submit your Agreement information. You will receive a confirmation screen noting that the changes have been submitted.
8. On the confirmation screen, click the Item 1: Application button to continue.

Item 1: Application

NOTE: On pages that require posting of prices, you must enter numeric fields as 1.00, .40, .15, etc., in order for your data to be posted correctly. You should recheck pages after posting data to ensure that the changes were made correctly.

On the Application page, complete the following areas:

1. Click your mouse in the first text area and enter the Name of the School Food Authority just as it appears in the first paragraph of the Agreement page in bold.
2. Press the Tab button on your keyboard to advance to the next field and enter the User Name of the School Food Service Director (first initial, last name).
3. Tab and enter the 10-digit phone number of the School Food Service Director.
4. Tab and enter the e-mail address of the School Food Service Director.
5. If you are a RCCI, check one of the boxes to indicate how you are claiming meals.

6. Click to place a check mark next to the listed programs your district administers, and enter the Maximum Reduced Price for each program. NOTE: If your district administers the Special Milk Program, check the type of program (Split Session Kindergarten, Full-Price and Free Milk or Full-Price Milk Only) and enter the Paid Price and Bid Price and how many schools participate in the Special Milk Program.
7. Click on the arrow in the pull-down menu and click on your Menu Planning Option to select it.
8. Click to place a check mark in the box if your district uses direct certification to determine eligibility.
9. Click to place a check mark next to your district's Method of Meal Preparation. (If you contract with a food management company, you must send a copy of your contract to the Division of School & Community Nutrition).
10. If you are an RCCI, complete question G by typing in the procedure used to count supper meals, snacks, staff meals and other non-reimbursable meals. (Be as brief as possible.)
11. You may want to print a copy of this page using the print functions of your browser.
12. Click Post Changes. You will receive a confirmation screen noting that the changes have been submitted.

Item 2: Collection Procedures

The first time the Application and Agreement Maintenance System is used, you must add and complete the appropriate information for each school's collection procedure(s).

Access the Collection Procedure area by clicking Item 2: Collection Procedures from a confirmation screen or from the top of the Agreement menu.

To add a school's Collection Procedures:

1. From the Item 2: Collection Procedures page, click on the Add School Collection Procedure button.
2. Select a school to add from the pull-down list. (If a school does not appear in the pull-down list, proceed to the Site Maintenance instructions and complete Add School instructions there first. Then return to the Collection Procedures area. The school should now appear in the pull-down menu.)

Lunch

1. If school is serving lunch, click to place a check mark in the square checkbox next to Lunch.
2. If the school is using Offer vs. Serve for lunch, click to place a check mark in the checkbox in the Offer vs. Serve under Lunch.
3. Using the pull-down menu, click to select a Collection Method for this school. (If 07 Other is checked, you must provide a BRIEF description in the Other text entry area.)
4. Click the mouse and/or use the Tab button on your keyboard to enter the Maximum Paid Student Price, Maximum Paid Adult Price and Maximum Reduced Price for lunch.

Breakfast

1. If school is serving breakfast, click to place a check mark in the square checkbox next to Breakfast.
2. If the school is using Offer vs. Serve for breakfast, click to place a check mark in the checkbox in the Offer vs. Serve checkbox under Breakfast.
3. Using the pull-down menu, click to select a Collection Method for this school. (If 07 Other is checked, you must provide a description in the Other text entry area.
4. Click the mouse or use the Tab button on your keyboard to enter the Maximum Paid Student Price, Maximum Paid Adult Price and Maximum Reduced Price for breakfast.

Severe Need

If you participate in Severe Need, click the checkbox next to Severe Need. (When you Post Changes to an Add or Edit Collection Procedure page, you will be prompted to complete the Severe Need Worksheet on-line for each school eligible for Severe Need reimbursement.).

If, in the future, you should Edit the Collection Procedure and deselect the Severe Need checkbox, you must click the Severe Need Worksheet button at the bottom of the Edit page and enter zeros in all fields or your changes may not appear on the Collection Procedure page.

After-School Snacks

If you serve after-school snacks place a check mark in the box.

Income Eligible After-School Snacks

1. If the school is Income Eligible, click to place a check mark in the box.
2. Using the pull-down menu, select a Collection Procedure. (If 07 Other is checked, please provide a description in the Other text entry area. If you check Income Eligible, you may not choose 08 Area Eligible from the Collection Method pull-down menu.
3. Using the Tab button on your keyboard, enter the Maximum Paid Student Price, Maximum Paid Adult Price and Maximum Reduced Price.

Area Eligible After-School Snacks

1. If the school is Area Eligible, click to place a check mark the Area Eligible check box.
2. Using the pull-down menu, select Collection Method 08 from the pull-down menu.
3. Enter the procedure for acquiring an accurate head count in the Other text entry area.

When your information is correct, click Post Changes. You will receive a confirmation screen verifying that the changes have been submitted. NOTE: Once you add a school's collection procedure, you must go to the Edit page (by clicking on the 9-digit code number button on the Collection Procedure page) to make changes.

Severe Need Worksheet

If you have selected Severe Need on the Add School Collection Procedure or Edit School Information pages, you must complete the Severe Need Worksheet for each school to verify eligibility for Severe Need reimbursement.

1. Access the Severe Need Worksheet from a confirmation screen following Add or Edit functions or from the bottom of the Collection Procedures Edit page (reached by clicking the 9-digit code number buttons on the Collection Procedures page).
2. Complete Free, Reduced and Paid data using the Tab button to move through the fields. (Totals are automatically calculated in the bottom row and far right columns; however, once you leave the Severe Need Worksheet, the totals disappear to prepare for a new calculation. Whenever you want to see the totals, just click the Calculate button at the bottom of the Severe Need Worksheet and your recalculations will appear).
3. You may want to print a copy of this page using the print functions of your browser.
4. When the information is correct, click Post Changes. This will enter your data and return you to the Collection Procedures page. Add School Collection Procedures until all schools and their correct information appear on the Collection Procedure page.

To edit information on a School's Collection Procedure:

1. From the Item 2: Collection Procedures page, scroll down to locate the school you want to edit in the list and click on its School Number button (9-digit code number) to enter the Edit School Information page. (Refer to the Instructions for Adding a School for specific instructions on text entry.)
2. When the information is complete, click Post Changes. You will get a confirmation screen verifying that the changes have been submitted.
3. Return to the Collection Procedures page to verify that your information posted correctly.

To delete a school's Collection Procedure:

1. From the Collection Procedures page, locate the school on the list and click on its School Number button (9-digit code number) to enter the Edit School Information area.
2. Click the Delete button at the bottom. A confirmation screen appears to verify that the school has been deleted.
3. Click Return.

When collection procedures for all schools are complete and correct, return to the main Collection Procedure page to view your changes. Verify that all information posted correctly. If you want to print a copy, you can use the print functions of your browser.

Item 3: Designated Officials

1. Click Item 3: Designated Officials from a confirmation screen or from the top of the Agreement to advance to the Titles of Designated Officials area.

2. Using the Tab key, enter the names of the Reviewing Official, Hearing Official and Verification Official and their respective phone numbers.
3. Use the pull-down menu to choose your district's Sampling Method (Focused or Random).
4. You may want to print a copy of this page using the print functions of your browser.
5. When the information is complete, click Post Changes.
6. On the confirmation page, click Return to Main Menu.

Exiting the System

When you are satisfied that your information is complete and correct, you may click Return to Main Menu and click on the Exit to KDE On-Line Reporting Page button. This will move you out of the Application and Agreement Maintenance System and back into the Division of School & Community Nutrition's web site.

Approval

When your Application/Agreement is complete and changes to all pages have been posted, you must send an e-mail message to ssmith@kde.state.ky.us. In the subject line, type Your District's Name Application/Agreement Complete.

If you make changes to the system later, you must send an e-mail message to ssmith@kde.state.ky.us. In the subject line, type Your District's Name, Application/Agreement Changes, AND describe the changes in the body of the message. **You will receive an approval e-mail when staff have approved your Application/Agreement.** You should print a final copy for your files with approval signatures upon receipt of the approval e-mail.

Maintain Schools **(Adding/Editing/Deleting School Identification Information)**

School code numbers and addresses are pre-loaded into the database. If your district establishes a new school or one of your schools does not appear in the Collection Procedure Add or Edit page pull-down menus, you should add the school to the database.

To add a NEW school:

1. From the Main Menu, click on the E. Maintain Schools button to enter the Site Maintenance area.
2. Click Add School.
3. Enter the three-digit School ID (assigned by the Kentucky Department of Education when the school is established).
4. Use the pull-down menu to choose your Diocese type (public schools are 0A).
5. Click in the text entry areas and/or use the Tab button, to enter the name of the school, address, city, state and zip code.
6. When the information is correct, click Post New School Information. A confirmation screen appears noting that the school has been added to the database.
7. Click Return to Site Maintenance. Your new school should now appear in the Collection Procedures Edit and Add pages pull-down menus.

To edit information on a school from the Site Maintenance screen:

1. From the Main Menu, click on the E. Maintain Schools button to enter the Site Maintenance area.
2. Locate the school in the list and click on its code number button in the School column to enter the Edit Site area.
3. Edit the information by highlighting the text areas and typing the new information.
4. When the information is correct, click the Post New School Information button. You will receive a confirmation screen verifying that the information has been updated.
5. Click Return to Site Maintenance.

To delete a school from the Site Maintenance screen:

1. From the Main Menu, click on the E. Maintain Schools button to enter the Site Maintenance area.
2. Locate the school in the list and click on its code number button in the School column to enter the Edit Site area.
3. Click the Delete School button located at the bottom of the form. A confirmation screen will appear verifying that the school has been deleted.
4. Click Return to Site Maintenance.

CHAPTER 4.

SUMMER
Application/Agreement

SUMMER Application/Agreement

This section represents the official and required documents negotiated with participating school districts/sponsors on an annual basis. The annual Application/Agreement provides specific information on each participating sponsor/site for reporting purposes.

Districts/sponsors are responsible for retention of the Application/Agreement per applicable federal laws, and must keep a copy of each year's Application/Agreement on file per the federal retention schedule and complete a renewal at the beginning of each school year.

The On-Line Application/Agreement contains four areas or pages that must be posted in order for the agreement to be approved:

1. **Permanent Agreement**: Signed contract between sponsor and the Kentucky Department of Education/US Department of Agriculture. It provides the basis for distribution of federal reimbursement funds to districts for meals served to students.
2. **Site Sheet:** Where specific site information is collected including feeding times and serving preferences, enrollment numbers, etc.
3. **Application/Management Plan:** Where information is collected about the sponsor, including designated officials, student estimates, budget information, etc.

On-Line Reporting Security Agreement

This form is permanently located at: http://www.kde.state.ky.us/odss/nutrition/claims/securagree.htm.

Security for input programs developed by the Division of School & Community Nutrition is maintained through a user ID and password, which is distributed to one designated User per district/sponsor for the express purpose of integrating technology to facilitate participation in programs administered by the Division of School & Community Nutrition.

This Security Agreement should be completed each time there is a staff change resulting in a change in the person who requires access to any on-line reporting system (Claims, Application/Agreement, etc.) A complete, signed Security Agreement should be sent to: School and Community Nutrition, 500 Mero Street, Frankfort, KY 40601.

Questions should be addressed to Kelley Marston or Jim Melton at 502-573-4390.

*****This security request pertains to the:

_____ On-line Application/Agreement System
_____ On-line Claim or Reimbursement
_____ Both the On-line Application/Agreement and Claim for Reimbursement Systems

Designated User Name: _____

Title: _____

School District/Sponsor: _____

SFS Director/Administrator: _____

Complete Address: _____

SFS/Sponsor Phone #: _____

SFSD/Administrator E-Mail Address: _____

Your District/Sponsor 9-Digit Code Number and Diocese/Type: _____

- Users will notify the Division of School & Community Nutrition immediately of any changes affecting staff or responsibility regarding this Security Agreement. A new Security Agreement MUST be completed if there is any change in staff using the system or the school food service director/administrator.
- Users will not provide their User ID or password to any other individual.
- Users will not use any provided technology to engage in any activity that violates local, state or federal law or policy.
- Users will not originate any information that may destroy, damage, endanger or disrupt data or services. If deliberate action results in damage to network areas, user will be held financially and legally responsible for any associated costs.
- Users who suspect that their account is being used by another individual, or that there is a possibility that their logon information has been accessed by another individual, are to report said activity immediately to the Division of School & Communication for further guidance.
- Users will not attempt to gain unauthorized access to any services or network areas or use another account, password, or other files without permission.
- The User may access only records that he/she has express permission to use as set forth in the School District/Sponsor field of this Security Agreement. Under no circumstances may a User access records of other districts/sponsors.

- Attempting to log on as a Division of School & Community Nutrition system administrator without permission will result in cancellation of privileges.
- Users identified as a security risk for having a history of violating usage policies or security agreements may be denied access.
- Users and their activities on the network may be monitored without prior consent.
- Network activity relating to or in support of illegal activities may be reported to law enforcement or supervising personnel and could result in the loss of privileges and/or prosecution under applicable criminal law.
- The school food service director/administrator is responsible for all data and network usage regardless of the identity of the designated user.

I have read the security policies and understand and will comply with the guidelines set forth by the Division of School & Community Nutrition. I understand that this agreement will expire if there is a change in staff or when I leave the food service program. I further understand that any violation of this policy may result in network privileges being revoked and/or in my being subject to the penalties set forth above as well as any other additional penalties or disciplinary actions that may be enforced. Furthermore, I understand that violations which constitute criminal conduct will be referred to the appropriate law enforcement agencies, and that system administrators of the Division of School & Community Nutrition shall remain the final authority on use of the network and issuance of user accounts.

I certify that, to the best of my knowledge, the information reported will be true and correct in all aspects, and executed in full accordance with the terms of the existing agreement(s); and that records will be available to support all data; and that the school food service director/administrator is responsible for receiving and analyzing meal counts to ensure accuracy.

_____	_____
Signature of SFS Director/Administrator	**Signature of Designated User (if different from SFS Director/Administrator)**
Date: _____	**Date:** _____

If you have any questions, contact the Division of School and Community Nutrition, 500 Mero Street, Frankfort, KY 40601. Phone: (502) 573-4390. Fax: (502) 573-6775. E-mail: kmarston@kde.state.ky.us.

SUMMER Application and Agreement On-Line Reporting Instructions

You can access QuickStart Navigation Tips at
http://www.kde.state.ky.us/odss/nutrition/apagree/sumapquick.htm

If you have not signed a Security Agreement, or if you are a new school food service director, please download and complete a Security Agreement from http://www.kde.state.ky.us/odss/nutrition/claims/securagree.htm and mail to Division of School & Community Nutrition, 500 Mero Street, Frankfort, KY 40601 or fax to (502) 573-6775. Once submitted, this Agreement/Application is permanent and should only be altered if program or personnel changes are made within the district. To ensure that the system can be used as designed, you should be aware of the following:

1. You can access the Application and Agreement Maintenance System 24 hours a day, 7 days a week, from the School & Community Nutrition On-line Reporting web site at:
   http://www.kde.state.ky.us/odss/nutrition/reporting.asp.
2. Your computer's display resolution should be set to 800 x 600 for best viewing. (In your computer's Control Panels, double-click Display, then click the Settings tab. Change the settings to 800 x 600 and press the Enter key.
3. You should be accessing the Internet with the most recent version of the Netscape browser.
4. Your log-in must be entered correctly or you will receive a failed entry notice. If you have problems logging onto or using the Application and Agreement Maintenance System, refer to the Technical Assistance instructions included in this manual.
5. You must click the Post Changes button on every page. If you don't click the Post Changes button on each page, your changes will not be saved.
6. If you want a printed copy of the Application/Agreement, you must print each page separately using the Print button in your browser. Make sure you print only AFTER POSTING the page or you will not see the computer-calculated field.
7. Some fields are limited. Keep your answers and descriptions short or you will receive a posting error and have to reenter each field on that page.
8. After completion, an e-mail must be sent to jawillia@kde.state.ky.us to request approval (see instructions for e-mail contents). You will receive a confirmation e-mail notifying you to print a final copy, which will contain all approval signatures.

Technical Assistance

1. If you have problems with hardware, software or logging onto the Internet, or if you experience server problems or error messages, restart your computer and try connecting again. If you cannot log-on, the School & Community Nutrition server may be down temporarily. You can try to log-on directly by going to http://kyeascn1.state.ky.us/agreement. If you still cannot log-on within 24 hours, you may need to contact your district technology coordinator or the Division of School & Community Nutrition.
2. If you continue to receive failed entry screens or have technical questions about the Application and Agreement Maintenance System, you can receive assistance by contacting Kelley Hammond or Jim Melton at kmarston@kde.state.ky.us or jmelton@kde.state.ky.us respectively, or by phone at (502) 573-4390.
3. If you have questions or concerns regarding program regulations, calculations or specific program information, you can receive assistance by e-mailing Jaci Williams at jawillia@kde.state.ky.us or phone at (502) 573-4390.

Login Procedures

Your Site ID is your 9-digit code number + SU (i.e., 999999999SU).
Your User Name is the first initial + last name of the school food service director (i.e., kmarston).
Your Password is the word summer.

Before you can sign on to the Application and Agreement Maintenance System, you must be connected to the Internet and your browser (Netscape or Internet Explorer) must be open. The Application and Agreement Maintenance System can be accessed through the School & Community Nutrition On-line Reporting web site located at the following URL: http://www.kde.state.ky.us/odss/nutrition/reporting.asp

1. Type the URL referenced above into your browser and press the Enter button on your keyboard.
2. From the On-line Reporting menu, click Application/Agreement to enter the Log-in area.

3. Click inside the Site ID text entry area and type your Site ID code. Your Site ID code is your 9-digit code number followed by your Diocese and Type (i.e., 999999999SU).
4. Press the Tab button to move to the User Name field and type your User Name. Your User Name is the first initial, last name of the school food service director (e.g., kmarston). User Name cannot be longer than 10 characters. If your last name is more than 9 characters, use your first initial and the first 9 characters of your last name, unless otherwise instructed.
5. Press the Tab button to move to the Password field and type the word summer.
6. When your Log-in information is correct, click the Submit button.
7. Click Continue on the Warning screen to enter the Application and Agreement Maintenance System Main Menu. (If you receive a Security Information box, make sure that the Show This Alert Next Time box is UNCHECKED and click Continue to enter the Main Menu.)

Permanent Agreement

When you've made it through the Warning screen, you will enter the Main Menu. You will only have access to approved Summer Programs when logged in with the Summer Site ID, User Name and Password.

1. From the Main Menu, click the D. button to advance to the Summer Menu.
2. From the Summer Menu, click the A. button to advance to the Permanent Agreement.
3. Read the Permanent Agreement, using the scroll bar on the left side of your screen to advance through the page. Near the bottom of the page, you will come to a section titled Policy Statement, which contains the first entry field (note that the Service Institution field is filled in for you.)
4. Place checkmarks in the boxes next to the type of Summer meals you plan to claim for reimbursement.
5. Complete the statement, "This Agreement shall be effective with respect to meals served during the period commencing on _____, and ending on _____." Enter two appropriate dates for these fields as to when your first program begins and your last program ends. WARNING: ALL DATE FIELDS MUST BE ENTERED IN THE FOLLOWING FORMAT: 01/01/2000. If dates are not formatted in this manner, you will receive a posting error and will have to re-enter all fields on that page.
6. Enter your Agreement Number (same as your Site ID; i.e., 999999999SU).
7. Read the "I HEREBY CERTIFY..." statement.
8. Click inside the Sponsoring Agency Signature text entry area and type your User Name (school food service director's first initial, last name).
9. Using the Tab button on your keyboard, advance through the fields, entering your title and today's date beneath your Signature. DO NOT ENTER ANY INFORMATION IN THE THREE FIELDS RESERVED FOR KENTUCKY DEPARTMENT OF EDUCATION. These are approval fields for State Agency staff.
10. Click the Post Changes button to submit your Agreement information. You will receive a confirmation screen noting that the Agreement has been added. If an error occurs, click the Back button in your browser and recheck your information. Post Changes again. If error cannot be corrected, contact Kelley Marston or Jim Melton.
11. From the confirmation screen, click the Application/Management Plan button to continue.

Application/Management Plan

IMPORTANT INFORMATION: If the database shows no posting for 10 minutes, it will return you to the log-on screen. To keep this from happening when you are filling out long pages, enter a couple of items, go to the bottom of the page and post the changes, then return to the page and enter a few more items and post them. By posting a few items at a time, it is less likely that you will lose information that you are trying to post.

NOTE: On pages that require posting of prices, you must enter numeric fields as 1.00, .40, .15, etc., in order for your data to be posted correctly. You should recheck pages both before and after posting data to ensure that the changes are made correctly. Remember to keep your answers and descriptions as short as possible or you will get an error message after posting and you will have to re-enter all information on the page!!!

The Agreement Number and Sponsor Name have been completed for you.

On the Application/Management Plan page, click your mouse inside the Federal ID Number text area and type your FEID #. You will use the Tab key or your mouse as appropriate to complete the following information:

1. Click the mouse in the Address area and fill in the mailing address for the sponsor. Using the Tab key or mouse, enter the City, State, Zip Code, Phone number and County location of the sponsor.
2. Enter the Administrator's Name (authorized to sign Agreement), and the Administrator's Title.

3. Click to place a checkmark in the box beside the Type of Sponsor.
4. Click to place a checkmark in the box if the sponsor IS a private institution. If this box is checked, the sponsor must submit the 501(C)(3) IRS Letter to the State Agency.
5. Enter the Total Number of Sites participating in the Summer Food Service Program.
6. Under items 5B and 5C., enter the date the first summer site opens and the date the last summer sites closes. **WARNING**: Dates must be written in the format 01/01/2000. Under item 5D., enter the Total Days of Operation (include total days open for all months).
7. Enter the Estimated Number of Children to be Served Daily.
8. Enter the Estimated Percentage of Attending Children from Low Income Families. DO NOT put a % sign in the box.
9. Click to place a checkmark in the box that best describes the Method by Which Meals Will be Provided. If 8B. is checked, enter the Reason and School affected. If 8E. is checked, explain BRIEFLY.
10. Enter all appropriate budget information. NOTE: The Total fields will be filled in by the system AFTER POSTING. DO NOT COMPLETE THE CONSULTANT INITIALS OR THE FOR STATE AGENCY USE ONLY AREA. These fields will be completed by State Agency staff during the approval process.
11. Enter dates and personnel responsible for conducting training sessions.
12. Select Yes if the sponsor will directly operate the program and have full financial and administrative responsibility for conducting the food service operation; otherwise, select No.
13. Select Yes if the service institution provides on-going, year-round service to the community that would be served by the Summer Food Service Program; otherwise, click No. Enter a description/explanation in the box provided.
14. Enter the appropriate responsible or authorized representatives for A.-D AND THEIR TITLES!
15. Enter personnel/management information. DO NOT list persons who prepare, serve and transfer food. If you need to list more than 5, you will have to enter the first five, finish the page, post it, and then re-enter the page where you will find an empty entry area has been added. Remember to enter the # in Position, # Hours Per Day, Salary Per Hr, Source of Salary, and Specific Food Service Duties for each Title.
16. Enter your schedule for monitoring food service operations at sites. Remember to make your answer BRIEF.
17. Enter time limits for correcting deficiencies and the method of follow-up to ensure deficiencies have been corrected. Remember to make your answer BRIEF.
18. In each area, enter the estimated number of the racial/ethnic makeup of the area to be served. Remember that this should be an actual number -- NOT A PERCENTAGE. Also enter how the estimate was derived in the text area provided. Remember to make your answer BRIEF.
19. Enter a BRIEF description of the procedure for handling civil rights complaints.
20. Read the statement that begins "I certify that the information on this application...".
21. In the Sponsor Initials area, enter the initials of the school food service director (first two letters of the User Name). DO NOT complete the For State Use Only area. This will be completed by State Agency staff during the approval process.
22. Check all information carefully to ensure that it is accurate, then click Post Changes. You will receive a confirmation screen noting that the Application has been added. Posting errors can be caused by inaccurate fields (i.e., dates not written in the correct format, descriptions too long, etc.) If a posting error occurs, use the Back button in your browser to recheck the information and try re-posting.

Site Sheets

The first time the Application and Agreement Maintenance System is used, you must add and complete the appropriate information for each school/site. Site sheets are added to the system ONLY ONCE. They remain until the next school year and are edited individually using their Edit (code number button).

Access the Summer Site Summary page by clicking the Site Sheet button.

To Add a New Summer Site Sheet:

1. From the Summer Site Summary page, click on the Add New Summer Site button.
2. Select a school/site from the pull-down list and enter required information as detailed below. NOTE: If a site does not appear in the pull-down list, proceed to the Main Menu and use the Maintain School button to add the site to the system. WARNING: If you add a site to the system through the Maintain School button, you MUST CONTACT THE STATE AGENCY. There is a code field that must be entered by State Agency staff before your school will appear in the Site Sheet pull-down menu.
3. After the State Agency has entered the extra code, you may return to the Summer Site Summary area and click the Add New Summer Site. The school should now appear in the pull-down menu ready to Add to the Site Sheet.

Site Information

The school/site you wish to work with should appear in the pull-down menu and you will notice that once again, the Sponsor Name has been completed for you.

1. Enter the Site Name, Site Address, Site City, Site County, Site State, Site Zip Code, and Site Phone # in the appropriate text areas.
2. Click to place a checkmark in the box that best describes the type of the site. If Other is selected, enter a BRIEF description in the Specify box.
3. Enter times of meal service (beginning and ending) for the appropriate service designation for this specific site.
4. Click to place a checkmark in the box that best describes the Method by which meals will be provided. If Combination of the above is selected, use the Explain box to enter a BRIEF explanation.
5. Enter a BRIEF description of arrangements for food service in bad weather.
6. Enter a BRIEF description of the geographic area to be served by the site.
7. Enter the Beginning Date and Ending Date of the Summer Food Service Program at this specific site and in the boxes that contain month titles, enter the number of operating days in each month.
8. Enter the Estimated number of children to be served daily and how the figure was derived in the appropriate boxes.
9. Enter the percentage of children from areas of poor economic conditions and click to place a checkmark in the appropriate checkbox identifying which documentation process is used to determine areas of poor economic conditions. Contact State Agency if specified areas are checked.
10. If the site is a school cafeteria, skip this question and continue to item 11. Otherwise, select the Yes or No button as appropriate to indicate if the site has been visited by the sponsor prior to the beginning of Program operation. If Yes is checked, give date visit was conducted. Be sure to write the date in the correct format (i.e., 01/01/2000).
11. Enter all personnel working at the site (include ONLY time spent on food service). Do not list persons who prepare, serve and transfer food. For each title, remember to complete # in Position, # Hours Per Day, Salary Per Hr, Source Salary, and Specific Food Service Duties. If more spaces are needed, complete the entire page and post it, then return and there will be a blank line for another entry.
12. BRIEFLY describe the area including the feeding capacity and the system for serving meals to children.
13. BRIEFLY describe the channel of communications between the Site Supervisor and the Sponsor.
14. BRIEFLY describe the facilities and arrangements for serving meals that are delivered in bulk and served at the site.
15. BRIEFLY describe food holding and storage facilities, including arrangements for returning excess meals to vendor or storing them until served.
16. Read the statement that begins, "I certify that this site has been visited and that the information...".
17. In the sponsor area, enter the initials of the school food service director (first two letters of the User Name).
18. Click Post Changes. You will receive a confirmation screen noting that the changes have been added. If you receive a posting error, click the Back button in your browser to recheck the information and try re-posting. DO NOT complete the For State Use Only area. This will be completed by State Agency staff during the approval process.
19. WARNING: You can only add a site to the Site Summary once. If you receive an error stating that the school already exists, see instructions for Editing Site Information.

To Edit Site Information:

1. From the Summer Site Summary page, scroll down to locate the site you want to edit in the list and click on its Edit (9-digit code number) button to enter the Edit Site sheet.
2. Correct information and click Post Changes. You will get a confirmation screen verifying that the changes have been added. If you get a posting error, click the Back button in your browser, recheck your information and try posting again.

To delete a site's Site Information sheet:

Warning: Deletions are irretrievable!

1. From the Summer Site Summary page, scroll down to locate the school on the list and click on its Edit button (9-digit code number) to enter the Edit Site sheet for that school/site.
2. Scroll to the bottom of the Edit Site sheet and click the Delete button. A confirmation screen appears to verify that the school has been deleted.

3. When Site Information sheets for all schools are complete and correct, return to the Summer Site Summary page to view your changes.

Printing

All posting should be completed before printing can occur. If you print without posting a page, totals will not appear and certain information may not print correctly. Pages must be printed individually. Navigate through the system to each page, using the Edit button to enter individual Site Information sheets, and on each page, click the print button on your browser. Printer quality varies.

State Agency Approval

WARNING: Application and Agreement will NOT be approved until the following required documentation has been submitted to the State Agency:

- Food Contract (if applicable)
- Training List
- Notification of Participation to Health Department
- Media/News Release
- 501(C)(3) IRS Letter (private/nonprofits only if applicable)

Forward documentation to School & Community Nutrition, Summer Food Service Program, 500 Mero Street, Frankfort, KY 40601

When your Application/Agreement is complete and changes to all pages have been posted, send an e-mail message to jawillia@kde.state.ky.us. In the e-mail, type Your District's Name and Site ID, a statement that the Application/Agreement is ready for approval, AND a phone number where you can be reached.

If you make changes to the system later, you must send an e-mail message to jawillia@kde.state.ky.us. Include your District's Name and Site ID, a statement that the Application/Agreement has been changed, AND a phone number where you can be reached. ALSO DESCRIBE the changes that have been made.

You will receive an approval by e-mail when State Agency staff have approved your Application/Agreement.

Exiting the System

When you are satisfied that your information is complete and correct and you have printed a copy for your files, return to the Summer Menu and click on the button titled Return to Main Menu. At the Main Menu, click on the Exit to KDE On-Line Reporting Page button. This will move you out of the Application and Agreement Maintenance System and back into the Division of School & Community Nutrition's web site.

CHAPTER 5.

Policy Statement

for NSLP and SBP
for PUBLIC/PRIVATE/RCCI and MILK ONLY/SPECIAL MILK
Programs

Introduction

All schools participating in the federally assisted National School Lunch Program, School Breakfast Program or Special Milk/Milk Only must make these benefits available to eligible children each year. The State Department of Education issues this free and reduced-price policy statement to all School Food Authorities (SFA's) to assist in the correct implementation of these program requirements.

Each participating SFA must abide by the free and reduced-price policy statement and its attachments, as applicable, for the SFA to receive State and Federal reimbursement. The Policy Statement must be kept on file in the district and referred to at the beginning of each school year to assure compliance with its provisions. Copies should be made and given to each person processing the application for free and reduced-price meal benefits for the district and to all schools so staff can check their compliance with the outlined procedures.

The free and reduced-price policy statement consists of:

- Hearing Procedure
- Collection and Accountability Procedures
- Verification Attachments
- Direct Certification Attachments
- Monitor Review Form
- KYFD Review Form

Policy Statement

The School Food Authority assures the Kentucky Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced-price meals in all Child Nutrition Programs under its jurisdiction. In fulfilling its responsibilities, the School Food Authority:

A. Agrees to serve and claim meals/milk free only those meals served to children from families whose income is at or below the free meal eligibility scale listed in the Eligibility Guidelines.
B. Agrees to serve and claim meals/milk at a reduced price only those meals served to children from families whose income is at or below the reduced-price meal eligibility scale but above the free meal eligibility scale as listed in the Eligibility Guidelines.
C. At district option, agrees to serve milk to split-session kindergarten students if they do not have access to meal programs. Such milk shall be served free to children from families whose income is at or below the free meal/milk eligibility scale listed in the Eligibility Guidelines. The milk price to all other split-session kindergarten children shall be at a charge that recognizes the reimbursement to be received.
D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner, and there shall not be overt identification of any such children by use of special tokens or tickets or by any other means. Collection procedures will be chosen to ensure that eligible children will not be overtly identified. Further assurance is given that children eligible for free or reduced-price meals shall not be required to:

    1. Work for their meals/milk.
    2. Use a separate lunchroom.
    3. Go through a separate serving line.
    4. Enter the lunchroom through a separate entrance.
    5. Eat meals at a different time.
    6. Eat a meal different from the one sold to children paying the full price.

E. Agrees that in the operation of Child Nutrition Programs, no child shall be discriminated against because of race, sex, color, national origin, age, or disability.
F. Agrees to develop and send to each child's parent or guardian, a letter as outlined herein, including an application for free and reduced-price meals, at the beginning of each school year, and whenever there is a change in eligibility criteria. Parents will be responsible for completing an application and returning it to the school for review. Such applications and documentation of action taken will be maintained for three years after the end of the school year to which they pertain. Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same School Food Authority, his eligibility for a free or reduced-price meal/milk will be transferred to, and honored by the receiving school. (A copy of the application should be sent to the

new school.) Parents or guardians will be notified, within 10 working days, of the acceptance or denial of their applications. Children will be served meals/milk immediately upon establishment or their eligibility. When an application is rejected, parents or guardians will be provided written notification with information as specified in the Eligibility Notification to Parents. Applications from a prior year are valid for the first 30 operating days of the school year.

G. Agrees to select and verify, by December 15, the eligibility of a sample of the approved free and reduced-price applications on file as of October 31. Verification will be achieved using the selected method.

H. If applicable, agrees to maintain the following records relative to verification for a period of three years:

1. Total number of applications on file as of October 31.
2. Documentation of sample selection.
3. A summary of the verification efforts.

I. Agrees to designate a reviewing official to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals/milk.

J. Agrees to designate verification official to coordinate all district verification activities.

K. Agrees to designate a hearing official to establish and use a fair hearing procedure under which:

1. A household can appeal the initial determination made on the original application.
2. A household can appeal an adverse action made because of verification of an application.
3. The School Food Authority can challenge the continued eligibility of any child.

NOTE: This person must be someone not involved in the original eligibility determination or the verification. It is suggested that the hearing official be someone who holds a position superior to that of the determining or verification official.

L. Agrees that information on the application will be used to determine the child's eligibility for only those benefits designated by the parent/guardian.

M. Agrees to submit a public release, as attached, to major employers contemplating or experiencing large layoffs. In addition, agrees to provide such a public release whenever there is a change in eligibility criteria, unless specifically exempted from doing so.

N. Agrees to establish a procedure to collect money from children who pay for their meals/milk and to account for the number of free, reduced-price, and full-price meals/milk served. The procedure(s) will be such that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving reduced-price meals or free meals/milk.

O. Agrees to submit to the Kentucky Department of Education, Division of School & Community Nutrition for approval any alternation in the provisions of this Policy Statement prior to implementation unless specifically exempted from doing so.

P. Agrees to implement Accuclaim as detailed in the criteria for a model meal count system as stated below:

1. Guidance, including written detailed instructions on the operation of the meal counting system is developed and provided to all responsible personnel.
2. All personnel involved in the meal count system are knowledgeable and can adequately perform their duties and responsibilities.
3. All applications have been approved in accordance with the regulations and in a timely manner.
4. Category determinations are accurately recorded on the master roster and maintained throughout the year.
5. Tickets, tokens, ID's, etc., and master roster accurately reflect the student's eligibility for free, reduced or paid meals.
6. Reimbursable meals are clearly identifiable.
7. All meals are correctly counted at the point of service and recorded by category.
8. The cash collection system for reimbursable meals and other sales ensures that appropriate amounts of cash are collected and recorded for each sale category.
9. A cash reconciliation system is used that (a) determines on a daily basis whether cash collected reconciles with meal counts as recorded; (b) ensures that all differences are documented; and (c) ensures that corrective action is taken where needed.
10. A system is in place to safeguard cash, tickets, tokens, ID's, etc., from loss, theft or misuse.
11. Reports of daily meals and cash collected are complete and are compiled for the Claim for Reimbursement.
12. Edit checks for individual schools are implemented to identify potential problems in the meal count system.
13. Periodic monitoring and technical assistance are provided for each school to ensure compliance with the approved meal count system.

Q. Agrees that the person signing the monthly claim for reimbursement is responsible for reviewing and analyzing meal/milk counts to ensure accuracy.

R. Agrees to review the operation of each school by February 1 of each year and to take any corrective action deemed necessary.

In addition, **Non-pricing Programs** further agree to:

A. Claim as free or reduced price meals those meals served to children whose families are experiencing unemployment which causes the family income to fall within the standards set forth in the Eligibility Standards.
B. Obtain family size and income documentation as outlined herin for all children for whom free or reduced-price meals are claimed. In addition, agrees to obtain such documentation whenever there is a change in eligibility criteria, unless specifically exempted from doing so. Documentation will be obtained for any child enrolling for the first time, at any time during the year, for whom free or reduced-price meals are claimed. all income documentation and the documentation of determinations made will be maintained on file for three years plus the current year. If a child transfers from one School Food Authority, this eligibility for a free or reduced-price meal will be transferred to the receiving school or institution. Meals served to all children from a family will be claimed under the same eligibility category, except for institutionalized children, whose eligibility is determined on an individual basis.
C. Use a procedure to account for the umber of free, reduced-price, and full-price meals served which will ensure that no other child in the school or institution will consciously be made aware by such procedure of the identity of children for whom free or reduced-price meals are claimed.

In addition, **Milk Only programs** further agree that all children from the same family will receive the same benefits.

NOTE: Verification does not apply to Special Milk Programs, SFA's receiving only the paid rate of reimbursement and Residential Child Care Institutions who have 100% enrollment in residence.

Hearing Procedure

The school district should establish and use a fair hearing procedure under which a household can appeal a decision made by the school district's reviewing official with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing process, the student who was determined to be eligible based on the information provided on the application will continue to receive free or reduced-price meals. Households appealing a reduction or termination of benefits as a result of verification of eligibility will continue to receive benefits if they appeal within the 10-day advance notice period. Prior to initiating the hearing procedure, the school official or the parents/guardians may request a conference to provide an opportunity to discuss the situation, present information, obtain an explanation of data submitted on the application and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The designated official shall ensure that the hearing procedure provides the following for both the household and the school district:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to time and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es).
7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference. The hearing official should hold a position at a higher administrative level than the reviewing official(s).
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
9. That the parties concerned and their designated representatives, if any, be notified in writing of the decision. If the hearing results in a reduction or termination of benefits for the household, the written notification to the household of the hearing official's decision should include the 10-day advance notice of adverse action.
10. That for each hearing a written record be prepared, including the decision made under appeal, documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official and reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written records be preserved for a period of three years in addition to the present fiscal year and shall be available for examination by the parties concerned and their representatives at any reasonable time and place during such period.

PUBLIC RELEASE

The Kentucky Department of Education will release this required information to newspapers and unemployment offices in early August. Your responsibility is to provide the release to major employers contemplating layoffs.

PUBLIC RELEASE TO MAJOR EMPLOYERS CONTEMPLATING LAYOFFS. FOR MORE INFORMATION CONTACT:

NAME OF SCHOOL FOOD AUTHORITY CONTACT PERSON/TELEPHONE NUMBER

_____ announces its policy for free and reduced-price meals for children unable to pay the full price for meals served in schools under the National School Lunch Program and/or School Breakfast Program. Local school officials have adopted the following family size and income criteria for determining eligibility.

FAMILY SIZE	**COLUMN I FREE MEALS IF FAMILY INCOME IS WITHIN**			**COLUMN II REDUCED PRICE MEALS IF FAMILY INCOME IS WITHIN**		
1	0	TO	$11,167	$11,168	TO	$15,892
2	0	TO	$15,093	$15,094	TO	$21,497
3	0	TO	$19,019	$19,020	TO	$27,066
4	0	TO	$22,945	$22,946	TO	$32,653
5	0	TO	$26,871	$26,872	TO	$38,240
6	0	TO	$30,797	$30,798	TO	$43,827
7	0	TO	$34,723	$34,724	TO	$49,414
8	0	TO	$38,649	$38,650	TO	$55,001

FOR EACH ADDITIONAL FAMILY MEMBER, ADD $3,926 PER YEAR TO THE INCOME LEVEL FOR FREE MEALS AND $5,587 TO THE INCOME LEVEL FOR REDUCED PRICE MEALS.

REDUCED PRICE BREAKFAST COST:
Elementary _____
Middle/Jr. High _____
High School _____

REDUCED PRICE LUNCH COST:
Elementary _____
Middle/Jr. High _____
High School _____

Application forms are being sent to all homes with a letter to parents or guardians. To apply for free or reduced price meals, households should fill out the application and return it to the school.

Children from families whose income is at or below the levels shown are eligible for free or reduced-price meals. Foster children may also be eligible for these. Families with foster children should contact the school for further information. Income data provided on the application will be used for the purpose of determining eligibility and may be verified at any time with each school district required to verify a sample annually. Applications may be submitted at any time during the year.

For school officials to determine eligibility, households receiving food stamps or K-TAP must list the child's name, their food stamp or K-TAP case number and the signature and name of an adult household member. Households not receiving food stamps or K-TAP must list: child's name, names of all household members, social Security number of the parent or guardian who signs the application (or an indication that neither possesses a Social Security number), the amount of monthly income received by each household member, identified by source, and the signature of an adult household member certifying that the information provided is correct. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verify data.

Households that list a food stamp or K-TAP case number must report when the household no longer receives these benefits. Other households approved for benefits are required to report increases in household income of over $50 per month or $600 per year and decreases in household size. Also, if a household member becomes unemployed, or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the levels shown above.

Under the provisions of this policy, a school official will review applications and determine eligibility. If a parent is dissatisfied with the determination, he/she may contact the school either orally or in writing.

NAME OF HEARING OFFICIAL **TELEPHONE**

ADDRESS

In the operation of child nutrition programs, no child shall be discriminated against because of race, color, sex, national origin, age, religion, or handicap. If any member of a household believes that he has been discriminated against, he should write to the Secretary of Agriculture, Washington, DC 20250.

NOTE: EACH SCHOOL AND BOARD OF EDUCATION HAS A COPY OF THE COMPLETE POLICY THAT MAY BE REVIEWED BY ANY INTERESTED PARTY.

FOR APPROVING OFFICIALS ONLY

2001-2002
ELIGIBILITY STANDARDS FOR FREE AND REDUCED PRICE MEALS AND FREE MILK FOR SPLIT-SESSION KINDERGARTEN STUDENTS

	Income Guidelines for Free Meals			Income Guidelines for Reduced-Price Meals		
HOUSEHOLD SIZE	**ANNUAL**	**MONTH**	**WEEK**	**ANNUAL**	**MONTH**	**WEEK**
1.....	**$11,167**	**$ 931**	**$215**	**$15,892**	**$1,325**	**$ 306**
2.....	**$15,093**	**$1,258**	**$291**	**$21,497**	**$1,790**	**$ 414**
3.....	**$19,019**	**$1,585**	**$366**	**$27,066**	**$2,256**	**$ 521**
4.....	**$22,945**	**$1,913**	**$442**	**$32,653**	**$2,722**	**$ 628**
5.....	**$26,871**	**$2,240**	**$517**	**$38,240**	**$3,187**	**$ 736**
6.....	**$30,797**	**$2,567**	**$593**	**$43,827**	**$3,653**	**$ 843**
7.....	**$34,723**	**$2,894**	**$668**	**$49,414**	**$4,118**	**$ 951**
8.....	**$38,649**	**$3,221**	**$744**	**$55,001**	**$4,584**	**$1,058**
FOR EACH ADDITIONAL FAMILY MEMBER ADD	**$+3,926**	**$+328**	**$+76**	**$+5,587**	**$ +466**	**$+108**

CURRENT INCOME means income (as defined on parent letter) received during the month prior to the application. If this income does not accurately reflect the household's annual rate, income should be based on projected annual household income.

WEEKLY AND YEARLY income figures are given for convenience of those districts using computerized approval. All hand calculations must be based on monthly income .

To be complete, an application **MUST** contain the following:

FOOD STAMP/K-TAP HOUSEHOLDS	ALL OTHER HOUSEHOLDS
1. Child's name 2. Food stamp or K-TAP case number of child 3. Signature of adult household member	1. Child's name 2. Names of ALL household members 3. Social security number of adult who signs application (if chosen for verification, family must provide social security number for each adult household member or indication that person does not have a social security number) 4. The amount of monthly income received by each household member, identified by source 5. Signature of an adult household member

IMPORTANT NOTE: <u>Milk Only Sponsors</u> should use the

FREE GUIDELINES REFERENCED ABOVE.

LETTER TO HOUSEHOLDS
National School Lunch Program/School Breakfast Program

Dear Parent/Guardian:

The _____School/District takes part in the National School Lunch Program/National School Breakfast Program. Meals are served every day. Children may buy lunch for _____ and breakfast for _____. Meals are also available free or at a reduced price.

*If you now get Food Stamps or Kentucky Transitional Assistance (K-TAP) for your child, your child can get free lunch/breakfast.
*If your total household income is at or below the amounts on the Income Chart, your child can get free or reduced price lunch/breakfast.
*If you have a foster child, that child may be eligible for benefits regardless of your income.

Income Chart for Free/Reduced Price Meals

	Income Guidelines for Free Meals		
Household Size	**ANNUAL**	**MONTH**	**WEEK**
1	**$15,892**	**$1,325**	**$306**
2	**$21,479**	**$1,790**	**$414**
3	**$27,066**	**$2,256**	**$521**
4	**$32,653**	**$3,187**	**$628**
5	**$38,240**	**$2,722**	**$736**
6	**$38,240**	**$3,187**	**$843**
7	**$43,827**	**$4,118**	**$951**
8	**$55,001**	**$4,584**	**$1,058**
For each additional family member add:	**$+5.587**	**$+466**	**$+108**

How to Apply

To get free/reduced price meals for your child, carefully complete the application and return it to the school. If you now get food stamps or K-TAP for your child, the application must have the child's name, your food stamp/K-TAP case number, and the signature of an adult household member. If you do not list a food stamp/K-TAP case number, the application must have the names of everyone in the household, the amount of monthly income each household member now gets, where it comes from, the Social Security Number of the household member who signs the application or the word "none" if the member does not have a Social Security Number. An application that is not complete cannot be approved.

OTHER INFORMATION

***VERIFICATION**: Your eligibility may be checked by school officials at any time during the school year. You may be asked to send information to prove that your child should get free lunch/breakfast.

***FAIR HEARING**: If you do not agree with the school's decision on your application or the results of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. You can do this by calling or writing the following official:
NAME:_____PHONE:_____

ADDRESS:_____

***REPORTING CHANGES**: If your child gets free or reduced price meals based on income information, you must tell the school if your household size decreases or your income increases by more than $50 per month or $600 per year. If your child gets meals based on K-TAP/food stamp information, you must advise the school if you no longer get K-TAP or food stamps for your child. You may then complete another application giving up to date income information.

***CONFIDENTIALITY:** The information that you give will be used to determine your child's eligibility for free or reduced price meals and may be used to determine eligibility for **Health Insurance** under Medicaid or the Children's Health Insurance Program (CHIP). If you are interested in receiving **Health Insurance** for your child under Medicaid or CHIP, check **"Yes"** in **Part** 4 and sign the name of a parent/guardian.

***REAPPLICATION**: You may apply for free or reduced price meals at any time during the school year. If you are not eligible now, but have a change, such as a decrease in household income, an increase in household size, become unemployed or get food stamps or K-TAP for your child, fill out an application at that time.

*In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, sex, color, national origin, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer."

You will be notified when the application is approved or denied.

Sincerely,

_____

Report any of this income that you received last month.

Gross Income from Work
Wages/salaries/tips
Strike benefits
Unemployment compensation
Workers' compensation
Net income from self-owned business or farm.

Welfare/Child Support/Alimony
Public assistance payments
Welfare payments
Alimony payments
Child support payments

Pensions/Retirement/Social Security
Pensions
Retirement income
Social Security
Veteran payments
Supplemental security income

Other Income
Earnings from second job
Disability benefits
Interest/dividends
Cash withdrawn form savings
Income from estates/trusts/investments
Regular contributions from persons not living in the household
Royalties/annuities/rental income
Any other monies that may be available to pay for the child's meals

APPLICATION FOR FREE OR REDUCED-PRICED MEALS **SY 2001-2002**
SPLIT-SESSION KINDERGARTEN MILK

To apply for free or reduced price meals and other school benefits for your child, carefully complete, sign and return this application to the school. If you need help with the application, please call _____

Part 1 – STUDENT INFORMATION				**FOSTER CHILD INFO ONLY**	
NAME OF CHILD ENROLLED (First Name, Last Name)	**GRADE**	**SCHOOL ATTENDING**	**K-TAP or Food Stamp Case Number (If you receive both, list K-TAP Case Number)**	**Foster Child (X)**	**Child's Personal Use Income**

ALL OTHER HOUSEHOLDS

Part 2 – LIST ALL HOUSEHOLD MEMBERS — **GROSS MONTHLY INCOME BEFORE DEDUCTIONS** (If you did not write a Food Stamp or K-TAP number in Part 1, complete this Part, listing everyone in your household (including your child in Part 1), and sign the application

Name	Earnings from work (before deductions)	Welfare Payments, Child Support, Alimony	Pensions, Retirement, Social Security	All Other Income Received
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

PART 3 - SIGNATURE: I certify that all of the above information is true and correct, that all income is reported and/or the food stamp or K-TAP case number is reported correctly. I understand that this information is being given for the receipt of federal funds; that school officials may verify the information on the application and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

✎ X _____ ✎ X _____
SIGNATURE OF ADULT HOUSEHOLD MEMBER Social Security Number

_____ ✎ X _____ _____
Printed Name of Adult Household Member Date Signed Home Telephone # / Work Telephone #

✎ X _____ ✎ X _____
Mailing Address/Apt. Number City/State/Zip Code

Part 4 – OTHER BENEFITS – This section does not need to be completed to receive free or reduced price meal benefits.

Health Insurance ☐ **Yes**. School officials may give information from this form to Medicaid or Kentucky Children's Health Insurance Program (K-CHIP) officials who may use the information to determine my children's eligibility for **Health Insurance** under Medicaid or K-CHIP and may contact me for more information. I understand that I will be releasing information showing that I applied for free or reduced price meals for my children and give up my right of confidentiality for this purpose only. I certify that I am the parent/guardian of the children for whom application is being made.

✎ X _____ _____
SIGNATURE OF PARENT/GUARDIAN DATE

PART 5 - RACE AND ETHNICITY: You are not required to answer this question. Please check all categories that apply to the racial identity of your children. No child will be discriminated against because of race, color, sex, national origin, age or disability.

- ☐ American Indian or Alaskan Native
- ☐ Asian and/or Pacific Islander
- ☐ Hispanic
- ☐ Black, not Hispanic
- ☐ White, not Hispanic

INFORMATION ON DISCLOSURE OF SOCIAL SECURITY NUMBERS: Section 9 of the National School Lunch Act requires that, unless your child's food stamp or K-TAP number is provided, you must include the social security number of the adult household member signing the application, or indicate that household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the application does not have one, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or K-TAP benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal action if incorrect information is reported.

MONTHLY INCOME : To determine monthly income:	
WEEKLY INCOME X 4.33	TWICE A MONTH X 2
EVERY 2 WEEKS X 2.15	ANNUAL INCOME ÷ 12

FOR SCHOOL USE ONLY—DO NOT WRITE BELOW THIS LINE

ELIGIBILITY DETERMINATION

Total Household Size: _____ Total Income: $_____ ☐ Monthly ☐ Annual or ☐ Food Stamp/K-TAP
Eligibility Determination: ☐ Approved Free ☐ Approved Reduced Price ☐ Denied ☐ Temporary Approval
Reason for Denial: ☐ Income Too High ☐ Incomplete Application ☐ Other (Reason) _____
Date Notice Sent: _____ Signature of Determining Official _____ Date: _____
Withdrawal Date: _____ Re-entry Date: _____ 2nd Withdrawal Date: _____ Re-entry Date: _____

VERIFICATION

Selection Method:	Date Selected for Verification: _____ Response Due from Households: _____ Second Response Sent: _____	☐ Food Stamp/K-TAP Eligibility ☐ Not Confirmed Confirmed: ☐ Food Stamp/K-TAP Office ☐ Notice of Eligibility ☐ Notification Card, Issued	☐ Income $ _____ ☐ Monthly ☐ Yearly ☐ Wage Stubs ☐ Written Documents ☐ Collateral Contact ☐ Agency Records ☐ Other
☐ Random ☐ Focused ☐ 100% ☐ Other			

Verification Results: ☐ No Change ☐ Ineligible ☐ Free to Reduced Price ☐ Reduced Price to Free
Reason for Eligibility Change: ☐ Income ☐ Household Size ☐ Refused to Cooperate ☐ Other _____
Date Adverse Notice Sent: _____ Date Change: _____ Signature of Verifying Official: _____ Date: _____

HOUSEHOLD APPLICATION FOR FREE OR REDUCED-PRICED MEALS

SY 2001-2002

To apply for free or reduced price meals and other school benefits for your children, carefully complete, sign and return this application to the school. If you need help with the application, please call _____

Part 1 – Student Information

NAME OF CHILD ENROLLED (First Name, Last Name)	GRADE	SCHOOL ATTENDING	K-TAP or Food Stamp Case Number (If you receive both, list K-TAP Case Number)	FOSTER CHILD INFO. ONLY: Foster Child (X)	FOSTER CHILD INFO. ONLY: Child's Personal use Income
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

ALL OTHER HOUSEHOLDS

Part 2 – LIST ALL HOUSEHOLD MEMBERS — **GROSS MONTHLY INCOME BEFORE DEDUCTIONS** (If you did not write a Food Stamp or K-TAP number for all children in Part 1, complete this Part, listing everyone in your household (including children in Part 1), and sign the application

NAME	Earnings from work (before deductions)	Welfare Payments, Child Support, Alimony	Pensions, Retirement, Social Security	All Other Income Received
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

PART 3 - SIGNATURE: I certify that all of the above information is true and correct, that all income is reported and/or the food stamp or K-TAP case number is reported correctly. I understand that this information is being given for the receipt of federal funds; that school officials may verify the information on the application and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

✐ X _____ ✐ X _____

SIGNATURE OF ADULT HOUSEHOLD MEMBER — Social Security Number

_____ ✐ X _____ _____

Printed Name of Adult Household Member — Date Signed — Home Telephone # / Work Telephone #

✐ X _____ ✐ X _____

Mailing Address/Apt. Number — City/State/Zip Code

PART 4 - OTHER BENEFITS – This section does not need to be completed to receive free or reduced price meal benefits

Health Insurance ☐ **Yes**. School officials may give information from this form to Medicaid or Kentucky Children's Health Insurance Program (K-CHIP) officials who may use the information to determine my children's eligibility for **Health Insurance** under Medicaid or K-CHIP and may contact me for more information. I understand that I will be releasing information showing that I applied for free or reduced price meals for my children and give up my right of confidentiality for this purpose only. I certify that I am the parent/guardian of the children for whom application is being made.

✐ X _____ ✐ X _____

SIGNATURE OF PARENT/GUARDIAN — DATE

PART 5 - RACE AND ETHNICITY: You are not required to answer this question. Please check all categories that apply to the racial identity of your children. No child will be discriminated against because of race, color, sex, national origin, age or disability.

- ☐ American Indian or Alaskan Native
- ☐ Asian and/or Pacific Islander
- ☐ Hispanic
- ☐ Black, not Hispanic
- ☐ White, not Hispanic

INFORMATION ON DISCLOSURE OF SOCIAL SECURITY NUMBERS: Section 9 of the National School Lunch Act requires that, unless your child's food stamp or K-TAP number is provided, you must include the social security number of the adult household member signing the application, or indicate that household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the application does not have one, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or K-TAP benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal action if incorrect information is reported.

MONTHLY INCOME : To determine monthly income:	
WEEKLY INCOME X 4.33	TWICE A MONTH X 2
EVERY 2 WEEKS X 2.15	ANNUAL INCOME ÷ 12

FOR SCHOOL USE ONLY—DO NOT WRITE BELOW THIS LINE

ELIGIBILITY DETERMINATION

Total Household Size: _____ Total Income: $_____ ☐ Monthly ☐ Annual or ☐ Food Stamp/K-TAP

Eligibility Determination: ☐ Approved Free ☐ Approved Reduced Price ☐ Denied ☐ Temporary Approval

Reason for Denial: ☐ Income Too High ☐ Incomplete Application ☐ Other (Reason) _____

Date Notice Sent: _____ Signature of Determining Official _____ Date: _____

Withdrawal Date: _____ Re-entry Date: _____ 2nd Withdrawal Date: _____ Re-entry Date: _____

VERIFICATION

Selection Method:	Date Selected for Verification: _____ Response Due from Households: _____ Second Response Sent: _____	☐ Food Stamp/K-TAP Eligibility ☐ Not Confirmed Confirmed: ☐ Food Stamp/K-TAP Office ☐ Notice of Eligibility ☐ Notification Card, Issued	☐ Income $ _____ ☐ Monthly ☐ Yearly ☐ Wage Stubs ☐ Written Documents ☐ Collateral Contact ☐ Agency Records ☐ Other
☐ Random ☐ Focused ☐ 100% ☐ Other			

Verification Results: ☐ No Change ☐ Ineligible ☐ Free to Reduced Price ☐ Reduced Price to Free

Reason for Eligibility Change: ☐ Income ☐ Household Size ☐ Refused to Cooperate ☐ Other _____

Date Adverse Notice Sent: _____ Date Change: _____ Signature of Verifying Offal: _____ Date: _____

NOTIFICATION TO PARENT(S)

Dear _____:

Your application for your child has been approved as checked below:

_____Free Lunch
_____Free Breakfast (if breakfast is offered)
_____Reduced Lunch at _____
_____Reduced Breakfast at _____
_____Free Kindergarten Milk

_____THE ABOVE APPROVAL IS TEMPORARY AND MUST BE CONFIRMED ON A PERIODIC BASIS.

_____Your application for your child has been denied for the following reasons:

_____

_____

_____ _____
Signature of Approving Official Date

If you do not agree with this decision, you may discuss it with the approving official at the school. You may also appeal this decision by calling or writing:

_____
Name & Title of Hearing Official Telephone Number

_____
Address

If your child is approved for meal benefits, you must tell the school when your household income increases by $50 per month ($600 per year) or when your household size decreases.

If you child is approved for meal benefits based on eligibility for food stamps or K-TAP, you must tell the school when you no longer receive food stamps or K-TAP for your child.

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, or have an increase in household size, fill out an application at that time.

All children are treated the same regardless of ability to pay. In the operation of child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age, religion, or handicap. If you believe you or any individual has been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

OPTIONS FOR SCHOOLS

The following is our policy for handling lost, stolen or misused meal tickets and/or charge policy if applicable.

_____

_____

_____

Collection and Accountability Procedure

Following are brief descriptions of several meal counting and claiming systems. Remember, any of the systems presented in this manual may be acceptable, but ONLY if they are implemented correctly. Meal counting and claiming systems may look good on paper, but if not operated correctly could result in inaccurate meal counts.

It is not possible in this manual to describe every system. Each system presented here could include a number of variations and modifications. Also, many of the systems can be used alone or together with other systems. Whatever the system, it must fit the needs of the individual school and School Food Authority, prevent overt identification and provide accurate daily counts by category. All systems and individual selections are subject to State Agency approval.

Some information, such as coding and payment alternatives, is repeated in the example descriptions with the intention of each description standing alone as a reference guide for a particular type of system. With such a format, all details pertaining to a specific system may be found in one place.

The following systems are described in this manual:

1. Roster system including coded/uncoded rosters, number lists and class lists.
2. Coded ticket/token systems with various ticket procedures.
3. Automated tab tickets.
4. Bar-coded and magnetic strip cards.
5. Coded ID cards used in manual and automated systems.
6. Verbal identifiers and the various ways they may be used.

Each system includes:

- System description
- Coding alternatives
- Point of service accountability example procedures
- Payment alternatives
- Advantages and disadvantages
- Equipment needed

Procedure 1 – Roster (Masterlist)

For the purpose of this manual, the word “roster” will refer to a list of eligible students used at the point of service to record reimbursable meals served. rosters may be manually prepared lists or computer-generated printouts. When rosters are used at the point of service to record the number of reimbursable meals served by category, they must meet several requirements.

Rosters must be based on current and correctly approved free and reduced-price applications of all students enrolled in the school and must include those who have not been approved for free or reduced-price meals (i.e., eligible for paid meals). A roster must be up-to-date and accurately reflect the correct eligibility category of each student in order for the meal count by category to be correct. Inaccurate counts may occur if the rosters are not current with the status and total number of eligible students, or if the meals served are not counted at the point where it can accurately be determined that they are reimbursable.

Rosters must be updated in accordance with Food and Consumer Service (FCS) regulations and policies when there is any change in eligibility determinations. The names of students who have withdrawn from school should be marked off and the date of withdrawal should be noted. Names (or codes) and eligibility categories of newly enrolled students must be added and the date noted. eligibility changes due to change in family size, income and/or verification must also be made and dated.

Roster Coding Alternatives

The procedures used with a roster must prevent overt identification. The roster should be coded in such a way that a student’s eligibility category is not identifiable by anyone other than the food service personnel taking the count. Any roster used at the point of service and visible to students should use a code that is difficult for students to discern but easy for the cashier to recognize and count correctly.

If a roster is never visible to students, any coding method may be used. For any roster visible to students, single-symbol coding (for example, “A”, “B”, “C”, “X”, “Y”, “Z”, “1”, “2”, “3”, etc.) used to indicate free, reduced-price or paid categories is not recommended because of the ease with which students are able to recognize the meaning of the code. For the same reason, multiple coding of the same symbol (for example “AAA”, “BBB”, “CCC”, etc.) is also not recommended. Some codes have been prohibited at the Federal level because they are too recognizable and, therefore, allow overt identification. These include the actual designations of free, reduced-price and paid or use of “F”, “R”, “P” or different colored rosters for free, reduced-price and paid. The following coding alternatives would be acceptable.

- **Coding by Series:** Using four- or five-digit numbers in a series. One way to do this would be to designate the number 1000 through 1999 for free, 2000 through 2999 for reduced-price and 3000 through 3999 for paid. Example: #1453=free, #2314=reduced-price, #3000=paid.
- **Coding by Student ID Number:** Using the last digit in a student’s ID number to indicate the appropriate eligibility category. For example, a number ending in a “0” reflecting the free category, a number ending in any odd numeral signifying the reduced-price category and a number ending with an even numeral indicating the paid category. Examples: #12340=free, #22355=reduced-price, #45656=paid.
- **Coding by Variations:** Varying the way in which the student’s enrollment data is written on the roster or varying the placement of some other item on the roster. Examples: 10/2/90=free, 10-2-90=reduced-price, 10-2-1990=paid.
- **Coding by Subtle Differences:** Employing different printing styles or spacing or underlining parts of the student’s name, etc., to indicate different categories. Examples: Scott <u>Daniels</u>=free, <u>Scott Daniel</u>s=reduced-price, <u>Scott</u> Daniels=paid.
- **Coding by Number of Digits:** Varying the length of coded numbers by category. For example, free is indicated by four-digit numbers, reduced-price is indicated by five-digit numbers and paid is indicated by six-digit numbers. Examples: #3232=free, #43564=reduced-price, #333356=paid.

Rosters should be organized so that names or numbers can be easily located (i.e., listed alphabetically, or alphabetically by class and/or grad). Many types of rosters are possible. However, several things should be on any roster if it is used as a means of counting meals by category at the point of service.

In order to facilitate accurate counts, rosters should include:

1. Name of the student (or identification number).
2. Student’s current eligibility category in code.
3. Enrollment and eligibility changes noted and date.
4. Easy system of marking meals served.

Roster Point of Service Accountability Procedures

The roster may be used together with different meal count procedures. For example, a roster may be used with a verbal identifier such as a name or number that the student gives to the cashier. The roster may also be used with a ticket-token system or ID card system. Following are brief descriptions of several types of rosters and how they may be used. specifically, the roster systems that will be described here are coded and uncoded rosters, number lists and class lists.

Coded Roster: The cashier or other person counting the meals is given a list of names of students participating in the food service program. A code indicating the appropriate eligibility category (free, reduced-price or paid) is marked next to each name. At the point of service where each student receives a reimbursable meal, the student tells the cashier or meal counter his/her name or number or shows an ID card. The cashier matches either the name or number given verbally on the card with the appropriate name or number on the roster and makes a mark or check at the appropriate place on the roster to indicate that the student has received a reimbursable meal. After the meal service, the cashier tallies up the meals marked by category and records them in a daily count by category. For the following example of a prepayment roster system, free eligibles are indicated by the numbers 1000-1999, reduced-price eligibles are indicated by the numbers 2000-2999, and paid eligibles are indicated by the numbers 3000-3999. At the end of day 2, the coded roster appears as follows:

Coded Roster						
Week of 10/2		Day				
Name	Number	1	2	3	4	5
John Smith	2345	X	X	/	/	/
Susan Roberts	1872	X	X	/	/	/
David Roberts	2555	X	X	/		
Scott Daniels	3232	X	/	/	/	/

Meal Service Days (or Dates)
Paid meal=/ Meal served=\ Meal paid and served=X

John: Eligible for reduced-price benefits, has prepaid for the whole week (/) and received a reimbursable meal on days 1 and 2.
Susan: Eligible for free meals and is always marked on the roster as prepaid. She received reimbursable meals on days 1 and 2.
David: Eligible for reduced-price benefits, prepays daily before each meal service. He has received meals on days 1 and 2 and has already prepaid for a meal on day 3.
Scott: Eligible for paid meals and has prepaid for the week. He received a reimbursable meal on day 1 but was absent on day 2.

Uncoded Roster: The cashier or other person counting the meals is given a list of all participating student's names. Money is collected prior to the meal service and marked on the roster as prepaid. Students who are eligible for free meals are always marked as prepaid. As students pass the point of service, they identify themselves to the person with the roster or list who puts a mark by the student's name to indicate they were served a reimbursable meal.

Students may identify themselves in a variety of ways. They may give a verbal identifier like their name or an assigned number, or they may present an ID card that shows the cashier the student's identity. After the meal service, the marks on the roster are compared to a masterlist of names of ID numbers that shows each student's eligibility category for free and reduced-price benefits. From this comparison, the cashier is able to make a count by category. The following is an example format of what an uncoded roster might look like for the afternoon of the date 10/5:

Uncoded Roster					
Name	Date				
	10/2	10/3	10/4	10/5	10/6
John Smith	X	X	X	X	/
Susan Roberts	X	X	/	X	/
David Brown	X	X	X	/	/

Meal Service Days (or Dates)
Paid meal=/ Meal served=\ Meal paid and served=X

John: The cashier compares the roster with the masterlist and finds that John is eligible for reduced-price meals and has prepaid and received all meals for the week up through 10/5.
Susan: Was absent on 10/4. The cashier compares the roster with the masterlist and finds that Susan is eligible for free meals and so is always marked on the roster as prepaid.
David: Prepaid for the week but did not eat on 10/5. The cashier, seeing that David is eligible for reduced-price meals when she compares the roster to the masterlist, will credit David for the meal the following week.

The main difference between using an uncoded roster and coded roster is that a coded roster provides a count by category at the same time the meal is taken. Unlike an uncoded roster, the coded roster does not need to be compared to a masterlist to get a count by category.

Number List: The number list is not really considered a roster, but procedures are similar to the roster system so it will be described here. Each participating student is given an identification number. The numbers may or may not be coded to reflect each student's eligibility category. If a prepayment system is used, numbers of the students who have prepaid may be marked with a slash in the opposite direction or circled or underlined, etc., at the time of payment and marked again when the meal is actually received. At the point of service, all students provide the number, either verbally or by presenting an ID card, to the person counting the meals who marks by or through the student's number on the list to indicate they were served a reimbursable meal.

After the meal service, if the number list is coded, a count by category can be made by tallying the numbers in each category that were marked. If the number list was not coded it must be compared to a masterlist of names or ID number of students eligible for free or reduced-price benefits and paid eligibles to obtain a count by category.

This is an example of a coded number list sheet that might be used during a meal service to count meals served by coded identification numbers. Numbers 1000-1999 indicate free eligibles, 2000-2999 indicate reduced-price eligibles, and 3000-3999 indicate paid students. Numbers are crossed off as the coded identification numbers are presented at the point of service. For this example day, students with the following identification numbers received a reimbursable meal: 1000, 1002, 1004, 2000, 2001, 2003, 2004, 3000, 3001, 3002, and 3003. This resulted in a meal count by category of: 3 free, 4 reduced-price and 4 paid meals.

Number List date 10/2/2000		
1000	2000	3000
1001	2001	3001
1002	2002	3002
1003	2003	3003
1004	2004	3004

When a number list is used in a large school, it is advisable to require that all students present an ID card (at least on a spot basis) or other identification to crosscheck eligibility and to prevent the unauthorized use of numbers. If more than one list is used (multiple serving liens) the list should be compared after the meal service to make sure that only one meal per day per number is claimed.

Class List: Class lists are a type of roster usually kept by the teachers and may be turned in to food service personnel prior to the meal service each day. (NOTE: some states do not permit teachers to do this.) The food service cashier or other person counting the meals at the point of service records the meals served on the class list, totals a count after the meal service and then returns the list to the teacher. If coded class lists are used for meal counts, they must be updated in accordance with FCS regulations and policies. If the class lists are not coded, they must be compared to a masterlist of names of students eligible for free and reduced-price benefits to obtain a count of meals served by category.

This is different from a general food service roster that contains the names of all participating students in a school and is kept by the food service manager or other staff members who is responsible for counting the meals. Class lists may be used by the teachers for purposes other than food service, while the food service roster is basically used to count and record meals served. The formats for coded and uncoded class lists and rosters may look the same,, they are just employed differently.

Food service staff may request an estimated participation count from the classrooms since this aids in their planning of meal quantities. Actual meal counts may NOT be taken by the teachers before the meal service and turned in to the cashier. This would not result in a point of service meal count.

Payment Alternatives in a Roster System

Basically, there are three methods of payment for meals: prepayment, cash on-line (at the point of service) and post-billing. Cash on-line, while an option, must generally be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid students pay and free students do not is almost always unacceptable because it does not prevent overt identification. An exception to this is a cash on-line system where each transaction between student and cashier occurs out of sight of everyone else. Again, every system must be approved by the State Agency.

The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced-price meals must also have this option.

School Food Authorities may choose to charge meals on an individual basis for students who do not have money. Charges may be indicated on a roster by marking a “0”, “-”, or other clear symbol at the time the student receives the meal and then putting a slash or line through the symbol when the meal is actually paid for. Meal counts must be made when meals are served and not when meals are paid for.

Prepayment: It is important that students are able to prepay for meals in a common location, at designated times during the week so that overt identification is prevented. Prepayment in a roster system may be indicated by means of pre-marking a roster. There are many ways rosters can be used to record both payment and participation. For example, as money is received for meals, either by mail from the parents or brought in by the students, a slash in one direction can be made on the roster to indicate prepayment. (Free eligible students would also be marked as prepaid to prevent overt identification.) A slash in another direction can indicate the student ate on a particular day. Meal counts must be made each day when meals are actually served and not when the meals are paid for. Slashes indicating prepayment for days that a student does not eat should be brought forward to the next week and are again only counted when the student is served a reimbursable meal. (Check with your State Agency for meal crediting policies.)

Cash On-Line: As mentioned above, means of preventing overt identification must be considered when cash is accepted on the meal service line. Usually this means that cash on-line is used along with a prepayment or post-billing system. As students pass the point of service and pay for their meals, the cashier finds the name or number on the roster and marks them as having paid for and received a reimbursable meal. to help reconcile cash receipts for the day, use different marks for prepayment, post-billing and cash received on-line.

Post-Billing or Charge System: Parents would be billed based on the number of meals received by the child as indicated on the roster that was marked at the point of service each day. The food service or office staff personnel would tally the number of meals from the roster each month and send the bill to the parents via the students. All students must take a "bill" home in order to prevent overt identification. For free eligible students, this may mean sending just a statement of the number of meals received by the student. IF the bills are sent home through the mail, this is not necessary. Meals must be counted when meals are served and not when they are paid for.

Advantages of a Roster System

An advantage in using a coded roster system for counting meals is that counts by category are taken simultaneously with the actual meal count. Also, the roster system, implemented manually, provides no threat of mechanical or computer malfunction inherent in automated systems. Thus, as long as several persons are trained to use the system in case someone is absent, there is no need to develop another manual backup system.

Disadvantages of a Roster System

One disadvantage of a manual roster system is that it may be too time-consuming for larger schools. The time needed on the meal service line as well as after the meal service in tallying the meal count marks manually may be too prohibitive. Additional time is needed if an uncoded roster is used to compare the counts to a master roster in order to obtain the count by category. This comparison also increases the possibility of clerical errors. Computer general rosters are no guarantee of accuracy and should be monitored closely for errors.

Procedure 2 – Coded Ticket/Token

This system includes any kind of tickets or tokens that are presented by the students to the food service staff to obtain a meal. When a ticket or token is used to obtain a meal count, several requirements must be met. The ticket/token used must prevent overt identification and must provide an accurate count by category of reimbursable meals served to eligible students. Tickets are usually coded to reflect eligibility categories of the students so that counts by category may easily be made. (If tickets are uncoded, there must be some way to determine the eligibility category of each student who receives a meal.)

Ticket/Token Coding Alternatives

Eligibility codes and the issuance of coded tickets/tokens must be based on current and correctly approved free and reduced-price applications. Changes in eligibility must be made in accordance with FCS regulations and policies. Since students in the free category must also obtain tickets, issuance of the tickets must not make it obvious that some students pay and some do not. Care must also be taken at the point of service that categories are not obvious to other students.

As there are many ticket/token formats and variations, there are also many ways in which tickets/tokens can be coded to reflect students' eligibility categories without openly exposing them. Tickets should be coded in such a way that a student's eligibility category is not identifiable by anyone other than the food service personnel taking the count. Tickets should use a code that is difficult for students to discern and easy for the cashier to recognize and count correctly.

Single-symbol coding, for example, "A", "B", "C", "X", "Y", "Z", "1", "2", "3", etc., used to indicate free, reduced-price or paid categories is not recommended on tickets/tokens because of the ease with which students are able to recognize the meaning of the code. (Some states may prohibit all single-symbol coding.) For the same reason, multiple coding of the same symbol, for example, "AAA", "BBB", "CCC", etc., is not recommended. Some codes have been prohibited at the Federal level because they are too recognizable and therefore allow overt identification. These include the actual designations of free, reduced-price and paid; "F", "R", "P"; or different colored tickets for free, reduced-price and paid. The following coding alternative would be acceptable:

- **Coding by Series:** Using four- or five-digit numbers in a series. One way to do this would be to designate the number 1000 through 1999 for free, 2000 through 2999 for reduced-price and 3000 through 3999 for paid. Example: #1453=free, #2314=reduced-price, #3000=paid.
- **Coding by Student ID Number:** Using the last digit in a student's ID number to indicate the appropriate eligibility category. For example, a number ending in a "0" reflecting the free category, a number ending in any odd numeral signifying the reduced-price category and a number ending with an even numeral indicating the paid category. Examples: #12340=free, #22355=reduced-price, #45656=paid.
- **Coding by Variations:** Varying the way in which the student's enrollment data is written on the roster or varying the placement of some other item on the roster. Examples: 10/2/90=free, 10-2-90=reduced-price, 10-2-1990=paid.
- **Coding by Subtle Differences:** Employing different printing styles or spacing or underlining parts of the student's name, etc., to indicate different categories. Examples: Scott Daniels=free, Scott Daniels=reduced-price, Scott Daniels=paid.
- **Coding by Number of Digits:** Varying the length of coded numbers by category. For example, free is indicated by four-digit numbers, reduced-price is indicated by five-digit numbers and paid is indicated by six-digit numbers. Examples: #3232=free, #43564=reduced-price, #333356=paid.

Ticket/Token Point of Service Accountability Procedures

Tear-Off or Theater-Style Tickets (used in manual systems): Students are issued a booklet of tickets (weekly or longer period of time) or individual tickets (daily) with each ticket representing one lunch. The tickets may be dated or color-coded to indicate which day they are to be used (i.e., coded by day or week – NOT BY ELIGIBILITY CATEGORY), and students' names should be printed on the tickets to prevent misuse. As the student receives a reimbursable meal, the cashier takes the appropriate ticket and puts it in a cash box to be tallied after the meal service to provide the count by category.

The following is an example of coded theater-style tickets (free=1000-1999, reduced-price=2000-2999, paid=3000-3999):

Name: _____ Admit One #1000	Name: _____ Admit One #2625	Name: _____ Admit One #3004

Five-Day Punch Ticket or Pass: Students prepay weekly and receive a five-day ticket or pass which is punched or marked in the appropriate place by the cashier as they receive a reimbursable meal at the point of service. The ticket may be divided into individual sections indicating specific days. In systems where students keep their tickets the cashier punches or marks the tickets at the point of service. At the same time, information from the coded tickets is used to make the meal count by category for the day. This could be by special keys on a cash register (see "Tickets with Programmed Cash Register"☺ that record meals by category along with money collected, a meal counter (mechanical tabulator that is used by pushing down the appropriate counted buttons or keys), or by marking a roster. In systems where the cashier keeps the tickets, a count of the tickets collected in each category would be made after the meal service. Tickets are returned to students before the next meal service.

The following tickets would be acceptable using the coding method described above:

Mountain School district **Meal Pass** Name: Susan Roberts #1826 Date: 10/2-10/6 X X M T W TH F	**Susan**: Eligible for free meals and for the week 10/2, received meals on Monday and Tuesday.
Prairie City Schools Meal Ticket #2555 Name John Smith Week of: 10/2 M T W TH F ● 2 3 4 5	**John**: eligible for reduced-price meals as indicated by the number 2555. The ticket, punched at the point of service, indicates that John has received one meal so for this particular week.

Ticket/Token With Tally Sheet: Students prepay daily, weekly or monthly to receive their tickets/tokens and present them at the point of service to obtain a reimbursable meal. The cashier or other person marking or punching the tickets makes a mark on a tally sheet under the appropriately coded meal category section for each student served according to the type of ticket/token shown. The tallies are totaled for each meal category at the end of the meal service each day and are then recorded. A tally sheet may also be used as a way to check the accuracy of the ticket/token count. An example tally sheet might look like this:

DAILY MEAL TALLY SHEET		**DATE: 10/2 Circle One:**		**SCHOOL**: Elm Elementary
1000-1999	**Lunch 2000-2999**	**Breakfast 3000-3999**	**Milk** **Ala Carte**	**Adult** **Extra Sales**

Tickets/Tokens With Programmed Cash Register: Students prepay for their meal tickets/tokens and present them on the meal service line at the point of service. The cashier or other person taking the meal count takes the tickets and punches a coded key on the cash register that corresponds with the code on the ticket. A different key on the cash register is designated for each category of meal (free, reduced-price and paid). The register automatically tallies the number of meals served in each category at the end of the meal service each day. Or, the cashier may use the register tape to count the number of meals served by category as well as to find the sums of extra sales and adult meals. Cash registers must not have a window facing the students that indicates "0.00" or "$.40" or "$1.00" (or any other dollar amount that would reflect a student's eligibility category). This would be a form of overt identification. Some systems permit/encourage entering fictitious amounts into the cash register to mask the actual amounts due or paid.

Payment Alternatives in a Ticket/Token System

Basically, there are three methods of payment for meals: prepayment, cash on-line (at the point of service) and post-billing. Cash on-line, while an option, must generally be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid students pay, and free students do not, is almost always unacceptable because it does not prevent overt identification. An exception to this is a cash on-line system where each transaction between student and cashier occurs out of sight of everyone else. Again, every system must be approved by the State Agency.

The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced-price meals must also have this option.

SFA's may choose to charge meals on an individual basis for student who do not have money. Charges in a ticket/token system may be indicated by special coded tickets that indicate that the meal is being charged. When a student cannot pay for a meal, the cashier makes a note of the name of the student and places a special "charge" ticket along with other tickets received. After the meal service, the cashier compares the names to a list of eligible students to determine the prices to be charged and the number of meals per category to count as served. The charged tickets are then counted along with the other tickets received at the point of service to determine the total number of meals served by category that day.

Prepayment: Students purchase tickets/tokens in advance on a daily, weekly or monthly basis at the school office or cafeteria or some other designated area. Tickets may be sold by cafeteria personnel, office staff or teachers. The person selling the tickets must have an updated list of eligible students to ensure accurate ticket issuance. This should be done in a discreet manner so that overt identification does not occur. Wherever tickets are sold and/or distributed, care must be taken so that eligibility categories are not displayed to other students. A conspicuous sign should be placed where students will see it indicating the common time and place for ticket sales and/or distribution. Also, if a prepayment system is used, meals must be counted when they are served, not when they are paid for. Reimbursable meals must be counted at the time the students receive the meals. If a student prepays for a meal pass or ticket good for several meals and dos not use all of the tickets, the meals should be carried over and credited to the student. (Check with your State Agency for meal crediting policies.) The following are ideas for promoting prepayment.

Incentives for Students to Prepay: If no, or few, students eligible for reduced-price and paid meals prepay for their meals, the prepayment option must be promoted so that overt identification does not occur. Widespread and continuing publicity advertising the availability of the prepayment option is the first step in getting students to prepay. To be successful, a prepayment promotion should also include incentives for students to prepay.

Suggestions for incentives include conducing general food service promotions, which require the purchase of a ticket or other prepayment to participate. For example, every tenth student to prepay would receive a free food item or promotional item (e.g., poster, sticker, pencil, etc.) Another suggestion would be to provide a discount to students who prepay for a certain number of meals (e.g., a 10% discount for a two-week ticket). This suggestion should be advertised to parents as well. A third suggestion would be to have student put their used tickets into a fish bowl on designated days and, after the meal service, have a drawing for a free food item or promotional item. Students in the free category would also be included in these benefits because they would have received their tickets in advance. (For further information , see FCS Instruction 765-3 Rev. 1, Prevention of Overt Identification).

Cash On-Line: This is an alternative to purchasing a ticket in advance although it should be used along with a prepayment or post-billing system in order to prevent overt identification. Students pay on the meal service line at the point of service. The cashier must have a way to determine if a student is to pay the reduced price or the paid price. For this purpose, a coded, up-do-date roster may be used. The cashier counts meals served by category by means other than receiving a ticket (i.e., marking a coded tally sheet, coded register, etc.)

Post-Billing: There may be systems that have a combination of options available to parent where tickets may be issued in advance and parents would be billed based on the number of coded tickets turned in by their child during a set period of time. Again, meals must be counted each day when they are served and not when they are paid for.

Advantage of a Ticket/Token System

If tickets are coded to reflect the eligibility categories of the students, counting tickets collected at the point of service provides a total meal count and count by category at the same time. In small schools, counting tickets by category may be done in a reasonable amount of time. For larger schools, counting tickets by using a tally sheet or programmed cash register may work well and save time.

Disadvantage of a Ticket/Token System

Tickets can be easily lost, destroyed, transferred, stolen or sold. Tickets may be cumbersome to collect and keep orderly, and may take too much time to count after the close of the meal service.

Replacement of Lost or Stolen Tickets/Tokens

Meal count problems may be caused by the abuse or misuse of tickets/tokens or ID's. The system must contain a provision that complies with the policy for the replacement of lost and/or stolen tickets. (See FCS Instruction 765-7, Rev. 2, 1988, Handling Lost, Stolen and Misused Meal Tickets). The State Agency should be contacted for information on conditions under which replacement tickets or meals can be denied to students. (See FCS Instruction 791-1, Prohibition Against Denying Meals and Milk to Children as a Disciplinary Action.)

Refunds of Credits for Unused Tickets/Tokens

Credits or refund must be provided to students eligible for reduced-price meals who do not use all punches on a ticket or who do not otherwise receive all the meals for which they paid. Failure to give refunds or credits to such students may result in their being charge d more than the allowable reduced-price per meal. Schools may, and normally do, provide credits or refunds to students eligible for paid meals as well. Contact your State Agency for crediting policies.

After Tickets/Tokens Have Been Used

Care should be taken to safeguard used tickets/tokens to prevent reuse. See your State Agency for the type of documentation and length of time that documentation should be kept on file.

Some of the procedures used with coded tickets in manual systems have just been described. Following are some systems where tickets/tokens may be used in automated systems.

Procedure 3 – Automated Tab Ticket

The automated tab ticket system, an adaptation of the coded ticket/token system, uses tickets in an automated system. Tickets are coded and sectioned (tabbed) so that when students present them at the point of service, the cashier places the tabbed tickets into the programmed register or automated terminal and a section is cut off by the machine. As the section is cut off, the machine reads the number on the tab and counts each meal served automatically by category. At the end of the meal service, the machine totals meals served in each category. An automated tab ticket might look like this:

F=1000-1999
RP=2000-2999
P=3000-3999

Scott: Paid eligible and prepays weekly. This ticket is for five days.

Student Meal Ticket	
Name: Scott Daniels **Grade: 3**	**Week of: 10/2** **Number: 3555**
Good for one lunch	#3555
Good for one lunch	#3555
Good for one lunch	#3555
Good for one lunch	#3555
Good for one lunch	#3555

Automated Tab Ticket Coding Alternatives

The coded tab tickets must always be based on current and correctly approved free and reduced-price applications and eligibility determination changes must be made in accordance with FCS regulations and policies. Coding options are limited with the automated tab ticket system because the automated terminal only reads numbers. Again, as with any system, coding efforts must prevent overt identification.

Automated Tab Ticket Point of Service Accountability Procedures

There is basically one method used in the automated tab ticket system as described above, although particular terminals and ticket styles may vary. A system should be chosen that best fits the school's needs.

Payment Alternatives in a Tab Ticket System

Basically, there are three methods of payment for meals: prepayment, cash on-line (at the point of service) and post-billing. Cash on-line, while an option, must generally be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid students pay, and free students do not, is almost always unacceptable because it does not prevent overt identification. An exception to this is a cash on-line system where each transaction between student and cashier occurs out of sight of everyone else. Again, every system must be approved by the State Agency.

The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced-price meals must also have this option.

SFA's may choose to charge meals on an individual basis for student who do not have money. Charges in a ticket/token system may be indicated by special tab tickets specifically for charged meals. As the student indicates at the point of service that he wishes to charge the meal, the cashier checks a coded roster to determine the appropriate eligibility categories. The names or identification numbers are noted to keep track of the charges and the cashier inserts an appropriately coded tab ticket that indicates "charge" into the terminal. This way, charges are accounted for and meals are counted by category at the time that they were served and not when they were actually paid for.

Prepayment: Usually the tab tickets work best with a prepayment system where students are issued the tickets on a weekly or biweekly basis. Students are reminded to buy a new ticket as the last sections or tabs on the ticket are cut off. It is important that students are able to prepay for meals in a common location, at designated times during the week so that overt identification is prevented.

Cash On-Line: If cash is accepted at the point of service, a prepayment or post-billing system should also be in place to prevent overt identification. The cashier at the point of service may have tab tickets that are specifically coded by eligibility category to represent meals paid for on the line. As students identify themselves, either by a verbal identifier (i.e., name or number) or by ID card at the point of service, the cashier checks their names or numbers against a coded list of eligible students and determines the appropriate amount to be paid. As the students pay for their meals, the cashier takes the tab ticket for the correct eligibility category, inserts it into the terminal, and the reimbursable meal is counted, by category, as it is served.

Post-Billing: Post-billing in a tab ticket system may be implemented by saving tab ticket stubs after the last tab is cut off. Parents would be billed for the number of tabs on the ticket. There may also be systems where individual tabs are collected and counted and recorded by number on a daily basis so that the number of meals served to a particular student may be totaled for a set period of time. Parents would be billed for the total number of meals served to their child during the particular period of time. This system would be more time-consuming depending on how automated the system is.

Advantage of a Tab Ticket System

Most systems simultaneously and automatically tally meals served by category as the tickets are inserted into, and cut by, the machine. This saves time and energy for the cashier. Students keep track of just one ticket per issuance period rather than a ticket each day that can be difficult for younger students. Some schools collect the tickets at the point of service each day and distribute them before the next meal service. This prevents students from losing their tickets.

Disadvantage of a Tab Ticket System

Tab tickets can be easily lost, stolen, destroyed or transferred and a system must be in place to handle these situations. (Se FCS Instruction 765-7, Rev. 2, Handling Lost, Stolen and Misused Meal Tickets.) Tab tickets must be bought as whole tickets that usually consist of 5-10 individual tabs for the same number of meals. Sometimes parents prefer not to purchase this many meals at one time and would rather pay on a daily basis. Also, automatic tab ticket machines sometimes malfunction when tickets get caught or stuck inside the terminals. A manual backup system (such as a roster system) must be developed and used in case there is a malfunction with the tab ticket terminals. Some system may be costly to install and operate.

Equipment Needed

Automated tab terminal and coded and sectioned tickets.

Procedure 4 - Bar-Coded and Magnetic Strip Card

In general, a bar-code identification system is similar to the scanner systems used in grocery stores where a bar-code, placed on the label of the merchandise is passed over an electric eye that reads it and determines what it is and records the price to be paid. The same process is used in the school meal service where the bar-code is on computer scan cards issued to students or on computer scan sheets that the cashier uses at the point of service. The magnetic strip cards are similar to the bar-coded cards except that there is a magnetic strip (such as are on credit cards) instead of a bar-code.

The card, read automatically by a computer scanner, identifies the student by a number that corresponds to a database. This database contains information on each student such as: name, address, eligibility category and account balance. Many systems are able to instantly determine a student's eligibility category, whether they have received a reimbursable meal that day and, if and how much, they must pay for the mal. Then the amount of purchase is deducted from a prepaid account (for student eligible for reduced-price and paid meals) and the meal is recorded by category.

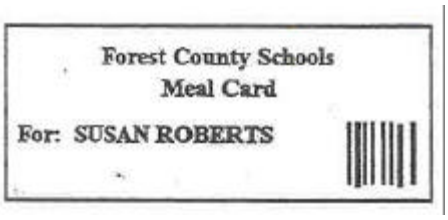
Bar-Coded and Magnetic Strip Card Coding Alternatives

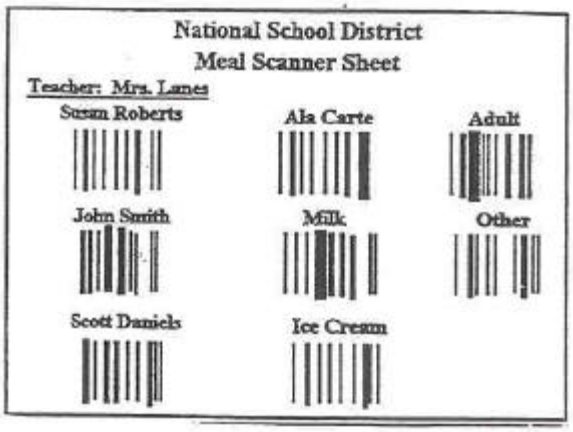
There is really no variation of coding for bar-coded and magnetic strip cards because they are, in themselves, not readable by anyone but the automated terminals. However, whatever bar-code or magnetic strip system is used, eligibility coding must be based on current and correctly approved free and reduced price applications and eligibility determination changes must be made in accordance with FCSD regulations and policies.

Bar-Coded/Magnetic Strip Card Point of Service Accountability Procedures

As the students pass the point of service the cashier takes their cards or the students take their own cards and run them through the electronic device that reads the bar-code or magnetic strip. The student's eligibility category is recorded and the meal is counted automatically. If the students run their own cards through the reader, a food service employee still must monitor the point of service to ensure that meals counted are reimbursable.

Another option with a bar-coded system includes a computer scan sheet with bar codes printed on it. A specific bar-code is designated for each student, incorporating identification and eligibility information for the student. Other specific bar-coded sections for ala carte items including extra milk, ice cream sales and adult meals may be used. As students pass the point of service, they give a verbal identifier (i.e., name or number) or show Identification to the cashier. The cashier then passes a scanner wand or other automated instrument over the student's bar-code and meal count by category is made automatically by the computer. If any a la Carte items are chosen, the scanner want would be passed over the appropriate ala Carte bar-codes. On the left is an example of what a bar-coded card might look like. On the right is an example bar-coded scanner sheet. (Cards with magnetic strips would look similar to credit cards.)





One example of how the bar-code may be implemented:

Students are issued bar-coded identification cards that are color-coded by grade level. The cards are kept by individual classroom teacher and are given to the students just prior to getting into the meal service line. Cash is not accepted on the line. Prepayment for meals is done any day by turning in an envelope containing meal money to the school food service manager in the school cafeteria before school starts for the day. This prevents overt identification while eliminating the need to collect payments at a separate location.

As the students pass the point of service, they run their cards through the bar-code reader and meal counts are made as student accounts are adjusted by the terminal. The terminal immediately identifies identification cards of students with a negative balance and the cashier can tell the student what to do. Students turn in their cards to their teacher after the meal service.

Payment Alternatives in a Bar-Code or Magnetic Strip Card System

Basically, there are three methods of payment of meals: prepayment, cash on-line (at point of service) and post-billing. Cash on line, while an option, must generally be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid eligible students pay and free eligible students do not is almost always unacceptable because it does not prevent overt identification. An exception to this is a cash on-line system where each transaction between student and cashier occurs out of sight of everyone else. Again, every system must be approved by the State Agency.

The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced-price meals must also have this option. In any type of payment system, any indication of balance paid/due or anything showing a student's eligibility category on the computer screen or programmed register, that is visible to students violates overt identification requirements and is not permitted. Some systems permit/encourage entering fictitious amounts into the meal account of students eligible for free and/or reduced meals to mask actual amounts due or paid.

SFA's may choose to charge meals on an individual basis for students who do not have money. Charges may be handled automatically by the computer system. As the student is identified at the point of service, the cashier would need to indicate that the meal is charged, either by keying in a certain code under the student's account or by placing the scanner wand over a bar-code that signifies a charge on the bar-code sheet. Again, this would be on an occasional need basis and not a regular method of paying for meals.

Prepayment: It is important that students are able to prepay for meals in a common location, at designated times during the week so that overt identification is prevented. As students prepay, the information is keyed into the computer system. At the point of service, students' cards are passed through the reader, their accounts are located, the appropriate amount is deducted from their current account balance, and meals are recorded by eligibility category. Many systems have a built-in operation that alerts the cashier that a student has few or no meals left in his/her account. The cashier can remind the student to bring the money or the household may be notified that the account is low.

Cash On-Line: Cash lines should be implemented with a prepayment or post-billing system in order to prevent overt identification. When paying cash on the meal service line, students run their cards through the reader at the point of service or the cashier passes a scanner wand over the appropriate bar-code on a bar-code scanner sheet. The computer pulls up the account for that student and keys in the amount received. The meal count by category is automatically made by the system.

Post-Billing: As students pass the point of service and are identified by their card, the computer automatically records the reimbursable meals served by category to each student. At the end of the month (or other designated period of time), a bill can be generated by the computer to send to the parent based on the number and category of meals served to their child during that set period of time.

Advantages of a Bar-Code or Magnetic Strip Card System

One advantage of the automated bar-code or magnetic strip card system is that, when implemented correctly, it provides meal counts by category automatically at the point of service. Using the bar-code or magnetic strip cards or sheet prevents overt identification as there is usually no money exchange on the line (prepayment and post-billing systems0 and the bar-code and strips themselves do not show a recognizable category code. Also, the use of bar-code and magnetic strip cards may be generalized to be used in the library and other parts of the school depending on the kinds of information coded into the bar-code or magnetic strip.

Another advantage of these automated systems is that software programs often include a capacity for making necessary reports automatically. Also, codes issued to a student may be kept for as long as the student is in the particular school or program and would not need to bee reissued each year. Finally, most systems have a built-in internal control ability to alert the cashiers if a card has already been used during the meal service. This prevents the cards from being used twice during the meal service.

Disadvantages of a Bar-Code or Magnetic Strip Card System

One of the main disadvantages of the bar-code or magnetic strip card system is the cost. Automated systems are more expensive than manual systems. The school's needs should be taken into consideration before deciding on a particular system to avoid paying more money than is needed. Also, if there is more than one service line and the point of service terminals are not linked, there is potential for a student to try to go through more than one line and receive more than one meal. This could cause an accountability problem because second meals are not reimbursable. As with any ticket/token system, the bar-code or magnetic strip cards can be lost, destroyed, stolen or transferred and replacement costs for new cards may be high. Finally, a manual backup system (e.g., roster or ticket system) must be developed and implemented in case of machine failure or electrical malfunction.

Equipment Needed

Most systems can be operated at an individual school with one service line with the following equipment:

Bar-Code or Magnetic Strip Card System:

1. Personal computer with adequate memory and processing speed
2. Point of service terminal
3. Card scanner/reader
4. Student identification cards
5. Software package

Bar-Code Sheet With Scanner Wand System:

1. Personal computer with adequate memory and processing speed.
2. Point of service terminal
3. Bar-coded sheet.
4. Bar-code scanner wand
5. Software package

Students would need some form of verbal identifier or other identification.

Procedure 5 – Coded ID Card

Students are issued ID cards that are coded to indicate meal eligibility category. These cards are presented to the cashier or other person recording the number of meals served at the point of service. ID cards may be used as part of a manual system or as part of an automated system.

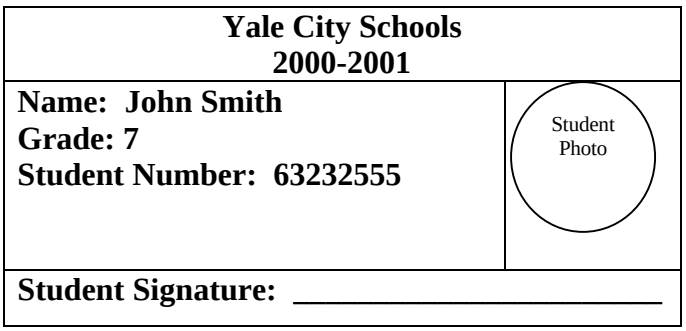
Some schools have incorporated National School Lunch Program or School Breakfast Program coding information onto a general school ID card that all students receive at the beginning of each school year. This cuts down on the cost for the school food service since other school funds would be used to purchase the cards. IF the ID card is used solely for the meal service, the full expense of the cards could be incurred by the school food service department.

ID Card Coding Alternatives

In manual systems, eligibility categories are usually designated by coded ID numbers (see example below). In automated systems, the eligibility category is coded into the bar-code or magnetic strip on the card. However, if eligibility coding is done it must reflect current and correctly approved free and reduced-price application determinations. Eligibility determination changes should be made in accordance with FCS regulation and policies. (This may involve issuing new card or interim temporary cards when eligibility determination changes occur.) A coded ID card might look something like this:

F=1000-1999
RP=2000-2999
P=3000-3999

The last four digits (2555) in John's student number represent his eligibility code for meals. The rest of the number is a general school identification number.



ID Card Point of Service Accountability Procedures

In a manual system, the cards are coded in such a way that the cashier can manually mark the appropriate category code on a roster list or key the information into a cash register at the point of service as the student receives a meal. In an automated system, the cards contain either a bar-code, magnetic strip or number code that is readable by the computer at the point of service. Some schools prefer that the teacher or cafeteria personnel hold on to the cards prior to and after the meal service in order to prevent loss and/or misuse of the cards. If this is done, the cards collected at the point of service can be counted by category to get the day's meal count by category.

Payment Alternatives in a Coded ID Card System

Basically, there are three methods of payment of meals: prepayment, cash on-line (at point of service) and post-billing. Cash on line, while an option, must generally be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid eligible students pay and free eligible students do not is almost always unacceptable because it does not prevent overt identification. An exception to this is a cash on-line system where each transaction between student and cashier occurs out of sight of everyone else. Again, every system must be approved by the State Agency.

The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced-price meals must also have this option. In any type of payment system, any indication of balance paid/due or anything showing a student's eligibility category on the computer screen or programmed register, that is visible to students violates overt identification requirements and is not permitted. Some systems permit/encourage entering fictitious amounts into the meal account of students eligible for free and/or reduced meals to mask actual amounts due or paid.

SFA's may choose to charge meals on an individual basis for students who do not have money. In manual systems, as students present their ID cards at the point of service and indicate that they want to charge a meal, the cashier marks a roster or number sheet to show that the meals were charged and they are counted as served that day. In automated systems, usually the computer program has specific procedures for handling charges on an occasional basis as students come through the line without having otherwise paid for the meals. Meals are always to be counted when they are served and NOT when they are paid for.

Prepayment: As meals are prepaid, the information is marked on a roster or keyed into the computer terminal. In a manual system, the pre-marked roster is used by the cashier to record meals served as students present their ID cards at the point of service. In an automated system, as a student receives a reimbursable meal, the code on the card is entered into the computer by the cashier and the appropriate amount is subtracted from the account and the meal is counted by category. Students should be able to prepay for their meals in a common location at designated times during the week so that overt identification is prevented.

Cash On-Line: If cash is accepted on the meal service line, there should also be a system for prepayment or post-billing so that overt identification does not occur. If cash is allowed on the line, the students show their ID cards, the cashier marks their name of number on the roster or list or keys the information into the automated terminal and a count by category is made as money is collected.

Post-Billing: Post-billing may be implemented in either a manual system using meal counts tallied on rosters or in automated systems where meals are automatically tabulated by computer or automated cash register. Monthly bills can be sent to parents based on manual counts from the marked roster or on computer-generated balance sheets.

Advantages of an ID Card System

ID cards are not easily transferable if a photo of the student is on the card. This prevents stolen cards from being used by the wrong student. Also, this system may not be as expensive for the school food service department as a bar-code card system if the ID is also a general school ID and used for other school activities. If the ID cards are coded, counts by category are taken simultaneously with the meal counts and thus save time.

Disadvantages of an ID Card System

If the ID is used only for the food service program, initial card purchasing costs may be high. ID cards may be lost, destroyed or stolen and replacement costs may also be high. As with the bar-code system, if the cashiers do not know the

students well or if there are multiple lines and/or the computer terminals are not linked together, students may receive more than one meal if they go through more than one serving line and second meals are not reimbursable. Again, as with any automated system, a manual backup system must be developed and implemented in case of machine malfunction or electrical outage.

Equipment Needed

- Coded ID Cards
- Coded roster or list that corresponds to the cards, OR
- Computer terminal with either card reader or appropriate software package

Procedure 6 – Verbal Identifier

NOTE: The verbal identifier is more a type of medium of exchange than a separate meal counting system. However, it is used in such a variety of ways that it is presented here in more detail.

Students are given some form of verbal identifying code (i.e., name, number, etc.) that they tell the cashier at the point of service as reimbursable meals are received. Each student's eligibility category is coded into the student's number of based on the name that is given. The cashier or other designated person then marks either a coded roster or number sheet or keys the code into a computer. The roster or sheet used must be up-to-date. The accuracy of this system depends on the students giving their correct identifier and on the food service employee correctly marking or recording the meals served.

Verbal Identifier Coding Alternatives

Whether a name or number is used as a verbal identifier, the category would be coded into the number issued to the student and in the number list. For example, students issued a number 1000-1999 could be in the free category, students with a number between 2000-2999 could be in the reduced-price category, and numbers from 3000-3999 would indicate paid students (see number list example shown under Rosters section.)

Verbal Identifier Point of Service Accountability Procedures

If a verbal identifier system is used in a manual system, a roster, number list or tally sheet is coded by category so that as a student is marked on the roster, number list or tally sheet, his/her eligibility category is simultaneously recorded. Any roster used at the point of service must be coded in such a way as to accurately reflect current eligibility and protect the identity of each student's eligibility category. If an uncoded roster, number list or tally sheet is used, it must be compared to a masterlist of eligible students to determine the meal count by category. The verbal identifier may also be used with automated systems. AS the student passes through the point of service, he/she tells the cashier the appropriate name or number and the cashier keys the information into a computer that is programmed to count and record the meal by category according to the student's eligibility.

To prevent a verbal identifier from being used by several students during a meal service period, there should be a system in place to prevent more than one student from using the same verbal identifier. In such a system, the cashier would know if a second student gives a verbal identifier that has already been used and double check the student's identity and verbal identifier, the meal would be provided and a not made that someone else had used that identifier improperly. At the end of the meal service, all cashiers for all serving lines should compare rosters before the meal count is consolidated for the day and only one meal should be claimed no matter how many times the verbal identifier was used. That verbal identifier should be highlighted so that all cashiers would know to identify any student giving that identifier the next day to determine who is misusing the number.

Payment Alternatives Using a Verbal Identifier

Basically, there are three methods of payment of meals: prepayment, cash on-line (at point of service) and post-billing. Cash on line, while an option, must generally be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid eligible students pay and free eligible students do not is almost always unacceptable because it does not prevent overt identification. An exception to this is a cash on-line system where each transaction between student and cashier occurs out of sight of everyone else. Again, every system must be approved by the State Agency.

The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced-price meals must also have this option. In any type of payment system, any indication of balance paid/due or anything showing a student's eligibility category on the computer screen or programmed register, that is visible to students violates overt identification requirements and is not permitted. Some systems permit/encourage entering fictitious amounts into the meal account of students eligible for free and/or reduced meals to mask actual amounts due or paid.

SFA's may choose to charge meals on an individual basis for students who do not have money. In manual systems, using a verbal identifier, a charged meal may be indicated on the roster or number sheet as the student passes the point of service. In an automated system, charges may be handled automatically by the computer program. As the student is identified at the point of service, the cashier indicates that the meal is charged, either by marking a roster or list, by keying in a certain code under the student's account, or by placing the scanner wand over a bar-code that signifies a charge on the bar-code sheet. Again, this would be on an occasional basis and would not be used as a regular method of paying for meals.

Prepayment: Students should be able to prepay for their meals in a common location at designated times during the week so that overt identification is prevented. Students prepay for their meals and either a roster is marked or the information is entered into an automated computer system. In a manual system, as students give their verbal identifier at the point of service, the roster is marked and the cashier can see that the student has prepaid by the previous marks made. Marks on the roster that a student has not used should be carried over and credited to the student. (Check with your State Agency for meal crediting policies.) In an automated system, the cashier would key in the name or number given by the student at the point of service and the system would pull up the student's account and subtract the correct amount for the meal received and count it by category.

Cash On-Line: Cash on-line may be implemented along with a prepayment post-billing system in order to prevent overt identification of those students who do not pay for their meals. Students present their verbal identifier at the point of service where the cashier or other person is taking the count. Students, once identified, would pay the appropriate amount for their category.

Post-Billing: Post-billing would be handled in much the same manner as any other system. In manual systems, roster marks are tallied at the end of the meal service month and an appropriate bill is made to be sent to the parents. In automated systems, a bill is often generated automatically as part of the accountability software.

Advantages of a Verbal Identifier

A verbal identifier cannot be lost or destroyed (although students may forget from time to time). If a coded roster is marked as the students give their names or numbers, a count by category (free, reduced-price and paid) is made simultaneously with a meal count. In a manual system, a number sheet may be less time-consuming than locating names on a school roster. The verbal identifier works best in small schools where the food service staff can get to know the students and make sure the system is being used correctly. Although the system cannot rely on visual identification as a meal counting procedure in itself, it can be used to check that meals are going to the appropriate students.

Disadvantages of a Verbal Identifier

In larger schools, it is more difficult to be sure that the names and numbers that are given are the correct ones for those students. Students may hear each other's identifying number or name and may use it to obtain an ineligible meal or second meal. If there is more than one service line, a student may try to go through more than once and receive a second meal. Second meals are not reimbursable. Marking a coded roster sheet in a large school may be too time-consuming. Also, if students forget their numbers it may slow down the line, which again could be a problem, especially for large schools.

Equipment Needed

- Manual systems require coded number sheet or roster.
- Automated systems require point of service accountability system with terminal(s) and software that is based on a verbal identifier system.

For detailed information on individual systems or descriptions of State approved meal counting and claiming systems, contact the State Agency.

General Guidelines for Verification

1. Verification activity may begin as soon as the School Food Authority deems appropriate (after initial approval of completed application) but must be completed by December 15. Number of applications verified must, at a minimum be the appropriate percentage of the number of application on file district-wide as of October 31.

2. Options for Verification:

   A) **Random sample:** Must verify 3% of all approved applications using a random sampling technique.
   B) **Focused Sample:** Must verify 1% of all approved applications; however, in lieu of a total random sample, the 1% would be selected (random or other acceptable method) from non-food stamp/K-TAP households whose monthly income is within $100 of the eligibility limit ($1,200 annually). In addition, ½ of 1% (.005) of the food stamp/K-TAP applications must be verified as being current.

3. Since School Food Authorities have the option of two methods for completing the verification requirement, the State Agency is not requiring specific time frames, but rather, offers the following general guidelines. Recognizing that verification may begin any time after the original approval of the application, specific dates for different households may vary; however, each family should have equal time for each phase of verification.

   A) The family should have 10 working days to submit any requested income documentation.
   B) All adverse action letters must have 10 calendar days from issuance as the last day for appeal during which students original eligibility may continue.
   C) If verification begins prior to October 31 (using an estimate of the number of approvals on file as of that date), a final calculation needs to be made after this date to assure that a minimum sample was verified.
   D) All verification activity must be completed by December 15.

Recommended Procedures for Selecting Applications for Verification

Random Sample

1. Sample Size: Determine 3%* of approved free and reduced-price applications on file as of October 31. (May start process earlier based on estimate, and verify that 3% has been selected using October 31 data.)
2. Determine Interval: Divide the total number of applications by the number to be verified (3%); this yields the interval.
3. Random Starting Point: Divide the interval by the number of schools in the district to get a random starting point.
4. Pulling Sample: From organized masterlist (either by school or district), begin pulling samples using the above random starting point and the interval to select the entire sample.

Focused Sample

1. Sample Size: Determine 1% of approved free and reduced-price applications on file as of October 31. (May start process earlier based on estimate, and verify that 1% has been selected using October 31 data.) IN ADDITION, determine ½ of 1%* (.005) of those applications of food stamp/K-TAP households that provided food stamp/K-TAP case numbers in lieu of income information.
2. Determine interval and random starting point as indicated in Items 2 and 3 above.
3. Pulling 1% Sample: Using random starting point and interval, select 1% sample from a masterlist of those applications from non-food stamp/K-TAP households which have income falling within $100 a month ($1,200 annually) of eligibility limits.
4. Pulling ½ of 1% (.005) Sample: Using random starting point and interval, select the smaller sample from a masterlist of those applications which gave food stamp/K-TAP program case numbers in lieu of income.

Mandatory Verification Dates

OCTOBER 31 Sample selected based on number of approved applications.
DECEMBER 15 All verification must be complete.

* Round all fractions to the next highest number. Examples: 5.2 to 6; 12.4 to 13; 16.8 to 17, etc.

Random Sample Example

EXAMPLE	METHOD FOR SELECTION
1. Number of applications on file as October 31: 793 Free 62 Reduced 15 Temporary 870 Total Application On File	1. Number of application on file as of October 31: _____ Free _____ Reduced _____ Temporary _____ Total Applications on File
2. Number to be Verified: * 870 (applications on file) X .03 (3%) = 26.1 Rounded to 27 27 applications in the district are to be verified	2. Number to be Verified: * _____ x.03 = _____ _____ Applications to be Verified
3. Interval for selection: Divide the total number of applications (870) by the number of applications to be verified (27) to get the interval for selecting the applications. 870 divided by 27 = 33 After determining the random starting point, you will choose every 33rd application.	3. Interval for selection: Total number of applications: _____ divided by number of applications to be verified _____ = interval for selecting the applications _____.
4. Random starting point: Divide the total number of schools in the district (11) into the interval of 33 to get the random starting point for selecting the first application. 33 divided by 11 = 3 The first application selected will be the third application at the first school. To preclude the same families from being selected each year, you may want to move last year's number one school to the bottom of the list.	4. Random starting point: Divide the total number of schools in the district _____ into the interval _____ for selecting the first application. The first application (name) selected will be the _____ at the first school.

Each school's masterlist should be sequential and must be the same in each school within the district alphabetically by category, homeroom, grade, etc.

The random starting point is the number of the first name on the masterlist to be selected. (In the example, the first name chosen would be the third one at the first school.) After choosing the first name, the next name/application will be chosen by adding the interval number to the starting point and choosing that name. [In the example, the first name would be the third, the second would be 3 + 33 (the selection interval = 36th name, the third would 36 + 33 = 69 and so on.)] This should be consistent through all schools. To make it simpler, number each list consecutively, i.e., if the last number at the first school is number 52, then the first name at the second school would be number 53, and the last name of the last school's list would (in the example) be 870. Continue adding the interval number to the last name until you have chosen the number of names (applications) to be verified.

* To ensure compliance, School Food Authorities may want to select a few more than the minimum applications to verify.

Parent Letter of Notification of Verification

Dear Parent/Guardian:

Federal regulations require school officials to verify a sample of all applications for free and reduced-price meals in our district. Using an approved method, your child's application was chosen for verification. We need to make sure that the income information you put on the application is accurate, current, and still qualifies your child to receive a free or reduced-price meal as well as getting the Social Security number of each adult household member listed below.

By _____, you must submit income documentation to prove your income as well as
Date Documentation Due
as providing the social security number of each adult household member or indication that they have none or, by federal regulation, your child will no longer be able to eat free or reduced-price meals, and will need to buy his/her meal.

Please submit to

_____
Name Title

_____
Address

a copy of any of the following income information.

The following information must be for the most current period available:

1. Pay check stub.
2. Statement of income signed by your employer(s).
3. Welfare/K-TAP letter or check
4. Unemployment compensation award letter or check.
5. Retirement/Pension check stub.
6. Disability check stub.
7. Copy of your award letter for child support or alimony.

If you are currently eligible for food stamps/K-TAP, you must submit a copy of your eligibility statement and no further income documentation will be necessary.

REMEMBER, YOU MUST SUBMIT PROOF OF ALL INCOME FOR ALL MEMBERS OF YOUR HOUSEHOLD.

If you do not have the above information available, or have other questions, please call:

_____ _____
Name Phone

Sincerely,

PARENT/GUARDIAN: THIS COMPLETED FORM SHOWING SOCIAL SECURITY NUMBER OF ALL ADULT HOUSEHOLD MEMBERS (OR INDICATION THAT THEY HAVE NONE) MUST BE RETURNED WITH INCOME DOCUMENTATION.

SOCIAL SECURITY NUMBERS FOR MY HOUSEHOLD

Name	Social Security Number

_____ _____
Adult Signature Date/Phone

Income & K-TAP Food Stamp Verification Attachment

(complete and attach to all verified applications)

Student Name: _____

Date Selected for Verification: _____ Response Due from Household: _____

Date Second Notice Sent (if applicable): _____

Documentation

Food Stamp/ K-TAP Eligibility	_____	Income	$ _____
Not Confirmed	_____	Monthly Income	$_____
Confirmed	_____	Wage Stub	_____
Food Stamp Office	_____	Written Documents	_____
Notice of Eligibility	_____	Collateral Contact	_____
ATP Card Issued Monthly (not ID card without expiration date)	_____	Other (specify)	_____

Verification Results

No Change _____ Ineligible _____ Free to Reduced-Price _____ Reduced-Price to Free _____

Reason for Eligibility Change: _____ High Income
_____ Food Stamp/K-TAP Eligibility Not Confirmed
_____ Other (explain)

Date Adverse Notice Sent: _____

Sibling(s) Affected	School Attending

Signature of Verifying Official: _____ Date: _____

Other Comments:

Notification of Adverse Action Due to Verification

Date: _____

Dear _____:

Your child's application was selected to be verified in our district sample. For the following reason(s), your child's/ children's benefits have been reduced or terminated.

_____ The income documented exceeds guidelines for free or reduced price meals. Your child/children is/are now eligible to buy meals for _____ for lunch and _____ for breakfast.

_____ The income documented exceeds the guidelines for free meals. Your child/children is/are now eligible to purchase meals at a reduced-price of _____ for lunch and _____ for breakfast.

_____ You failed to verify all income in your household; therefore, your child/children is/are not eligible for free or reduced-price meals and may now purchase meals for _____ for lunch and _____ for breakfast.

_____ You failed to respond or cooperate with the verification process; therefore, your child/children are no longer eligible for free or reduced-price meals and may buy meals for _____ for lunch and _____ for breakfast.

_____ The food stamp office did not verify CURRENT eligibility in the food stamp or K-TAP program.

This new eligibility will become effective beginning: _____

_____

Signature of Verification Official Phone Number

If you do not agree with this decision, you may discuss it with the verification official. You may also appeal this decision by calling or writing:

_____

Name and Title of Hearing Official Phone Number

_____

Address

In order for your child to continue eating under the current eligibility during the appeal procedure, any appeal must be made within ten (10) days of the date this notice was sent. If, at any time during the school year, your household income or size changes, you may submit a new application. Food stamp/K-TAP households may provide household size and income information for review during this appeal period.

Names of Children this Notice Affects	School Attending

Verification Summary Sheet
School Food Authority (District or Agency)

I. Complete Appropriate Column:

RANDOM SAMPLING METHOD	FOCUSED SAMPLE METHOD
1. Number of approved applications on file in SFA as of October 31: _____ 2. Number of applications verified: _____ (Minimum: 3% of Item 1. Must round up all decimals.) 3. Did you follow standard procedures for sampling? YES_____ No_____ If no, explain your procedure:	1. Number of approved applications on file in SFA as of October 31: _____Number of free and reduced applications within $100 a month of income eligibility: _____ 2. 1% of Item I., which represents number of applications selected from Item 2. above to be verified. 3. Number of applications which are food stamp/K-TAP households: _____ 4. One-half (1/2) of 1% of Item D., which represents number of these applications selected and verified: _____

II. Summary of Verification Results

	Number of Students Before Verification	Number of Students After Verification
Free		
Reduced		
Paid		
Total	*	

III. Does the district use family applications? Yes _____ No _____

IV. The person responsible for preparing this report was: _____
Signature/Telephone

V. Date verification was complete: _____

Verification must be completed by December 15 according to USDA regulations. Failure to meet this regulatory time will result in disallowance of meals.

*This number should be the same as the answer for question 1.

Name of Head of Household: _____ Date: _____

Mailing Address: _____

_____

Notification of Predetermined Eligibility for Free School Meals

Because your are receiving Food Stamps or K-TAP or both, your children have been pre-approved to receive free meals at school. This pre-approval is for the following child/children:

Your children may bring home an Application for Free and Reduced-Price Meals or Free Milk at the start of school, just like every other student. **Please do not complete or return the application**. These benefits will start the first day of school. You must tell the school district when you no longer receive food stamps or K-TAP for your children.

If any of the above information is incorrect, if you have any questions, or if you do not want your children to receive free meals, please call:

_____
School Food Service Director

_____
Board of Education

_____
Telephone Number

Direct Certification Guidance

In place of determining eligibility based on information submitted by the household on the application, the SFA may determine eligibility based on information obtained directly from the state or local agency responsible for administration of the Food Stamp Program or K-TAP. That agency may provide information that a child is a member of a household currently certified to receive food stamps or an assistance unit currently certified to receive K-TAP benefits.

SFA's must have State Agency approval to implement the direct certification provision, and State Agencies must ensure that SFA's plans include the following:

- Documentation for those children certified as eligible by direct certification, which includes names of children from households currently certified to receive food stamps or K-TAP; specific identifying information, such as the children's birth dates, addresses, parents' names, Social Security numbers of other appropriate personal identifiers that will match the names of children identified by the food stamp/K-TAP office with the names of the children attending schools in the SFA; the signature of the responsible official certifying that the children are members of households currently certified to receive food stamps or K-TAP; and the date. Documentation may be a computerized list or a letter provided by the food stamp or K-TAP office to the household to take to the school. The letter **must** contain the same information as listed above and be an official document. **The above documentation must be retrievable by school.**
- A notice to households advising them that their children are eligible for free meals or free milk, as appropriate, and that no further application is required; that the household should notify the school if they do not want their children to receive free benefits; and that the household must notify the school when they are no longer certified to receive food stamps or K-TAP.

Letters or notices and applications must be distributed to households of all children at the beginning of the school year to prevent overt identification and to ensure that no child is inadvertently excluded from participation.

School Food Authorities that implement direct certification are not required to send the letter or notice and application to those households eligible under direct certification IF these materials are distributed through the mail, individual student packets, or other method that prevents the overt identification of children eligible for direct certification. Under this option, households eligible under direct certification will receive a letter notifying them that their children are eligible for free benefits, and other households will receive a parent letter or notice with an application form.

The letter or notice should say that households currently certified to receive food stamps or K-TAP for their children will be notified of their eligibility and that their children will be provided free benefits unless the household notifies the school that they choose to decline benefits. The letter should also say that food stamp and K-TAP households should not submit an application unless they are not notified of their eligibility by a specified date determined by the school.

State Agencies and SFAs should be aware that while compliance with the above requirements is sufficient for school year 1997-1998, procedures for subsequent years may change as a result of the regulatory process.

SFAs do not have to verify any eligibility determinations made through direct certification. All income applications must continue to be verified using the normal procedure.

On-Site Accuclaim Review Form

Site monitoring must be completed for each school/site annually prior to February 1.

SFA/Agency Name: _____

School/Site Name: _____

Monitor Name: _____ Date: _____

Respond to all questions by circling YES or NO.

A.	**Written Collection Procedures**		
	A. Is a copy of the written procedure describing count system and money collection available on-site?	**YES**	**NO**
	B. Are the count procedures used at the site the same as those described in the written procedure?	**YES**	**NO**
B.	**Criteria for Adequate Meal Counting System**		
	1. Does the system provide accurate counts of the number of reimbursable free, reduced-price and paid meals served to eligible children on a daily basis?	**YES**	**NO**
	2. Does the system record and report those counts accurately to the agency?	**YES**	**NO**
	3. Does the system prevent overt identification of the eligible needy?	**YES**	**NO**

Any NO response requires CORRECTIVE ACTION and FOLLOW-UP review within 45 days.

Describe corrective action taken if required:

Date corrective action completed: _____

Date follow-up review: _____

Monitor Signature: _____

Kentucky Food Distribution Form

SFA/Agency Name: _____

School/Site Name: _____

Monitor Name: _____

Respond to all questions by circling YES or NO.

A.	**Storage Facilities**		
	1. Are adequate facilities available for freezer, cooler and dry storage? 2. Are storage areas clean, neat and orderly?	**YES** **YES**	**NO** **NO**
B.	**Storage Practices**		
	1. Are commodities stored separately from purchased foods? 2. Are commodities stacked off the floor on shelves or pallets?	**YES** **YES**	**NO** **NO**
C.	**Temperature Recording System**		
	1. Do all freezers, coolers and dry storage areas have internal thermometers? 2. Are temperatures checked and recorded on a regular basis?	**YES** **YES**	**NO** **NO**
D.	**Dating USDA Foods**		
	1. Are all commodities dated when received (month/year)? 2. If more than one case is opened at a time for storage, is each item dated with both pack and receipt dates?	**YES** **YES**	**NO** **NO**
E.	**Record Keeping Requirements**		
	1. Is the Perpetual Inventory System using form KY-FD-20 in place? 2. Is the Perpetual Inventory kept according to the instructions provided? 3. Are all records involving USDA foods kept for a period of three years plus the current year?	**YES** **YES** **YES**	**NO** **NO** **NO**
F.	**Food Losses**		
	1. Are all food losses documented on the Perpetual Inventory and Food Loss Record form? 2. Have all losses of $100 or more been reported to the State office?	**YES** **YES**	**NO** **NO**

Any NO response requires CORRECTIVE ACTION and FOLLOW-UP review within 45 days.

Describe corrective action taken if required:

Date corrective action completed: _____

Date follow-up review: _____

Monitor Signature: _____

Optional

SCHOOL FOOD SERVICE ACCUCLAIM AND FOOD DISTRIBUTION COMPLIANCE REVIEW

"To be completed by February 1 of each year"

General

Name of School: _____

Date of Review: _____ Review Month: _____

Membership: _____

ADA	ADP	% Of Participation
A. NSL	**A. NSL**	**A. NSL**
B. SBP	**B. SBP**	**B. SBP**

% of attendance _____

ACCUCLAIM

(Required by the Department of Education)

Are CRE edit worksheets on file for review month? YES _____ NO _____
Are CRE edit worksheets properly completed? YES _____ NO _____
Are CRE worksheets completed daily? YES _____ NO _____
Edit check – may be completed before on-site visit.

	Potential Overclaim		Explanation of any Potential Overclaim
	YES	**NO**	
Reduced Meals	_____	_____	_____
Free Meals	_____	_____	_____
Paid Meals	_____	_____	_____

Is the Attendance Factor comparable to that from the Attendance Office?

YES _____ NO _____ Explanation (If NO) _____

Free and Reduced Price Application

A. Number of currently approved active applications for the review month:
Free _____ Reduced _____

B. Does the school have an up-to-date masterlist? YES _____ NO _____

Tickets, Tokens, I.D. Count of Reimbursable Meals

	YES	NO
A. Is the approved collection procedure being implemented?	_____	_____
B. Does the identifying ticket, token I.D. reflect the eligibility of the student?	_____	_____
C. Are all meals claimed for reimbursement clearly identified, and did they meet all meal pattern requirements on the day of review?	_____	_____
D. Are the meals counted by category at the point of service?	_____	_____

E. In the table below, record the school's (1) current number of free and reduced priced students (2) meal counts for the past five days; and (3) the meal counts for the day of review.

(1) Approved Free: _____ Approved Reduced Price: _____

(2)

LUNCH

Date	Free	Reduced Price	Paid	Total

BREAKFAST

Free	Reduced Price	Paid	Total

(3) Date of review: _____

F. Is there a difference between meal counts from day of review and from previous days (+ / –10%)?

YES _____ **NO**_____ If **NO**, explain:

Collection Procedures and Daily Reports

	YES	NO
A. Does the collection system ensure that appropriate amounts of cash are collected and reported?	_____	_____
B. Is a cash reconciliation system used that:		
1. Determines on a daily basis whether cash collected reconciles with meal counts as recorded?	_____	_____
2. Ensures that all differences are documented?	_____	_____
3. Ensures that a corrective action is taken where needed?	_____	_____

Safeguards and Internal Controls

A. Is the current policy and procedure handbook on file?	_____	_____
Does the policy and procedure handbook state procedure for the safeguarding of tickets, tokens and cash?	_____	_____
B. Has the policy and procedure handbook been reviewed and personnel trained in proper procedures?	_____	_____
C. Is this approved procedure being followed?	_____	_____
D. Does this system provide all necessary controls at key points in the meal count system?	_____	_____

PROGRAM REQUIREMENTS

(Required by the Department of Agriculture and the Department of Education)

Production Records

	YES	NO
A. Are production records completed and up to date?	_____	_____
B. Are production records accurate?	_____	_____
C. Are USDA donated foods identified?	_____	_____
D. Are any excess amounts of prepared food documented and planned use indicated?	_____	_____

Sanitation

	YES	NO
A. Is a copy of the latest local health department report on file?	_____	_____
Date of Inspection: _____ Rating: _____		
B. If problems were noted in the report, have they been corrected?	_____	_____
C. Is preparation area clean and sanitary?	_____	_____
D. Is dining area well maintained?	_____	_____
E. Are personnel neat in appearance?	_____	_____

Storage

	YES	NO
A. Are measures taken to prevent insect and rodent infestation?	_____	_____
B. Are foods stacked off the floor (on shelves or pallets)?	_____	_____
C. Are foods marked with **DATE RECEIVED** on items when delivered?	_____	_____
D. If commodity foods are removed from the case(s) for storage, is each item dated with packing date and date received?	_____	_____
E. Are foods being used on a first-in/first-out basis (USDA by pack date purchase by received date)?	_____	_____
F. Are commodity and purchased foods stored separately?	_____	_____
G. Are chemicals and non-food items stored apart from commodity and purchased foods?	_____	_____
H. Does the person in charge know the procedure for:		
Reporting USDA food losses?	_____	_____
Disposing of out-of-condition USDA foods?	_____	_____
I. Are there safeguards against theft?	_____	_____
J. Are food loss reports for incidents of $100 or more reported to the Food Distribution Office?	_____	_____
K. Are storage areas:		
Clean?	_____	_____
Orderly?	_____	_____
Adequate?	_____	_____
L. Are temperatures in freezers and refrigerators being recorded from INTERNAL thermometers?	_____	_____
M. Are temperatures in the dry storage area recorded weekly?	_____	_____
N. Does the responsible person know the proper reporting procedure when a freezer or refrigerator is not functioning properly?	_____	_____

COMMODITY RECORD KEEPING (USDA FOODS)

(Required by Department of Agriculture)

	YES	NO
A. Is the required perpetual inventory being maintained for each USDA food received?	_____	_____
B. Is the perpetual inventory being maintained according to the guidelines furnished by Food Distribution?	_____	_____
C. Is the perpetual inventory being posted on a daily basis?	_____	_____
D. Is a physical inventory taken monthly and documented on the perpetual inventory?	_____	_____
E. Is the physical inventory being reconciled with the perpetual (book) inventory?	_____	_____
F. Are records kept for 3 years plus the current year?	_____	_____
G. Does designated employee count and check all shipments of USDA foods before signing invoices?	_____	_____
H. Are discrepancies being noted on invoices?	_____	_____
I. Is there a system in place to verify and follow-up on any discrepancies?	_____	_____

J. Accuracy check of perpetual and physical inventory records. Select two foods, listed on Perpetual Inventory, that meet the following criteria:

1. Balance on hand 30 days prior to review
2. Quantity used during past 30 days
3. Balance remaining on date of review

Foods: _____ _____

USDA COMMODITY PERPETUAL INVENTORY

(Optional Form Provided by Department of Agriculture)

Instructions

Line (A) + Line (B) – Line (C) = Line (D);

Line (D) – Line (E) = Sub-total for Line (F)

Line (G) more than Line (F) = Overage; and

Line (G) less than Line (F) = Shortage

A. Date: _____	Last Physical Inventory….(+)	_____	_____
B. PLUS Received or Transferred in……...(+)		_____	_____
C. MINUS Transferred Out or Destroyed…….……...(–)		_____	_____
D. Amount Available for use……..……..(=)		_____	_____
E. Amount Used (Recorded Utilization)…….….……(–)		_____	_____
F. PERPETUAL INVENTORY BALANCE……..…….		_____	_____
G. DATE: _____	Physical Inventory…....…(+)	_____	_____
H. Unaccountable Foods……..(+ or –)		_____	_____
I. Dollar Value of Unaccountable Foods…….…….…….		**$** _____	**$** _____

PROGRAM OPERATION

(Recommended by the Department of Education)

Policy Statement

	YES	NO
A. Is currently approved policy statement on file?	_____	_____
B. Does approved collection procedure prevent overt identification?	_____	_____
C. Is the "And Justice for All" poster prominently displayed?	_____	_____

Menus

A. Was planned menu served?	_____	_____
B. Do all planned menus and all planned meals contain the required components?	_____	_____
C. Does school have Offer vs. Serve for:		
Breakfast	_____	_____
Lunch	_____	_____
D. Do students and staff have knowledge of the Offer vs. Serve Provision?	_____	_____
E. Is plate waste less than 10% of any menu item?	_____	_____

IF NO, WHAT FOODS? _____

F. Are parent/student involvement activities planned and documented?	_____	_____
G. Are the following program aids available:		
1. Menu Planning Guide?	_____	_____
2. Food Buying Guide?	_____	_____
3. Merchandising Manual?	_____	_____
4. Standard Recipe Cards?	_____	_____

Procurement

A. Does school have copy of approved bid list?	_____	_____
B. Are all foods ordered from the approved vendor?	_____	_____
C. Are deliveries checked against invoice and bid list?	_____	_____
D. Are discrepancies noted and appropriate person notified?	_____	_____
E. Are all invoices signed?	_____	_____
F. Are small purchase procedures being utilized?	_____	_____
G. Are emergency purchases properly documented?	_____	_____

REVIEW SUMMARY

(Required by the Department of Agriculture and the Department of Education)

A. Discrepancies: (Reference review number)

B. Recommended Corrective Action: (Reference by review number)

C. Corrective Action Planned (Reference by review number)

D. Date Corrective Action Plan to be Completed: _____

Signatures: _____

Manager Date

_____

Principal Date

_____

Reviewer and Title Date

Request for Confirmation of
Current Food Stamp/K-TAP Participation

Following is a listing of approved free meal applicants who have been selected for verification and who have indicated that they now receive food stamp or K-TAP benefits. In accordance with our approved confidentiality agreement, please indicate if these household members are currently participating in the Food Stamp/K-TAP Program. This information will be used only to confirm the approved applicant's eligibility for free school meal benefits.

Your prompt attention will be appreciated. If you have any questions or need additional information, please contact:

_____
Signature of School Official Date

_____
Address

_____
Telephone Number

Adult Household Member (Last Name, First Name)	Food Stamp/K-TAP Case Number	Current Eligibility/Participation in Food Stamp/K-TAP	
		YES	NO

Signature of Food Stamp/K-TAP Official: _____ Date:_____

Address: _____

Telephone Number: _____

Additional Information

Income Eligibility Guidelines for Free and Reduced Price Meals

Free and reduced-price guidelines are to be used by the reviewing official to determine eligibility for free or reduced-price meals and are to be provided to the media for public release. Only reduced-price guidelines are to be provided to each household with the letter to parents and a meal application form at the beginning of each school year. Please note: The reduced-price only guidelines are incorporated into the body of the current prototype letter to parents. Current Eligibility Guidelines can be found on the SCN National School Lunch Program web site located at:

http://www.kde.state.ky.us/odss/nutrition/nslp.htm

Notice/Letter to Households

A letter/notice notifying households about the availability of the school nutrition programs and about free and reduced price benefits and an application form must be distributed at or near the beginning of each school year to households of children in attendance at the school. The reduced-price income eligibility guidelines must be included in the materials distributed.

The letter/notice should be sent to households of all school children as early as possible in the school year so that eligibility determinations may be made and free and reduced-price benefits provided as soon as possible. New students enrolling in the school district after the start of school should be provided a letter/notice to households and application form when they enroll.

Both a copy of a single child and a multi-child notice/letter to households are provided by USDA. Use the appropriate letter to parents to accompany either a single child or multi-child application as selected for use by the district. These letters may be modified to include the district or school name, the programs that the district is operating, hearing official information and a signature. If any changes are made to the application form, the revision must be sent to the state office for approval before use.

Letter to Households of Approval/Denial of Benefits

A prototype Notice/Letter to Households of Approval/Denial of Benefits is provided in this manual. This letter is used to notify parents or guardians of the approval or denial of eligibility for meal benefits. A hearing official should be designated and titles rather than names of personnel could be used when making these designations. It is recommended that the hearing official hold a position oat a higher administrative level than that of the reviewing official. The hearing official must be an individual who is not involved with the approval or verification process.

Public/Media Release

Regulations require that prior to or during the first week of school, a public release be made to the local news media, the unemployment office and any major employers who are contemplating layoffs within the school's attendance area. When sent to the news media, the letter to parents, application form and a complete income scale (both free and reduced-price guidelines) or the same information in narrative form will constitute a public release.

The requirement is to provide the above described information to the news media. It is not the school district's responsibility to ensure that the information is published in the newspapers. The district should retain a copy of the information provided to the media and the letter of transmittal to serve as part of the Application/Agreement. If the information is published, a copy of the published material should be retained. Copies of the public release must be made available upon request to any interested party.

Policy Statement

The Policy Statement covers the implementation of the free and reduced price meal provision in the schools, and outlines procedures that the district will uniformly implement in determining a student's eligibility to receive the benefits of the National School Lunch and School Breakfast Programs.

All school districts participating in the National School Lunch Program and School Breakfast Program must agree to furnish the benefits of these programs to all students based on their ability to pay according to Federal Income Eligibility Guidelines. The policy statement must be kept on file in the district and referred to at the beginning of each school year to assure compliance with its provisions. Copies should be made and given to each person processing the applications for free and reduced-price meal benefits for the district and to all schools so staff can check their compliance with the outlined procedures.

Foreign Language Translations

Where a significant number or proportion of the population eligible to be served in the school district need information in a language other than English, the school districts must make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English language household letters/notices and application forms to such households. Keep in mind that school officials may not be able to read or understand such translations when used. For limited number or single households with special foreign language needs, schools are encouraged to provide households with assistance in completing applications through the use of foreign language personnel or local interpreters.

Civil Rights Assurance

The goal of the Civil Rights Assurance is to assure that child nutrition program benefits are made available and provided to all eligible individuals without discrimination. USDA regulations outline each school's responsibility regarding civil rights compliance in the school nutrition programs. The following procedures are required to assure that all participating schools comply with the civil rights regulations.

1. Include in all forms of communication and printed program information the following:

    a. A statement that program benefits and services are available to all students without regard to race, color, national origin, sex, age or disability.
    b. Where a complaint may be filed: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. Any person alleging discrimination as set forth in the civil rights assurance, has a right to file a complaint.

2. Inform parents or guardians of children, as well as local minority and grassroots organizations, of the availability of program benefits and services, the nondiscrimination policy and all significant changes in existing requirements that pertain to program eligibility and benefits. This may be done through the news release and letter to parents, income scale and application form sent home to the parents or guardians of each child enrolled.
3. Display the "…And Justice for All" poster in a prominent place in each school (not in the kitchen preparation area). This poster is available for printing from http://www.kde.state.ky.us/odss/nutrition/ajfa.htm.
4. Upon request, make available to the public and to participants and potential participants, information about program requirements and the procedures for filing a compliant, in English and/or in the appropriate translation to non-English speaking persons.
5. School districts are required to maintain the actual number of students applying for free and reduced price meals on file for three years plus the current year. Schools may be requested to provide ethnic breakdowns to students enrolled and/or eligible for meal benefits. Note: The precise number of students approved and denied by racial/ethnic categories may be difficult to obtain. Therefore, the school's best estimate, based on enrollment data collected by the school, on-site observations, or school official knowledge.

A school district's compliance with the civil rights regulations, as well as all other program regulations, will be verified during on-site administrative reviews, audits and other federal or state monitoring visits.

Nondiscrimination/Confidentiality

There must not be any discrimination against students receiving free and reduced-price meal benefits.

- The names of students must not be published, posted or announced in any manner or used for any purpose other than determining and verifying eligibility for free and reduced-price meals.
- The students must not be required to work for their meals.
- The students must not be required to use a separate dining room, separate serving line or time.
- There must not be any overt identification of any of the students by use of special tokens or tickets. The school district must use the meal count and collection procedure(s) approved as part of its Application/Agreement.
- When ordering meals for special function (i.e., field trips, class parties, etc.) no method of overt identification can be used (students raising hands, forms sent home that identify eligibility, etc.)
- There must not be any discrimination on the basis of race, national origin, sex, age or disability in the application approval process or in the selection of applications for verification.
- The public release and letter to parents or application for benefits must include the civil rights statements outlined in #1 of the Civil Rights Assurance section.

Release of Eligibility Determination

The information on applications must be kept confidential. However, the USDA has authorized school districts to release student free and reduced-price school meal eligibility status under specific circumstances only.

Aggregate data on students eligible for these benefits is allowed, but Public Law 103-448, Section 108 authorizes the disclosure of individual student's free and reduced-price school meal eligibility status for certain federal and state education programs. Programs identified to receive this information are the National Assessment of Educational Progress and officials collecting data for Title I allocation and evaluation purposes. A waiver of confidentiality by the student's parent/guardian is still required whenever eligibility status is released with an individual students name to any other program.

Waiver of Confidentiality

USDA has ruled that a school district may provide the eligibility status of students to another agency or program when households waive their confidentiality. The school district must ensure that the household's waiver:

- Clearly informs households of the waiver's purpose;
- Authorizes release of free and reduced-price eligibility information;
- Identifies how the information will be used;
- Identifies who will use the information; and
- Is signed by a parent or guardian. (It is not the responsibility of the school district to verify the authenticity of the signature; only to determine that it is signed by a parent or guardian.)

The district is advised to develop written policies and guidelines before taking any action. Considerations should include:

- The district's definition of "agency";
- The district's definition of "program";
- The agency's or program's method to protect against misuse of the information;
- The name of the district employee who will administer this process;
- The documentation that will be maintained at the district level (at the very least, the district must maintain a copy of the waiver); and
- Whether or not the district should have a written agreement with the agency or program and the terms and conditions of that agreement.

For districts using direct certification, the district must not indicate that a household is eligible for food stamps or K-TAP (AFDC) benefits.

CHAPTER 6.

SPECIAL MILK/RCCI Attachments to Policy Statement for National School Lunch and School Breakfast Programs

KENTUCKY DEPARTMENT OF EDUCATION
Division of School & Community Nutrition
AGREEMENT
for the
SPECIAL MILK PROGRAM

In order to effectuate the purposes of the National School Lunch Act of 1946 and the Special Milk Program (SMP) Section amendments to the act, the KENTUCKY DEPARTMENT OF EDUCATION, (hereinafter referred to as the "State Agency"), and the _____ BOARD OF EDUCATION or OTHER GOVERNING BODY, (hereinafter referred to as the "School Food Authority") covenant to the terms of this agreement, as applicable to the program(s) for which the School Food Authority has made application to the State Agency and as approved, agree as follows:

THE STATE AGENCY AGREES TO:

A. Reimburse the School Food Authority for the program(s) in which participation has been approved by the State Agency; such services may include SMP milk served to pupils, provided, however, that such services are of the types defined or described elsewhere in this agreement, and in state and federal program regulations, and that these services are rendered consistent with requirements of this agreement and existing regulations and during the fiscal year(s) in which this agreement is effective by initial execution and approval or by subsequent extension; reimbursement shall be made through the School Food Authority to the extent of funds available and at rates as determined by applicable formula or as otherwise assigned by the State Agency.
B. Provide general administration and supervisory assistance by State Agency personnel as deemed necessary and adequate for proper conduct of each program.

THE SCHOOL FOOD AUTHORITY AGREES TO:

A. Maintain full and accurate school food service records of program operations and reimbursable supportive costs and cause these records to be retained at the school level in a decentralized district or at the district level in a centralized district for a period of three years after the end of the fiscal year to which they pertain; and, upon request, to make all accounts and records pertaining thereto available to the State Agency or to federal authorities for examination, audit, or other reviews, at a reasonable time and place;
B. Submit claims for reimbursement and other reports as required by the State Agency and in full compliance with procedures and requirements established by the State Agency; and to claim reimbursement for only milk as defined below:

   "Milk" means pasteurized fluid types of unflavored or flavored whole milk, low-fat, skim milk, or cultured buttermilk, which meet State and local standards for such milk.

   In accordance with P.L. 97-370, any claims received by the State Agency more than 30 days following the close of the calendar month cannot be processed for payment. Any exception to this requirement will be made at the discretion of USDA/FCS.

C. Provide that the nonprofit school food service be exempt from income tax by provision of the Internal Revenue Service Code, as amended.
D. Maintain, in the storage and service of milk, proper sanitation and health standards to conform with all applicable State and local laws and regulations.
E. If electing to provide free milk, (1) serve milk to all eligible children in accordance with USDA's free milk policy statement at the time that milk is made available to non-needy children under the Program; and (2) make no discrimination against any needy child because of his inability to pay for the milk.
F. Retain the individual applications for free milk submitted by families for a period of three years after the end of the fiscal year to which they pertain, except that, if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.

G. The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FCS directives and guidelines, to the effect that, no person shall on the grounds of race, color, religion, national origin, sex, age, or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives federal financial assistance from FCS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

H. By accepting this assurance, the program applicant agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the non-discrimination laws and permit authorized USDA personnel during normal working hours to review such records, books, and accounts, as needed, to ascertain compliance with the non-discrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Consumer Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the program applicant and its successors, transferees and assignees, as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the program applicant.

I. Conduct a nonprofit food service or, in the event no other food service is maintained, conduct a nonprofit milk service.

THE STATE AGENCY AND THE SCHOOL FOOD AUTHORITY MUTUALLY AGREE THAT:

A. This agreement will be effective for the period beginning on October 1, 1998 and ending September 30, 1999, and further, may be extended at the option of the State Agency, and any notice of extension shall be provided to the School Food Authority in writing.

B. This agreement may be amended or terminated upon ten (10) days written notice by either party hereto; further the State Agency may terminate this agreement immediately upon receipt of evidence that the terms and conditions of this agreement are not being fully complied with by the School Food Authority or by any participating school(s) or unit(s); "Except that any termination of this agreement for noncompliance with Title VI of the Civil Rights Act of 1964 shall be in accordance with applicable laws and regulations.

C. This agreement, to be valid, must be executed by both the legal representative of the School Food Authority and the legal representative of the State Agency.

This is to certify that I have read this agreement, and I will, as superintendent or other legal representative of the School Food Authority, cause the Special Milk Program to be conducted and to be in full compliance with all applicable terms of this agreement. This agreement shall apply to all schools for which a current approved application is on file with the Division of School & Community Nutrition. I understand that this agreement is being entered into a conjunction with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

THIS AGREEMENT IS HEREBY EXECUTED ON BEHALF OF THE

SCHOOL FOOD AUTHORITY	KENTUCKY DEPARTMENT OF EDUCATION
(Original Signature) BY:	(Original Signature) BY:
TITLE: Superintendent of School Food Authority	TITLE: Director, School & Community Nutrition
DATE:	DATE:

Special Milk Collection Procedure

THIS PAGE MUST BE COMPLETED

In collecting payments for milk and distributing tickets, tokens, etc., school officials must ensure that there is no overt identification of recipients of free milk. Care must be taken to prevent such identification at the time the ticket or token is issued as well as in the serving line. Any collection system should have a built-in accounting system to record the numbers of full price and free milks. Keeping these counts is a regulatory requirement. Improper collection methods violate USDA regulations and are potentially discriminatory to children receiving free milk.

State below the collection procedure(s) to be used at the named school(s) in

_____ for the _____ school year.

SCHOOL(S)

_____

_____

_____

COLLECTION PROCEDURE:

Kentucky Department of Education
Division of School & Community Nutrition

Milk Only Certification of Acceptance

The governing body of this School Food Authority accepts this Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments, as referred to or indicated below:

Item 1: GENERAL INFORMATION

A. NAME OF SCHOOL FOOD AUTHORITY: _____

B. NAME OF SCHOOL FOOD SERVICE DIRECTOR/CONTACT PERSON: _____

Item 2: MILK PRICES

MILK PRICES FOR CURRENT SCHOOL YEAR

_____ CHARGE TO CHILD* _____ BID PRICE OF MILK TO SFA/SPONSOR

Special Milk Program Options

Check Appropriate One

_____ A. Paid and Free Milk (For Option A, complete Policy Statement, sign and return)

_____ B. Paid Milk Only (For Options B and C, sign and return. It is not necessary to to complete the Policy Statement.)

_____ C. Non Pricing Program

*Cannot exceed $.10 profit.

Item 3: SFA APPROVAL

_____ _____
Signature of Superintendent Signature of SFS Director/Contact Person

_____ _____
Date Date

Item 4: MILK COLLECTION PROCEDURE

1. Explain in detail how daily milk count is made AT POINT OF SERVICE.

_____

_____

_____

_____

_____

Special Milk Letter to Households

Dear Parent/Guardian:

The _____ School/District takes part in the Special Milk Program. Milk is served every day. Children may buy milk for _____ cents. Milk is also available free.

- If you now receive Food Stamps or Transitional Assistance (K-TAP) for your child, your child can get free milk.
- If your total household income is at or below the amounts on the Income Chart, your child can get free milk.
- If you have a foster child, that child may be eligible for benefits regardless of your income.

Income Chart for Free/Reduced Price Meals
Effective from July 1 to June 30

	Income Guidelines for Free Meals			Income Guidelines for Reduced-Price Meals		
Household Size	**ANNUAL**	**MONTH**	**WEEK**	**ANNUAL**	**MONTH**	**WEEK**
1	**$10,855**	**$ 905**	**$209**	**$15,448**	**$1,288**	**$ 298**
2	**$14,625**	**$1,219**	**$282**	**$20,813**	**$1,735**	**$ 401**
3	**$18,395**	**$1,533**	**$354**	**$26,178**	**$2,182**	**$ 504**
4	**$22,165**	**$1,848**	**$427**	**$31,543**	**$2,629**	**$ 607**
5	**$25,935**	**$2,162**	**$499**	**$36,908**	**$3,076**	**$ 710**
6	**$29,705**	**$2,476**	**$572**	**$42,273**	**$3,523**	**$ 813**
7	**$33,475**	**$2,790**	**$644**	**$47,638**	**$3,970**	**$ 917**
8	**$37,245**	**$3,104**	**$717**	**$53,003**	**$4,417**	**$1,020**
For each additional family member add:	**$+3,770**	**$+315**	**$+73**	**$+5,365**	**$ +448**	**$+104**

HOW TO APPLY

To get free milk for your child, carefully complete the application and return it to the school. If you now get food stamps or K-TAP for your child, the application must have the child's name, your food stamp or K-TAP number and the signature of an adult household member. If you do not list a food stamp or K-TAP case number, the application must have the names of everyone in the household, the amount of monthly income each household member gets, where it comes from, the Social Security number of the household member who signs the application or the word "none" if the member does not have a Social Security number. An application that is not complete cannot be approved.

OTHER INFORMATION

- VERIFICATION: Your eligibility may be checked by school officials at any time during the school year. You may be asked to send information to prove that your child should get free milk.
- FAIR HEARING: If you do not agree with the school's decision on your application or the results of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. You can do this by calling or writing the following official:

  Name: _____Phone: _____

  Address: _____
- REPORTING CHANGES: If your child gets free milk based on income information, you must tell the school if your household size decreases or your income increases by more than $50 per month or $600 per year. If your child gets free milk based on K-TAP/food stamp information, you must advise the school if you no longer get K-TAP or food stamps for your child.
- **CONFIDENTIALITY: The information that you give will be used to determine your child's eligibility for free milk, and may be used to determine his/her eligibility for other educational benefits such as: free textbooks, reduced school fees, and vocational education benefits. If you want this information to be used in that manner, please indicate on the application by checking the boxes in Part 6 and signing the name of a parent/guardian.**
- REAPPLICATION: You may apply for free milk at any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get food stamps or K-TAP for your child, fill out an application then.
- In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, religion or handicap. If you believe that you have been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

You will be notified when the application is approved or denied.

Sincerely,

Report any of this income, which you received last month.

Gross Income from Work	**Welfare/Child Support/Alimony**	**Pensions/Retirement/Social Security**	**Other Income**
Wages/salaries/tips Strike benefits Unemployment compensation Workers' compensation Net income from self-owned business or farm.	Public assistance payments Welfare payments Alimony payments Child support payments	Pensions Retirement income Social Security Veteran payments Supplemental security income	Earnings from second job Disability benefits Interest/dividends Cash withdrawn form savings Income from estates/trusts/investments Regular contributions from persons not living in the household Royalties/annuities/rental income Any other monies that may be available to pay for the child's meals

Special Milk Eligibility Notification to Parent(s)

Dear _____:

_____ Your application for your child has been approved for free milk.

_____ The above approval is temporary and must be checked on a periodic basis.

_____ Your application for free milk has been denied for the following reason:

_____

_____

_____

_____ _____

Signature of Approving Official Date

If you do not agree with this decision, you may discuss it with the approving official at the school. You may also appeal this decision by calling or writing:

_____ _____

Name and Title of Hearing Official Telephone

_____

Address

If your child is approved for free milk, you must tell the school when your household income increases by $50 per month ($600 per year) or when your household size decreases.

If your child is approved for free milk based on eligibility for food stamps or K-TAP, you must tell the school when you no longer receive food stamps or K-TAP for your child.

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, or have an increase in household size, fill out an application at that time.

All children are treated the same regardless of ability to pay. In the operation of child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age, religion or handicap. If you believe you or any individual has been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

Special Milk Public Release

The Kentucky Department of Education released this required information to newspapers and unemployment offices in the State in early August. Your responsibility is to provide the release to major employers contemplating layoffs.

_____

PUBLIC RELEASE **FOR MORE INFORMATION CONTACT**

_____

NAME OF SFA CONTACT/PHONE

_____ today announced its policy for free milk for children unable to pay the price
LOCAL SCHOOL FOOD AUTHORITY
in schools under the Special Milk Program. Local school officials have adopted the following family-size and income criteria for determining eligibility:

FREE MILK

FAMILY SIZE	IF FAMILY INCOME IS WITHIN
1	0 TO $10,855
2	0 TO $14,625
3	0 TO $18,395
4	0 TO $22,165
5	0 TO $25,935
6	0 TO $29,705
7	0 TO $33,475
8	0 TO $37,245
FOR EACH ADDITIONAL FAMILY MEMBER ADD	**$ 3,770**

Application forms are being sent to all homes with a letter to parents or guardians. To apply for free milk, households should fill out the application and return it to the school.

Children from families whose income is at or below the levels shown are eligible for free milk. Foster children may also be eligible for these benefits. Additional forms are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time with each school district required to verify a sample annually. Applications may be submitted at any time during the year.

For school officials to determine eligibility, households receiving food stamps or K-TAP must list the child's name, their food stamp or K-TAP case number and the signature and name of an adult household member. Households not receiving food stamps or K-TAP must list: child's name, names of all household members, social security number of the parent or guardian who signs the application (or an indication that neither possesses a social security number), the amount of monthly income received by each household member, identified by source, and the signature of an adult household member certifying that the information provided is correct. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verifying data.

Households that list a food stamp or K-TAP case number must report when the household no longer receives these benefits. Other households approved for benefits are required to report increases in household income of over $50 per month or $600 per year and decreases in household size. Also, if a household member becomes unemployed, or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the levels shown above.

Under the provision of the policy, a school official will review applications and determine eligibility. If a parent is dissatisfied with the determination, he/she may contact either orally or in writing the following official.

_____ _____ _____

NAME OF HEARING OFFICIAL ADDRESS PHONE

Special Milk Program Application

SUMMER CAMPS FY _____

Section I Sponsor Data

Sponsor _____

Address _____

_____
Contact Person

Phone (____)_____

Section II Cost of Milk Per Half Pint:

1. TO SPONSOR $_____
2. TO ADULTS $_____

Section III Length of Program

Beginning Date: ____/____/_____ (Month, Day, Year)
Ending Date: ____/____/_____ (Month, Day, Year)

Section IV Participation Data

Estimated Total Camp Enrollment: Children _____

Average Daily Camp Attendance: Children _____

_____ _____
Sponsor Administrator Signature **Date**

KDE/MIC Approved 7310-352
Revised 4/98

OPTIONAL FORM

RCCI
Free or Reduced-Price
Meal Eligibility Documentation Sheet
(Institutionalized child is considered to be a family of one.)

Name of Institutionalized Child	Age of Child	Date Entered	Date Exited	Date of Eligibility Determination	Income Earned or Directly Received by Child	Dates or Period for Which Income is Received	Initials of Determining Official	Category of Eligibility

*Enter income earned or directly received by child (BEFORE DEDUCTIONS).
**Such as: free, reduced-price, or ineligible for free or reduced-price).

CHAPTER 7.

Counting and Claiming

On-Site School Food Authority Review of Meal Counting and Claiming Procedures

To comply with federal regulations, school districts are responsible for a minimum of one on-site visit to each school by February 1 annually. The meal counting and claiming system must be reviewed in each participating school and any problems corrected within 45 days of the on-site visit and review. The form provided is a suggested format.

As part of the on-site review, the State Agency recommends that free and reduced price meal applications also be reviewed if approved at the school level.. Because accurate meal counts are dependent on accurately approved meal applications, this program area should be monitored as well. An initial sampling of 100 applications per school site is suggested and if problems occur, all applications should be reviewed and corrected. The on-site review form includes working papers for this activity.

The major focus for an on-site school district review is the meal counting and claiming procedures used in the school and an examination to determine of all aspects of this critical program area have been properly implemented to yield accurate claims. Documentation of all required on-site reviews must be maintained on file with all follow-up and corrective actions available for state and federal reviewers and/or auditors.

Counting and Claiming

Federal reimbursement is provided for each meal (free, reduced-price and paid) that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record and claim the number of meals actually served to students by category (i.e., paid, reduced-price and free.) Additionally, the number of meals served free and reduced-price and claimed for reimbursement must have adequate documentation on file to support the claim.

To create a model meal count/collection procedure that meets the needs of every school participating in the National School Lunch Program (NSLP) is not possible. However, it is possible to cite the essential features or criteria that all systems must have to operate effectively. How each school meets the criteria can vary widely.

System	Advantages	Disadvantages
Verbal Identifier	Cannot be lost, stolen or destroyed. Documentation of meal count is produced during meal service as names/numbers are checked off on a roster or number sheet. If used with a number sheet may be a fast method.	Can be used by another student or twice by the same student if more than one serving line. Coded roster sheet is time-consuming for cashiers using manual systems (except in schools where students arrive in the cafeteria by class.) Students may forget their numbers, thus slowing down the line.
Coded Ticket/Token	When collected at point-of service, provides a means of physically counting meals by category. when used in small-to-medium schools, counts by category can be completed quickly after the meal service	Can be destroyed, transferred, lost, stolen or sold. In large schools, too cumbersome to collect and count all tickets or tokens by category after the meal service. If not coded properly, may result in overt identification.
Coded ID Cards	Not easily transferred if photo is on the card. Can be incorporated as function of student ID card, which may be a savings to school district.	Can be lost, stolen or destroyed. May be able to be used twice if more than one serving line. Possible high replacement cost.
Automated Tab	Saves time because count is taken simultaneously with collection of tickets.	Can be destroyed, lost, stolen or transferred.
Coded Bar Line	Provides accurate count and saves time; compiles the meal count by category at the same time the students are counted. Prevents overt identification on the line. Provides automated reports.	Can be lost, destroyed or transferred. Start-up and operating costs may be high. If more than one service line, there may be two meals claimed if the electronic machines are not linked.

Medium of Exchange

The medium of exchange includes any type of ticket, token, ID, name or number that is issued to the students for obtaining a meal. The system in place that connects the application for free and reduced-price meals to the medium of exchange should provide for updates on a daily basis (noting transfers, withdrawals and changes in status due to verification, etc.) The meal count/collection system selected must ensure that the medium of exchange prevents overt identification of free and reduced-price meal recipients in the coding, distribution and collection process.

Suggested Coding

When determining how the medium of exchange will be coded, consider these coding methods.

Method	**Examples**
Coding series	1 through 1,999 free/2000 through 3,999 reduced/4,000 through 5,999 paid
Coding by student number	Number ending in 0 or in an odd or even number.
Coding by variations	Variations in signatures, placement of date or ticket distributor, such as Mary Smith, Mary J. Smith and M. Smith
Coding by subtle differences	Differences in printing such as capital letter, period, spacing of a line or differences in underlining.
Coding by number of digits	Four digits for free, five digits for reduced-price or six digits for paid.
Computer-coded student ID numbers	ID numbers assigned by the school and identified in the approval process as free, reduced-price or paid.
WARNING: Color coding by category and sing-symbol coding using obvious identifiers, such as F, R, P, are prohibited.	

Additional suggestions include changing the medium of exchange coding system yearly to prevent the use of a previous year's tickets and tokens. Whenever possible, use a code other than a single-symbol code such s A, B, C; X, Y, Z; or 1, 2, 3. Single-symbol codes are most easily recognized by students.

Distribution

All meal count/collection systems must include a method for prepayment and/or (charging). Charging is seldom recommended. the provision allowing for prepayment (and/or post-billing/charging) should make free and reduced-price meal recipients appear as students who have prepaid full price.

The option of prepayment and/or post-billing of meals should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc. Some districts offer incentives for prepayment options when cash is also accepted on the serving line.

When distributing the medium of exchange, use a common location and time where all students (free, prepaid reduced-price and prepaid full-price) are required to obtain their tickets, tokens, etc. Allow adequate time and area for purchase or pick up of the medium of exchange to prevent overt identification.

Collection

Use common serving areas, dining areas and serving times for all students during meal service. Use the same procedures for free, prepaid reduced-price and prepaid full-price meals to prevent overt identification when collecting the medium of exchange.

When students pay cash on the line for reduced-price and/or full-price meals, they may be counted in a different manner than those students who prepay or charge.

Point-of-Service

A point-of-service meal count defined by regulations means "that point in the food service operation when a determination can accurately be made 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".

Counts taken in the classroom, attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by "backing into" the numbers of lunches or breakfasts served are not point-of-service counts and are not allowable as point-of-service counts.

Reimbursable Meal

The definition of a reimbursable meal depends on the menu planning system selected by each school. For Enhanced Food Based and Traditional Food-Based systems, it is a meal that offers all of the required meal pattern food items in the required serving sizes prior to the point-of-service. The student then must select the required number of food items in accordance with the district's policy regarding offer versus serve. Each cashier or monitor must be knowledgeable and skilled in recognizing student selections that may be counted and claimed as reimbursable.

For NuMenus and assisted NuMenus, a reimbursable meal consists of a minimum of three menu items: entrée, fluid milk served as a beverage, and side dishes offered prior to the point-of-service. The student then must select the required food items in accordance with the district's policy regarding offer versus serve.

Equal Access for All Students

When a school offers a selection of more than one type of meal that is claimed for reimbursement or a variety of foods and fluid milk for choice within the meal requirements, it must offer the same selection to all students regardless of whether the students are eligible for free, reduced-price or pay the full price for meals set by the school. If certain items are not made available to all students, including those receiving free or reduced-price meals, those items may not be counted toward reimbursable meals.

Meals served on an all-cash line may never be claimed for reimbursement, even though the same items are offered on another serving line. An all-cash line does not prevent overt identification. If certain lines are not made available to all students, including those receiving free or reduced-price meals, meals served on those lines may not be claimed. When planning for special functions, parties, field trips, etc., the food service department should be involved in the process to ensure that students are not overtly identified or denied meals and meals claimed for reimbursement meet requirements.

Off-Site Meal Consumption

National School Lunch Program authorizing legislation and program regulations clearly intend that meals reimbursed under the programs are to be served and consumed on school or school-related premises. Therefore, meals taken off-site are not reimbursable. This would include meals given to students to eat on the bus, take home with them due to early dismissal, etc. Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are prepared by the school food service department and served and consumed as part of a school-related function. A list, roster or other method of claiming the meals by category should be used to record counts. Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage.

Alternative Schools

Many districts participate in some type of alternative school or campus site that includes several districts. Procedures for maintaining applications and the counting and claiming of reimbursable meals for this type of school must be established. One accepted procedure is for the "host district" (physical site of the school campus) to keep copies of the students' applications, direct certification eligibility or a roster with each students' eligibility on file from the "sending district". The host district, which is providing meal service, may claim reimbursement for eligible students in the proper category. In some situations, a student's attendance in such a school may be short-term (a few days) or long-term (entire school year). Adjustments and notations should be entered on the meal accountability records to justify the claim when applicable and to document current numbers of approved students.

If the district wants to use a different procedure than the ones mentioned above, contact the State Agency.

NOTE: Reimbursable meals served to eligible students may be claimed by the host district or the sending district but must not be claimed by both districts.

Choosing a System

Meal count/collection systems should be chosen based on the degree of meal accountability, needs, priorities and available resources of the school or district. Several factors should be considered before making a decision. The system chosen will depend on the size of the school(s), the number of meals served, the number of students participating in the program, the percentage of students receiving free and reduced-price meal benefits, the grade levels involved (high school or elementary), the cost of implementing and maintaining a collection procedure, and the staff resources available for implementing and maintaining the collection procedure(s).

Whatever system is chosen, it must provide an accurate point-of-service count:

- of reimbursable meals served (one per eligible student per day);
- by category (free, reduced-price and paid);
- each day; and
- without overtly identifying students' eligibility categories.

The type of system implemented will determine how much these factors are involved in the actual meal count process. The meal count system is an integral part of the food service program, so review all affected areas:

Meal Accountability	Point-of-service capabilities Prevention of overt identification	Student eligibility recorded and controlled Reimbursable meals served/counted
Administrative Considerations	Edits and internal checks Reports, personnel/training	Account balances maintenance Financial analysis (budget/sales)
Cost of Implementation	Daily operations Personnel training (cost/time) Hardware	Software program Support/updating processes Maintenance/repair (registers, computer terminals, etc.)

Also, consider these factors to help determine if a manual or automated system would be best:

- Cost
- Size of school and district
- Characteristics of the school and district
- Number of personnel needed to operate the system
- Amount of time needed to operate during the meal service operation as well as in making counts and reports.

If an automated system is chosen, the district must have a backup counting system in case of mechanical failure of the automated equipment. The process of system selection is very complex and unique to the individual school or district. For assistance in defining your needs and identifying a system that will meet them effectively, contact the State Agency.

Commonly Used Collection Procedures/Systems

Verbal Identifier/Cashier List System

Using this method, all students or students prepaying full-price plus students receiving free or reduced-price meal benefits give a verbal identifier such as a name or number to the cashier at the point-of-service. The cashier then identifies the category of the meal and records it in one of several ways. If the student's name is used as the identifier, a list is compiled that includes the student's name and category, either alphabetically or by classroom. The cashier checks the name of individual students as they pass through the serving line. The list is used for accounting purposes. A teacher's grade book at the point-of-service may be used for this purpose.

The same form used to count meals served may also be used to record meals for which students or parents have prepaid. This may be done by placing diagonal lines (/) in or highlighting the boxes of the days for which the meals have been prepaid. If this is done, do the same to the boxes beside the names of students receiving free meal benefits to make them appear as though they have prepaid. When using a highlighter pen, remember that the same color must be used for free as is used for prepaid reduced- and prepaid full-price meals to prevent overt identification.

If numbers are used as the identifier, a number list or an electronic cash register may be used to document that the student has received a reimbursable meal. The cashier or electronic cash register counts the meals by category. The number list or cash register reading is used for accounting purposes. When using the numerical identifier method, the number list is used to record and count reimbursable meals served and claimed. The check list is used to track individual students' prepaid meals served and the balance of any remaining prepaid meals. As long as tracking of prepaid meals is done after the serving period (not at the time of service), it is not necessary to include any names other than those of students who have prepaid for full- or reduced-price meals.

Coded Tickets/Tokens

Using this method, all students or students who prepay plus those receiving free or reduced-price meal benefits receiving a tangible object that is later redeemed for a reimbursable meal. Tickets or tokens may be issued or sold in the cafeteria, principal's office or classroom, etc. They may be issued or sold in advance of the meal service on a daily, weekly or monthly basis. Students receiving free and reduced-price meal benefits must be issued a ticket or token identical to the one issued to students who prepay with the exception of the code used by the person making the meal count determination to identify the category.

Whatever method of coding is used, care should be taken to prevent overt identification.

Examples of use of tickets and tokens in the meal count:

- Each student's ticket or token is examined as he receives a meal. A tally is made or a counting machine is pressed in a discreet manner for each meal served, by category.
- Each student's ticket or token is collected as the student receives a meal; these are later counted by category, and un-expired tickets are returned to the students to use the following meal service.
- The tickets have a coded tear-off stub for each lunch or breakfast. A stub is collected as each student receives a meal; the stubs are later counted by category. In an automated tab ticket system, the meal count by category is made simultaneously with the collection of the ticket.
- Each student is issued a coded bar line card that is scanned electronically. The meal count by category is made simultaneously with the scanning of the card.
- Each student is issued a coded number that is entered on an electronic key pad. The meal count by category Is made simultaneously as the number is entered.

Unacceptable Meal Count Systems

- Meal count systems that are not acceptable because they do not provide a daily count at the point-of-service of reimbursable meals, 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 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 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 not 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 Agency): 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 repaid.
- **Second meals claimed for reimbursement:** Second meals served to students in any category are 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 are 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 sales items claimed for reimbursement:** Food items sold independently of the reimbursable meal and not priced as a unit are 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.
- **Visual identification without back-up:** 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.

All appropriate staff should be adequately trained in their responsibilities.

School Reports

The numbers of reimbursable meals served daily, by category, to eligible students are recorded and reported by school food service personnel to the district. The particular recording method used must ensure that correct counts by category are reported in a way that can be easily read, edited and consolidated into an accurate monthly claim for reimbursement. Any report format used must provide a complete record of the day's meal service so that the required information can be transferred to the district report.

Claim for Reimbursement

School meal counts, by category, are submitted to the district level on a daily, weekly or monthly basis. The counts from all schools are combined to generate a monthly claim for reimbursement. This is called consolidating the claim. After the claims are consolidated, they are submitted by the district to the State Agency via the electronic submission system. The State Agency is responsible for paying the district for reimbursable meals claimed as served by category during the claiming period.

Reimbursement rates are different for each category of meal benefits (free, reduced-price and paid) and for each type of meal served (lunch and breakfast). Thus, accurately counting, recording and consolidating the number of meals served by category is the only way a claim for reimbursement can be properly submitted and the district be correctly paid for the meals served.

Accountability and the Meal Count/Collection Procedure

Federal regulations referred to as meal accountability were developed to improve the accuracy and accountability of reimbursement claims by clarifying schools' and school districts' meal counting and claiming requirements. Whatever system or procedure is used for counting and claiming meals, the school district is responsible for ensuring the reimbursement claim is based on accurate meal counts by category. A school or district can never claim more free, reduced-price or paid meals than are served to eligible children. If claims are in excess of the number of approved free, reduced-price, paid or total number of enrolled students, the district will be required to repay any over-claims. Proper implementation of the meal accountability regulations, which include edit checks and on-site reviews, will ensure an accurate system and prevent over-claims.

Regulations require the reimbursement is claimed for only one breakfast and one lunch per eligible student per day. The meal must be determined to be reimbursable and must be counted by category at the point-of-service.

Meal Accountability Edit Checks

Prior to the submission of a monthly claim for reimbursement, the district shall compare each school's daily claim against data that will assist in the identification and correction of claims for reimbursement in excess of the number of reimbursable free, reduced-price and paid lunches actually served that day to children eligible for such lunches. Such data shall, at a minimum, include the number of children currently approved for free and reduced-price lunches in that school. School districts shall also compare claims against any other data available to the school district, such as a school's average daily attendance, enrollment or membership data.

The district representative who submits each claim is responsible for reviewing and analyzing meal counts to ensure the accuracy of the claim.

Become familiar with these factors before performing edit checks:

- ADA – Average daily attendance (number).
- ADP – Average daily participation (%).
- Attendance factor – to obtain, divide the ADA by the total enrollment. This can be done on a school level, district level or the state factor may be used by the district.
- Daily number of meals served by category.
- Number of students approved free.
- Number of students approved reduced.
- any other enrollment or membership data useful in identifying discrepancies, such as:
    - Maximum allowable free meals equal to the number of approved free multiplied by the number of operating days.
    - Maximum allowable reduced-price meals equal to the number of approved reduced multiplied by the number of operating days.

Using the daily record of participation form, or a similar locally-developed form, perform the following edit checks for each school site:

Step 1: Compare the daily number of free and reduced-price lunches claimed against the number of children currently approved for free and reduced-price meals. Free and reduced-price meals may not be claimed in excess of the number of students approved for such benefits.

Step 2: Compare the daily number of paid, reduced-price and free lunches claimed against the number of students eligible, times the attendance factor. Whenever the number of paid, reduced-price or free meals claimed exceeds the estimated percent attendance, attendance records should be evaluated to determine the maximum number of students by category that can be claimed. Paid, reduced-price and free meals should not be claimed in excess of the attendance factor unless the school can document through other means that its meal counts are correct. Document any changes made to the daily count.

The personnel performing the edit checks should be aware of other indications of possible problems:

- Patterns of numbers, repetition of numbers or constant counts by category.
- Identical counts for breakfast and lunch.
- 100% participation (and % greater than attendance factor).
- Category count exceeding number of students eligible for free and reduced-price meals.

Edit checks should be performed each month on a daily basis. Adjustments or modifications may be done on a weekly basis. When discrepancies are found or potential problems are suspected, they should be resolved through further investigation. Any findings should be documented (with attendance records, etc.) and kept with the school's daily record of meals claimed. Edit checks or the claims review process must be a daily comparison for each participating school, but it may be completed on a daily or monthly basis by the school or district.

Edit Check On-Site Review

The meal accountability regulations require that each school district shall perform an on-site review of the meal counting and recording procedures in each school prior to February 1 of each school year. This review should ensure, at a minimum, that:

- the counting system is consistent with the district's Policy Statement as approved by the State Agency.
- the counting system, as implemented, yields the actual number of reimbursable free, reduced-price and paid lunches served for each day of operation.
- the counting system prevents overt identification of students receiving free and reduced-price lunches.
- the system provides for adequate monitoring to ensure that only reimbursable meals are counted.

If the review discloses problems with the school's meal counting or claiming procedures, the district shall ensure that the school develops and implements a corrective action plan. The plan should be in writing and developed jointly by the school food service manager and the district food service supervisor, director or whomever performed the review. It should detail the corrective action necessary to bring the feeding site into compliance and assign responsibility for implementing the plan. The district shall conduct a follow-up on-site review within 45 days to determine that the corrective action resolved the problems.

Duplicate the on-site review form for each feeding site and keep current on-site school reviews in school district files with other current documentation.

Questions and Answers

Question: May reimbursable meals served to students visiting from another school district be claimed by the host district?
Answer: Yes. The host school may claim reimbursement for meals served to visiting students. The students' meals may be claimed by category for reimbursement if the visiting school provides the host school with each student's eligibility determination. If the visiting school does not provide this information or if they are from a school that does not participate in the National School Lunch Program, then the host school may claim reimbursement for the meals served to the students in the paid category. A notation should be made on the daily participation records to justify the excessive claim when applicable.

Question: How should schools claim meals served to student workers?
Answer: All meals served to student workers should be claimed based on their eligibility category. The count must be taken at the point-of-service to assure a complete meal is served.

CHAPTER 8.

Direct Certification

Eligibility Determination

Each year, all school districts receive a direct certification listing of children who qualify for food stamps and/or K-TAP and were enrolled in the school district during the prior year. This information is secured from the Cabinet for Families and Children and may come as requested as a hard copy list or computer media. Children are listed alphabetically according to the school where they were enrolled in the first quarter of the calendar year and are eligible to receive free meals for the upcoming school year without further application. Households whose children are directly certified through use of this list are considered verified as well.

The list may be used during the first 30 calendar days of the school year for determining free meal benefits and should be handled with the same level of confidentiality as is used with the applications for free and reduced-price meal benefits. The list may not be distributed to anyone other than those directly responsible for determining program eligibility.

Notification of Predetermined Eligibility

It is required that a written notice be sent to each household certified as eligible for free meal benefits through direct certification. The notice must advise them that:

1. their children are eligible for free meals;
2. no further application is required;
3. the household should notify the school if they do not want their children to receive free benefits; and
4. that the household must notify the school when they are no longer certified to receive benefits.

Districts should complete the letter by entering the name, address and telephone number of the contact person and the signature of the authorized representative in the signature block before reproducing on district letterhead. The school name can be deleted at the district's option. It is strongly recommended that no further reformatting be done.

Predetermined Eligibles Submitting an Application

One of the difficulties encountered by reviewing officials with regard to the direct certification process is the households submit an application even after they have received the notification of predetermined eligibility. In an attempt to reduce the number of applications received for directly certified students, school officials are encouraged to send the notification of predetermined eligibility as early as possible. USDA has determined that if an application qualifying the student for free meals is received for a directly certified student during the first 30 calendar days of the school year, the direct certification may take precedence over the application.

Required Documentation

Documentation that a letter of notification was provided to the household must be maintained. Note the date that the letter of notification was provided to each household on the list beside the child's name or use another method compatible with existing district tracking systems.

Once the eligibility determination has been made from the direct certification list, retain the list as documentation for reimbursement claims. The list should be filed with the applications for free and reduced-price meals and should be readily retrievable by school.

Direct Certification of Siblings Not Allowed

When a school official finds that one or more siblings of a directly certified child are not represented on the list, a meal application must be completed for that sibling. Only those students listed on the direct certification document are considered reproved for free meals. All students receiving free meal benefits must either have an approved meal application on file or be identified and listed by name on the direct certification printout and/or diskette provided from the State Agency. The district must also have a system for tracking directly certified children who transfer within the district.

Distribution of Applications:
Option for Schools Implementing Direct Certification

The distribution of the letter to parents and application forms to households of all children enrolled in the district at the beginning of the school year is required to ensure that no child is inadvertently excluded from participation. School districts that implement direct certification are not required to send the letter to parents and application form to those households eligible under direct certification if these materials are distributed through the mail, individual student packets, or other methods that prevent the overt identification of children eligible for direct certification. Under this option, households will receive either a letter to parents with an application or a letter notifying them that their children are eligible for free benefits.

Effects of Direct Certification on Verification

Households whose children are determined eligible through use of the direct certification list are exempt from verification requirements. when the district count of applications on file on October 31 is taken for the purpose of determining the number of applications to be verified, children directly certified should not be included in the count. Also, directly certified children should not be counted as verified. Implementation of direct certification will reduce the district's verification effort by reducing the number of applications on file, thus reducing the minimum required verification sample.

Provisions 1, 2 and 3

In an effort to reduce paperwork for parents and school districts, Congress has incorporated into Section 11 (a)(1) of the National School Lunch Act three alternative provisions to the normal requirements for annual determinations of eligibility for free and reduced price meals and daily meal counts by type (free, reduced price, and paid meals) at the point of service. These provisions are known as Provision 1, Provision 2 and Provision 3. A brief description of each provision and a comparison of the three provisions follow.

The comparison of Provisions 1, 2, and three on the next page, clearly shows the differences in the three provisions. A cost analysis is needed before a school district decides to go with Provision 2 or 3. The school district will be agreeing to pay the program costs in excess of reimbursement from funds other than federal funds. The cost analyses of each provision are discussed later in this section. The higher a school's percentage of free and reduced price meals, the better it is for financial reasons. Other factors should be considered before making the final decision.

The School Food Authority may return to standard notification and application procedures in the following school year if standard procedures better suit the school's program needs.

Provision 1	Provision 2	Provision 3
Purpose: Reduce paperwork at local level by extending eligibility for free meals to two years	**Purpose:** Reduce burden of free and reduced price meal application and simplify meal counting and claiming procedures	**Purpose:** Reduce burden free and reduced price meal application and simplify meal counting and claiming procedures.
Basic Requirement: At least 80% of the students enrolled eligible for free and reduced price meals. There is no requirement to serve meals at no charge to all students. Must continue to record daily meal counts of the number of meals served by category (free, reduced, and paid).	**Basic Requirement:** None Must serve **all** student lunches and/or breakfasts at **no** charge to all students. School must pay the difference between Federal reimbursement and the cost of providing all meals at no charge and the money must be from sources other than Federal Funds.	**Basic Requirement:** None Must serve **all** student lunches and/or breakfasts at **no** charge to all students. School must pay the difference between Federal reimbursement and the cost of providing all meals at no charge and the money must be from sources other than Federal Funds.
Features: Allows free eligibility to be certified for a two-year period. Monthly claims are submitted based on actual meal counts by category	**Features:** Allows schools to establish claiming percentages for a 5-year period; base year meal application required. Monthly claims for 2nd, 3rd, and 4th years are submitted based on the percentage of free, reduced price, and paid meals served the base year. Participation adjustment are allowed.	**Features:** The schools receive the same level of Federal assistance as received in the base year for the remaining 4 years with adjustments for enrollment changes and inflation. Monthly claims are submitted based on the base year's claims. Enrollment adjustments are allowed.
Meal Count Requirements: Meal counts are taken by category (free, reduced, and paid)	**Meal Count Requirements:** After base year, meal counts are taken without regards to category. Meal counts for claim purposes are based on percentage served by category established the base year.	**Meal Count Requirements:** After base year, meal counts are taken without regards to category. Meal counts for claim purposes are based on number of free, reduced, and paid meals claimed monthly in base year – adjusted by increase or decrease in enrollment.
Meet USDA Nutrient Standards: Someone must determine that the meal is reimbursable and that the guidelines are met.	**Meet USDA Nutrient Standards:** Someone must determine that the meal is reimbursable and that the guidelines are met.	**Meet USDA Nutrient Standards:** Someone must determine that the meal is reimbursable and that the guidelines are met.
Base Year included in the 2 year.	**Base Year** first year of implementation of the 4 years.	**Base Year** not included as part of the 4 years of implementation.
Extension: None permitted	**Extension:** 4-year period allowed.	**Extension:** 4-year period allowed.
Date of Regulations: 1980	**Date of Regulations:** 1980	**Date of Regulations:** 1995

Questions and Answers

Question: If a child was directly certified during the prior school year, may her/his benefits be carried forward to the current school year?
Answer: Prior year direct certification benefits may be carried forward only for the first 30 days of the current school year. If an application is not received from the household during this period, benefits must be terminated prior to the 31st operating day of the new school year.

Question: Is the direct certification list a complete listing of all children in the district eligible for free meal benefits?
Answer: No. There are two methods by which a child can receive free meal benefits -- by direct certification and by application. Directly certified children are eligible to receive free meals for the current school year. without further application. Households of all other students must complete the application process in order to be certified as eligible for free or reduced-price meal benefits.

Question: May the office(s) responsible for processing direct certification data release copies of the lists of certified students to individuals or other school program departments for non-program purposes?
Answer: No. The USDA has consistently maintained a policy that the information on the certification for free and reduced-price meal benefits is confidential and may not be released for any non-program purposes.

Question: If a student who is directly certified transfers from one district to another, does that certification also transfer?
Answer: No. Eligibility for free meals that results from direct certification does not transfer from one district to another. When a student moves or changes residence it is always recommended that another meal application be completed.

Question: Is it required that the district retain a copy of the Letter of Notification sent to each directly certified household?
Answer: No. The district must retain a copy of the prototype Letter of Notification provided with the district's Policy Statement for Free and Reduced-Price Meals. Note the date the letter was provided to each household on the list beside the child's name or use another method compatible with the district's existing system.

Question: Must a Letter of Notification be sent to the parent or guardian of children listed as directly certified but who are no longer enrolled in the district?
Answer: No. Children who are no longer enrolled are not eligible for free meal benefits.

DIRECT CERTIFICATION IMPLEMENTATION

PART 1 General Information

School District Name: _____

Name of Superintendent: _____

School District Mailing Address: _____

Name of School Food Service Director: _____

Telephone # of School Food Service Director: _____

PART 2 Technology Information

What type of PC do you have? _____

What size diskettes (3.5 or 5.25)? _____

Are they high capacity or standard? _____

What brand of software is being used? _____

PART 3 Option Information

___ Option 1
___ Option 2

PART 4 Implementation Information

There are two methods of receiving the Food Stamp/K-TAP information from the Department for Social Insurance (DSI). Please indicate your choice.

1. Receive diskette with information from DSI. If this is you choice, are you willing to supply diskettes?
   Yes ___ No ___

2. Computer listing from DSI.

If interested, complete and return to Division of School and Community Nutrition by April 15.

Direct Certification Option 1

(District Letterhead)

_____ **Name H/H Date** _____

_____ **Mailing Address**

_____

Notification of Pre-determined Eligibility for Free School Meals

Because they are receiving Food Stamp or K-TAP benefits or both, your children have been pre-approved to receive free meals at school. This pre-approval is for the following children:

_____ _____

_____ _____

_____ _____

Your children may bring home an application for Free or Reduced Price Meals or Free Milk at the start of school, just like every other student. Please do not complete or return the Application! These benefits will start the first day of school. You must tell the school district when you no longer receive Food Stamps or K-TAP for your children.

If any of the above information is incorrect, if you have any questions, or if you do not want your children to receive free meals, please contact: insert contact name, address and phone number.

Direct Certification Option 2

(District Letterhead)

_____ **Name H/H Date** _____

_____ **Mailing Address**

_____

Notification of Pre-determined Eligibility for Free School Meals

Because they are receiving Food Stamp or K-TAP benefits, the children whose names are listed below are eligible for free meals at school:

_____ _____

_____ _____

_____ _____

You do not have to fill out an application for school meals! Please check one of the spaces below and return this letter to the address at the bottom of the page.

___ YES, I want the children listed above to receive free meals.

___ NO, I do not want the children listed above to receive free meals.

Waiver of Confidentiality - You do not have to complete this part.

___ YES, I want to waive my right of confidentiality and allow use of this information in order for my child(ren) to receive the following benefit:
___ Children's Health Insurance Program (CHIP)
___ NO, I do not waive my right of confidentiality.

Signature of Head of Household: _____

After you have marked all the spaces that apply, please return this form to:

_____, SFS Director

_____ Schools

_____ Address

If you have any questions, please call me at _____.

CHAPTER 9.

Determining Eligibility

Distribution of Student Applications

In schools participating in the National School Lunch Program and/or School Breakfast Program, a letter to parents that contains the reduced-price income eligibility guidelines and an application form must be provided to parents or guardians of all children in attendance at the school with the possible exception of those schools participating in direct certification as described below. Letters and applications should be sent to households as early as possible in the school year to allow for the return and review of applications.

The distribution of the letter to parents and application forms to households of all children enrolled in the district at the beginning of the school year is required to ensure that no child is inadvertently excluded from participation. If these materials are distributed through the mail, by individualized student packets or other methods that would prevent the overt identification of directly certified students, then the parents or guardians of these students may be excluded from the distribution of these materials. Under this option, households will receive either a letter to parents with an application form or a letter notifying them that their children are pre-approved and eligible for free meal benefits.

Although other methods may be acceptable and used successfully, the most commonly used method is to give each student a copy to take home. Schools are reminded that making the letter to parents and application form available only to those who request one or to those who received program benefits during the prior school year are NOT acceptable methods of distribution.

A few districts open an office prior to the beginning of the school year and offer parents or guardians the opportunity to apply for meal benefits and, if needed, receive help in filling out the application. Remember that parents or guardians cannot be required to go to a particular place to apply for meal benefits. Also, districts employing the above described practice must have systems in place for reviewing any additional applications submitted by the household to ensure that the information is the same as that indicated on the original application and for eliminating duplicate applications from the file.

If a district allows parents to pre-register pre-kindergarten students at the conclusion of the school year by using the free and reduced-price meal application form, this cannot be used as the application for meal benefits for the upcoming school year. Districts must obtain a new application with current income information for these students to participate in the National School and School Breakfast Programs.

Benefits Prior to Processing Applications

Free and reduced-price meals may be claimed for children with approved applications on file from the previous school year until a new application is submitted and approved, but no longer than 30 operating days from the beginning of the current school year. Siblings may be added to previous year's income application only for purposes of the 30-day approval. Siblings may not be added to categorically eligible applications from the previous school year. Eligibility for this initial 30-day period includes:

1. New children in the school district from households with children who were approved for benefits the previous year based on income.
2. Previously approved students who transfer from one school to another under the jurisdiction of the same school district. Similar provisions do not exist for students who transfer between school districts. Therefore, local school officials are encouraged to expedite eligibility determinations for all new enrollees.

The number of approved eligible students that are carried over to the current school year must be adjusted for students who graduated or withdrew from the district. After the 30 operating days, students without new applications must have their benefits terminated.

Once a current application is approved, a child's eligibility status is effective immediately. If the benefit level is reduced or denied based on the new application, the district is not required to give the 10-day adverse action notice. Prior year's applications are not valid as of the 31st operating day of the new school year.

Prior Year Eligibility and Year-Round School

Regulations state that prior to processing applications for the current school year, children from households with approved applications on file from the preceding year may be served reimbursable free and reduced-price meals. Applications from the preceding year may be used to support eligibility only during the first 30 operating days of the new school year.

Questions and Answers

Question: May I continue to provide meals based on last year's eligibility for 30 days even though an application for the current school year completed in 15 days indicates a change in the benefit level?
Answer: Guidance states that SFA's have 30 operating days to process applications and have new eligibility for the current school year in place. However, if a student is eligible for an increase in benefits for the new school year, this benefit status should be implemented immediately.

Question: In those situations described above, is the district required to give households the 10-day adverse action notice?
Answer: No. These situations are viewed as new applications as opposed to reductions in benefit levels. Changes in eligibility are effective immediately.

Question: If a student has charged meals prior to an application being approved, may I go back and claim those meals at the benefit level established by the new application?
Answer: No. eligibility status is not retroactive. Meals can only be claimed from the date of approval forward.

Application Processing Time Frame

Applications should be reviewed and an eligibility determination made within 10 operating days of receipt of the application. Whenever possible, applications should be processed immediately, particularly for students who do not have approved applications on file from the previous year.

Free Eligibility for Homeless Children

Recognizing the problem of increasing homelessness in our nation, a policy has been established to simplify access to free meals for homeless children under the Child Nutrition Programs. The following procedures may be used when an application is not submitted by the household or it is not anticipated that an application will be submitted:

1. The director of a homeless shelter where the child resides may complete and submit an application for the child;
2. Local school level officials may complete an application for the child;
3. Local school level officials may approve the application for the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless; or
4. If it is not practical for those officials to complete individual applications because of large numbers of homeless children or for some other reason, documentation (a list as in the following table) to substantiate free meal eligibility may be used in lieu of individual applications. This documentation must include, at a minimum, the following information:

    - Child's name
    - Effective date
    - Date no longer homeless or withdrawn from the institution
    - Resident (shelter, unknown, etc.)
    - Signature of determining official

This list of eligible homeless children must be kept current, adding names and indicating when the child is no longer homeless (and not eligible(or has withdrawn from the institution.

Households That Provide Income Information and a Food Stamp/K-TAP Number

If a household has provided a food stamp/K-TAP case number and also reports income, the eligibility determination should be based on the fact that the family is eligible for food stamp/K-TAP benefits. Determine eligibility as you would for a food stamp household. USDA has ruled that a single food stamp case number qualifies all students in the household for free benefits regardless of income information shown on the multi-child application.

However, mixed households should not automatically qualify for free benefits. For instance, a parent and child certified for K-TAP move in with a relative whose income is in excess of the free guidelines; the relative's children should not be categorically eligible for free benefits. In most instances the majority of food stamp/K-TAP children are members of needy households whose income level would qualify for free benefits for the remaining children. As a reminder, the district has the discretion to clarify information if any application seems questionable. If the determining official has knowledge of the household's circumstance, the application may be verified for cause.

Applications With Missing Information

The household must provide all the required information on the application for the application to be considered complete. Any other information requested on the application but not provided by the household must not delay approval of the application. If an application is incomplete, it may be returned to the household or the household may be contacted either by phone or in writing to get the information. Document the details of the contact, enter the information received on the application, date and initial the entry; except, if the application is missing the signature of an adult household member, the application must be returned to the household. In signing the application, the household member is certifying that the information on the application is true and correct.

Every reasonable effort should be made to obtain the missing information prior to denying the application. The reviewing official must not delay approval of the application if the household fails to provide any non-required information; for example, the household does not complete the racial/ethnic identity question.

Hardship Cases

Households that are not categorically eligible or income eligible cannot be approved for benefits. There are no provisions for making exceptions based on unusual household circumstances, such as high medical expenditures or similar hardships.

Inconsistent Applications

If there are inconsistencies or questions concerning the required eligibility information provided, the household's application must be denied, unless the inconsistencies or questions are resolved. When there are inconsistencies or questions about provided information, the household should be contacted for clarification prior to the applications' approval or denial.

Complete Application

WARNING: If the required information is missing, the information MUST be obtained before an eligibility determination can be made. The reviewing official must review each incoming application to ensure that the household submitted a complete application. If the application is complete, the official must then determine whether the household is categorically eligible or income eligible for benefits. the following information must be provided by the household before an eligibility determination can be made:

Food Stamp/KTAP:
1. Name of child.
2. Food stamp or K-TAP case number.
3. Signature of an adult household member.

Other Households:
1. Names of ALL household members.
2. Social Security Number of the adult member who signs the application; or the word "none" if the adult household member does not have a SSN.
3. The amount of current income received by each household member, identified by source, such as wages, welfare, alimony, etc.
4. Signature of an adult household member.

Institutionalized Child:
1. Name of child.
2. Child's personal income.
3. Signature of head of institution.

Foster Child:
1. Name of child.
2. Child's personal income.
3. Signature of foster parent, guardian or other official representative for the child.

Questions and Answers

Question: Does an emancipated child sign his/her own application? Is a Social Security Number required?
Answer: An emancipated child who lives alone as a household of one or as a member of a household with no adult household members must sign his or her own application. No SSN is required since the emancipated child is not an adult.

Question: Who signs the application for a foster child?
Answer: The foster parent/guardian or other official representative for the child must sign the application for a foster child; however, the foster parents'/guardians' income, household size and SSN are not needed on the application.

Question: Does the income have to be indicated on the application for a foster child?
Answer: Yes. The child's income must be considered for the eligibility determination. A foster child's income includes funds provided by the welfare agency that are specifically identified by category for the personal use of the child, such as for clothing, school fees and allowances. In addition, other funds received by the child are included as income; for example, income a child earns for full-time or regular part-time employment and money provided by the child's family for personal use. If no funds are specifically identified for personal use, income should be listed as "0", and the application should be approved for a full year. This also applies to applications for children residing in residential child care institutions.

Question: What if there is no income on an application? Should it be considered as "0" or should it be necessary to go back to the household for additional information?
Answer: If no income is listed on the application, the reviewing official should contact the household for additional information. If the reviewing official is unable to contact the household, the application must be denied because it would be incomplete. An application with no income has no basis for determining eligibility.

Question: What if the racial/ethnic data collection question is not complete?
Answer: Parents' provision of this information is voluntary, and failure to provide the information must not affect the child's eligibility for benefits. School districts are required to develop alternative means of obtaining racial and ethnic data for applicants when such information is not voluntarily provided by parents on the application.

Question: What applications may be considered for temporary approval?
Answer: Applications receiving temporary approval may include those from households affected by temporary layoffs, strikes, temporary receipt of public assistance and zero income. Zero income, however, may be acceptable for a foster child or institutionalized child. Reviewing officials should use their own judgment and consider temporary approval for other questionable situations.

Question: An application was approved for benefits and the household was notified. During a review of the applications later in the school year, the reviewer discovered that the reviewing official had erred and that the information on the application did not support the household's eligibility for benefits. What should be done?
Answer: Whenever there is a reduction or termination of benefits in the same school year, for whatever reason, the household must be provided the 10-calendar-day advance notice of adverse action. When there is an increase in the level of benefits, the household must be notified and the increase in benefit level provided within a three-day period.

Question: What kind of notice is recommended for children determined to be eligible for free or reduced-price meals?
Answer: Households must be notified of their eligibility for benefits. School districts should notify households of their child's eligibility for free or reduced-price benefits either in writing or by phone. Households denied benefits must be notified in writing.

Question: When using a single child application, if the adult signature is missing, can a sibling's application be photocopied and/or stapled to the application missing the signature to make a complete application?
Answer: Yes, if the remainder of the information is the same and if the child whose application is missing information is listed as a household member on the sibling application.

Question: Several applications, none of which is complete, are submitted from the same household for different children. How many sibling applications can be used to generate a complete application?
Answer: There must be at least one complete application in which the household member has certified the information to be correct by signature from which information may be obtained to complete one or more sibling applications.

Letter to Households Questions and Answers

Question: How should the distribution of application for year-round schools be handled?
Answer: Applications should be distributed on or about July 1 or soon thereafter so that households are provided with current income eligibility guidelines. Keep in mind that also in year-round schools, applications from the preceding year may be used to support eligibility only during the first 30 operating days of the new school year.

Question: May applications be provided at the end of the school year for parents to return at the beginning of the next school year?
Answer: No. Households must be provided with the income eligibility guidelines and other eligibility criteria on or about the beginning of the school year. The income eligibility guidelines and any required revisions to the media release, household letter and application form to reflect changes in the eligibility criteria are generally not available until after the end of the school year. Households must be provided with up-to-date eligibility information so they are fully aware of the eligibility criteria and to determine whether to apply or not. The dates for school year eligibility are July 1 through June 30.

Question: May applications be distributed in the lunch line?
Answer: This is not recommended. If the application is distributed in the lunch line, all students may not have access to the application.

Question: May applications be distributed to the children or must they be mailed to households? May it be announced that applications are available in the principal's office for any child or parent who wants one?
Answer: The school may distribute the applications to the children. They do not have to be sent in the mail. For example, the school could include the application in a packet of school-related information addressed to the parent but carried home to the parent by the student at the beginning of the school year. Applications must be distributed in some manner. A public announcement that applications are available and interested parties may pick one up is not sufficient.
Question: Must applications be sent to children who were approved last year?
Answer: Schools are required to distribute applications on or about the beginning of each school year to parents of all children in attendance at school. This requirement is designed to ensure that current annual income and household size are correctly represented each year. The only exception to this requirement is afforded to schools that elect to participate in Provisions 1 and 2 of the Policy Statement.

Question: In a computerized operation, may a preprinted copy of last year's application be submitted for the household to confirm the accuracy of the application and should it be signed? If not, what items may be preprinted?
Answer: It is the household's responsibility to complete the application. A school may send households an application with the student's name, the name of the household, and the household's address preprinted on it. No other information may be preprinted.

Question: Does the racial/ethnic data collection question have to be included on the form?
Answer: The racial/ethnic identity question is not required to be on the application. However, departmental regulations implementing the Civil Rights Act of 1964 require recipient agencies to have available for review racial/ethnic data showing the extent to which minorities apply and are beneficiaries of federally-assisted programs. If the school district does not collect this data in another way, the application should be used.

Question: Must foreign language translations be provided of the application and household letter/notice if translators are available to assist the households in completing the application?
Answer: School districts must send appropriate non-English language letters to parents and application forms to households if a significant number of enrolled children come from households belonging to the same foreign language group and have limited English communication skills. If the number of non-English language households is not significant, the school districts need not provide foreign language translations. Such school districts are, however, encouraged to provide assistance in filling out applications through the use of translators.

Eligibility Determinations

Categorical Eligibility: A child from a household currently certified to receive food stamps or from a K-TAP unit is categorically eligible for free benefits. School districts must provide a household applying for free and reduced-price meals for their child the opportunity to indicate on the application that the child is categorically eligible for free benefits. when a household submits a complete application that contains: the name of the child, a current food stamp or K-TAP case number and an adult signature, the determining official must approve the child for free meals. No further application information is required.

Income Eligibility: Households that do not claim categorical eligibility must provide household size and income information including the amount received by each household member, by source, to enable school officials to make eligibility determinations using the income eligibility guidelines. If the total reported income for the household is within the eligibility limits, the child is eligible for either free or reduced-price meal benefits as applicable.

Computation of Current Income

Households must provide the amount of income received, identified by the individual who received it, and where it comes from, such as wages, welfare, etc. It is the responsibility of the reviewing official to compute the household's total current income and compare the total amount to that income eligibility guidelines. If only one income is given, compare that income to the relevant income eligibility guidelines for that time frame.

Example: For a household of five that receives one paycheck each week, compare their income to the weekly income eligibility guidelines for a five-person household. If all incomes are received for the same time frame, add all the incomes together and compare the total income to the income eligibility guidelines for that timeframe.

Example: If both parents in a family of three receive paychecks each week, add the two incomes together and compare the total to the weekly income eligibility guidelines for a household of three. When households report incomes for different time periods (e.g., one monthly, one biweekly, one weekly), the reviewing official should convert all listed income amounts to a common equivalent, such as a monthly equivalent, and total the sums to determine total household income. The official must then compare this figure and the household size to the income eligibility guidelines and determine the eligibility of the household.

To Compute Monthly Income:	
Every Week	Multiply the total gross income by 4.33
Every Two Weeks	Multiply the total gross income by 2.15
Twice a Month	Multiply the total gross income by 2
To Computer Annual Income:	
Every Week	Multiply the total gross income by 52
Every Two Weeks	Multiply the total gross income by 26
Twice a Month	Multiply the total gross income by 24

Temporary Approval

When a household reports zero income or a temporary reduction in income, eligibility must be determined based on the present rate of income rather than on regular annual income. However, the reviewing official should issue temporary approval of the application.

The time periods for a temporary approval end on November 15, January 15 and March 15. Approximately one week before the end of the approval period, the school should send a new application to the household so that they may reapply for benefits. Exception: Zero income on an application for a foster child or institutionalized child is acceptable and may be approved for the school year.

Eligible children should receive temporary approval in the following types of economic situations:

- The reason for denial of benefits.
- The right to appeal.
- Instructions on how to appeal.
- A statement that households may reapply for free and reduced-price benefits at any time during the school year.

Applications should be reviewed and parents or guardians notified of the eligibility determination as soon as possible.

Processing Applications Questions and Answers

Question: How much judgment or discretion may a school district exercise in determining whether a household does or does not meet the eligibility criteria for benefits?
Answer: Frequently questions arise concerning what is to be included as income and what constitutes a household. Free and reduced-price guidance is intended to provide guidelines for those individuals making eligibility determinations. The guidance cannot, however address each individual situation. Reviewing officials will occasionally have to apply the broad concepts set forth in this guidance to some individual situations. If unusual situations unlike any examples in the guidance arise, the reviewing official should contact the State Agency.

Question: How quickly should applications be processed?
Answer: Applications for new students and others who cannot be provided meal benefits based on the prior year's eligibility should be processed as quickly as possible. For children with an application on file from the prior year, such as returning students and new students who had siblings in the school the prior year, an eligibility determination should be made within 10 operating days of the return of the new application.

Question: If any item of required information is missing from the free and reduced-price application, may the reviewing official make an eligibility determination on the basis of a sibling application or must he/she consider the application incomplete and take follow-up action?
Answer: A determining official may look to a sibling's application for any item of required information.

Question: A household voluntarily provided pay stubs with the application but did not write the amount of each person's income on the application. All other items were complete. According to the pay stubs, the household is eligible for benefits. What should the determining official do?
Answer: Rather than denying the application or returning the application to the household, the determining official may contact the household, by phone or in writing, to ensure that the household submitted all documentation of income. The official should document the contact, enter the information on the application, and initial and date the action.

Question: If a sibling was not listed on last year's application but comes from a family with children who were eligible for free meals last year, can I claim free reimbursement for that child before applications are processed for the school year?
Answer: The school district may claim the same level of benefits for new children from households with children who were approved for benefits last year if the household's previous approval is based on income. Categorical approvals may not be extended to siblings.

Appeals

A household may appeal the denial of their application or the level of benefits for which they have been approved. The hearing procedures outlined in the school district's free and reduced-price policy statement must be followed.

Changes in Household Circumstances

If approval for benefits was based on income and household size, the household must report increases of income over $50 per month of $600 per year and any decreases in household size. When a household reports such changes, the school district must review the information, make any appropriate change in eligibility, and notify the household.

If approval was based on receipt of food stamp or K-TAP benefits, the household must report when it no longer receives benefits for the child. A household reporting such a change and wishing to continue benefits for the child must complete a new application and provide household size/income eligibility information, as well as a SSN for the adult household member who signs the application. The reviewing official must review the information, make an eligibility determination, and notify the household of the determination. If the change results in a reduction of benefits, the household must be provided the 10-day advance notice of adverse action. If the change results in an increase in the level of benefits, the change is effective immediately.

Release of Eligibility Determination

The information on applications must be kept confidential. However, the USDA has authorized school districts to release student free and reduced-price school meal eligibility status under specific circumstances only.

Aggregate data on children eligible for these benefits is allowed, but Section 108 of Public Law 103-448 authorizes the disclosure of individual children's free and reduced-price school meal eligibility status for certain federal and state education programs. Programs identified to receive this information are the National Assessment of Educational Progress and officials collecting data for Title I allocation and evaluation purposes. A waiver of confidentiality by the children's parents/guardians is still required whenever eligibility status is released with an individual student name to any other program.

Record Keeping

All free and reduced-price applications, including application from households denied benefits and inactive applications, must be kept on file for a minimum of three years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the applications must be maintained as long as required for resolution of the issues raised by the audit.

For applications from households approved for benefits, the reviewing official should indicate the date each application is approved, and the level of benefits for which each student is approved, and sign or initial the application.
For applications from households denied benefits, the reviewing official must identify and retain on file the reasons for the denial. Records should also include the date of the denial, the date the denial notice is sent, and the name of the reviewing official. These may be noted directly on the application.

When a student's eligibility changes or the student transfers to another school, the date of change or transfer should be noted on the application, any roster used, and/or otherwise maintained. Current applications must be on file and there must be records to support transfers of students out of the school.

Use of Automated Systems in Application Approval Process

The use of automated systems in the approval process of applications for free and reduced-price meals has increased in recent years. In an automated system, the manual completion of the eligibility section on the application form is counterproductive. It is acceptable for school districts with automated systems to disregard the manual completion of this section. The school district's system must have the capability to generate a listing of all students on applications, the basis of approval, the eligibility status, the date of approval, and other significant dates, such as withdrawal and reentry.

Determining Household Size

School officials must often use their discretion in making household size determinations.

Terminology

Household and Family: A group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit.

Economic Unit: A group of related or unrelated people who share housing and/or all significant income and expenses of its members. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

Household of One: A one-person household. This term applies to an emancipated child living alone or as a separate economic unit, a foster child and an institutionalized child.

Food Stamp Household: Any individual or group of individuals currently certified to receive benefits under the Food Stamp Program.

K-TAP Unit: Any individual or group of individuals currently certified to receive assistance under the K-TAP program.

Categorical Eligibility: A child for whom food stamp/K-TAP information is received who is automatically eligible for free meals when the household provides a current food stamp or K-TAP case number on the application.

Students Away at School: Students who are temporarily away at school, for example, students attending boarding schools or colleges, should be counted as members of the household.

Military Families: Military personnel on shore duty living with the household or away on Temporary Duty (TDY) are considered household members. Military personnel serving overseas or assigned to a military base and not living with the household are not considered members of the household for purposes of determining eligibility, but the money sent to the household is included as income to the household.

Foster Child: A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Such a child is considered a household of one. No other household members should be listed on the application. A foster child should not be listed on the household's application. Schools using a family application must require the household to submit a separate application for each foster child. Under the Child Nutrition Programs, the key factor in determining whether a child has been adopted or placed in foster care is who has legal responsibility for the child. If the welfare agency or the court continues to have legal responsibility for the child, the child should be considered a foster child, regardless of the financial circumstances of the family with whom he/she has been placed.

Child Living with One Parent, Relatives or Friends: In cases where no specific welfare agency or court is legally responsible for the child or where the child is living with one parent, other relatives or friends of the family, the child is considered to be a member of the household with whom he/she resides, and the size and total income of that household is used to determine the child's eligibility. Children of divorced or separated parents are generally considered part of the household that has custody.

Adopted Child: An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household. Therefore, the household's size and total income is considered in the eligibility determination.

Institutionalized Child: An institutionalized child is a child who resides in a residential-type facility that the state has determined is not a boarding school. Such a child is considered a household of one.

Student Attending an Institution: A student who attends but does not reside in an institution is considered a member of the household in which he/she resides.

Emancipated Student: A student living alone or as a separate economic unit is considered to be a household of one. In some cases, an emancipated student may be living with relatives or friends, none of whom is an adult. If the household is cone economic unit, all income and household members must be included to determine eligibility. Age is not a factor in defining an emancipated student.

Boarding School Student: A student in boarding school is considered a member of the household in which he/she normally resides; therefore, household size and total household income are considered in the eligibility determination.

Foreign Exchange Student: A foreign exchange student is considered a member of the household in which he/she resides. Therefore, the household size and total household income are considered in the eligibility determination.

Questions and Answers

Question: When foster parents apply for benefits for their own children, do they include their foster children as household members, and do foster parents include the payments provided by the welfare agency for care of the foster children as income to the household?
Answer: No. Since each foster child, including a preschool foster child, is a household of one, foster children are not included in the foster parents' household. Payments received by the household for care of the foster child are intended to be used for the foster child and, therefore, are not included as part of the foster parents' income.

Question: What if a child lives with his/her parents and is required to pay for room and board? Is the child a separate household?
Answer: The child is considered to be a separate household only in those cases where the child is living alone or as a separate economic unit. Separate economic units are usually characterized by the prorating of most household expenses. Most students paying room and board are usually paying a token amount and are not economically independent of their parents and are therefore not considered to be emancipated.

Question: IF two separate households rent living space (e.g., an apartment or house), and one household gives its portion of the rent to the other household which, in turn, transmits the full rent to the landlord, does the rental income given to the transmitting household count as rental income?
Answer: No. The transmitting household has not received income; rather it is performing a simple financial transaction that does not provide it with additional income.
Question: What do I do if a child is eligible for free means but the household wants to pay the reduced price?
Answer: The school should respect the family's wishes and allow the child to pay the reduced-price charge. The application should correctly reflect that the child is eligible for free meals. However, the school should note on the application that the family has elected to pay the reduced-price charge. The meals served to such a child must be claimed for reduced-price reimbursement since the school received the reduced-price payment from the household.

Reportable Income

Income to be reported on the non-categorically eligible household's application for free and reduced-price meals is any money received on a recurring basis including gross earned income. specifically, gross income means all money earned before such deductions as income taxes, employee's social security taxes, insurance premiums and bonds. Income includes:

- Payment of money for services, including wages, salary, tips, commissions or fees;
- Social Security benefits;
- Supplemental Security Income (SSI);
- Public assistance/welfare payments (K-TAP), but not food stamp benefits;
- Alimony or child support payments;
- Unemployment compensation;
- Government civilian employee or military retirement pension;
- Veteran's payments;
- Private pension, annuities or retirement income;
- Regular contributions from persons not living in the household;
- Strike benefits;
- Workers' compensation or disability benefits;
- Net income for self-employed farmers and business persons, net rental income and royalties;
- Dividends or interest on savings or bonds;
- Income from estates or trusts;
- Other cash income, including cash amounts received or withdrawn from investments, trust accounts and other resources that would be available to pay the price of a child's meal; and
- Military benefits received in cash, such as housing allowances for military households living off base and food allowances.

Income Exclusions

Income not to be reported or counted as income in the determination of a household's eligibility for free and reduced-price benefits includes:

- Any cash income or value of benefits a household receives from any federal program that excludes such income by legislative prohibition, such as the value of food stamps provided under the food stamp program;
- Student financial assistance provided for the costs of attendance at an educational institution, such as grants and scholarships, awarded to meet educational expenses and not available to pay for meals.
- Loans, such as bank loans, since these funds are only temporarily available and must be repaid;
- The value of in-kind compensation, such as military on-base housing or any other non-cash benefit;
- Occasional earnings received on an irregular basis, e.g., not recurring, such as payment for occasional baby-sitting or mowing lawns.

Current Income

Households must report current income on a free and reduced-price application. Current income means income received by the household during the month prior to application. If this income is higher or lower than usual and does not fairly or accurately represent the household's actual circumstances, the household may project its annual rate of income based on the following guidelines:

Projected Income for Seasonal Workers and Others

Seasonal workers, such as migrants, and others whose income fluctuates usually earn more money in some months than in other months. Consequently, the previous month's income will commonly distort the household's actual circumstances. In these situations, the household may project its annual rate of income and report this amount as its current income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

Garnished Wages and Bankruptcy

Income is the gross income received by a household before deductions. In the case of garnished wages and income ordered to be used in a specified manner, the total gross income must be considered regardless of whatever portions are garnished or used to pay creditors.

Self-Employment Income

Self-employed persons may use last year's income as a base to project their current year's net income, unless their current monthly income provides a more accurate measure. Self-employed persons are credited with net income rather than gross income as described here. Net income for self-employment is figured by subtracting business expenses from gross receipts.

- Gross receipts include the total value of goods sold or services rendered by the business.
- Deductible business expenses include cost of goods purchased, rent, heat, utilities, depreciation charges, wages and salaries paid, and business taxes (not personal federal, state or local income taxes). The value of saleable merchandise consumed by the proprietors of retail stores is not included as part of net income.

Farm Income

Net income for self-employed farmers is figured by subtracting the farmer's operating expenses from the gross receipts.

- Gross receipts include the value of all products sold; money received from the rental of farm land, buildings or equipment to others; and incidental receipts from the sale of items such as wood, sand and gravel.
- A farmer's operating expenses include cost of feed, fertilizers, seed and other farming supplies; cash wages paid to farmhands; depreciation charges; cash rent; interest on farm mortgages; farm building repairs; and farm taxes (but not state and federal income taxes).

Income from Wages and Self-Employment

For a household with income from wages and self-employment, each amount must be listed separately. When there is a business loss, income from wages may not be reduced by the amount of the business loss. If income from self-employment is negative, it should be listed as zero income.

Military Income/Benefits

Military benefits received in cash, such as housing allowances for military households living off base and food allowances, must be considered as income. However, the value of in-kind benefits other than cash, such as on-base housing, is not considered as income.

Income for Foster Children

In determining income for the foster child, only the following should be considered:

- Funds provided by the welfare agency that are specifically identified by category for the child's personal use, such as for clothing, school fees and allowances. Welfare funds that are identified by category for shelter and care and those identified as special needs funds, such as those for medical and therapeutic needs, are not considered as income. Where welfare funds cannot be identified by category, no potion of the provided funds are considered as income.
- Other funds received by the child. This includes, but is not limited to, monies provided by the child's family for personal use and earnings from employment other than occasional or part-time jobs.

Income for Institutionalized Children

Payments from any source directly received by the institution in a child's behalf are not considered as income to the child. Only income a child earns from full-time or regular part-time employment and/or personally receives while in residence at the institution may be considered as income.

Student Income

The earnings of a student who is a full-time or regular part-time employee must be listed on the application. However, occasional earnings, such as baby-sitting, should not be listed on the application.

Alimony and Child Support

Any monies received by a household in the form of alimony or child support is counted as income. Any monies paid out for alimony or child support may not be deducted from a household's reported gross income.

Lump Sum Payments

Lump sum payments or large cash settlements are not counted as income since they are not received on a regular basis. These funds may be provided as compensation for a loss that must be replaced, such as payment from an insurance company for fire damage to a house. When lump sum payments are put into a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.

Questions and Answers

Question: Why is service personnel's off-base housing allowance counted as income when the value of the on-base housing is not?
Answer: Income is defined as all cash received on a recurring basis. In-kind benefits, by definition, are not cash payments, and, therefore, are not considered as income for the purpose of determining free and reduced-price eligibility. School officials are not in a position to determine the value of in-kind benefits, such as housing for clergy, cars for salespersons, employee medical or dental benefits. The income exclusion for in-kind benefits is uniform throughout the school meal programs. To treat in-kind benefits provided to military households differently from in-kind benefits provided to the general population would create an inequity. The fact that the value of military on-base housing is more readily identifiable than other sources of in-kind benefits would not lessen the inequity.

Question: What income is reported for students who reside in a residential child care institution (RCCI)?
Answer: Payment from any source, directly received by the institution on the child's behalf, are not considered as income to the child. However, the money a child personally receives or earns from any full-time or regular part-time source is considered income.

Question: What payments from federal programs are excluded from consideration as income by legislative prohibition?
Answer: The value of assistance to children and their families under the National School Lunch Act, the Child Nutrition Act of 1966 and the Food Stamp Act of 1977; reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents and others) of the Domestic Volunteer Service Act of 1973 to the extent excluded by that Act; payments to volunteers under section 8(b)(1)(B) of the Small Business Act (SCORE and ACE); income derived from certain sub-marginal land of the U.S. that is held in trust for certain Indian tribes; payments received under the Job Training Partnership Act; income derived from the disposition of funds the Grand River Band of Ottawa Indians; payments received under the Alaska Native Claims Settlement Act; payments by the Apache Tribe of the Mescalero Reservation; payments to the Passamaquoddy Tribe and the Penobscot Nation or any of their members received pursuant to the Maine Indian Clams Settlement Act of 1980; student financial assistance received under the Title IV of the Higher Education Act of 1965, including the Pell Grant, Supplemental Education Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work study and Byrd Honor Scholarship Programs, to the extent excluded by that Act; Agent Orange Settlement Payments to veterans that have been excluded under Public Law 101-201; and payments received under the Civil Liberties Act of 1988. Since programs are periodically added to this list, school districts should contact the State Agency when there is a question of whether specific payments are to be included as income.

Question: Is an application with household size and income information required for students who reside in a RCCI and attend public school during the day?
Answer: Yes. The day school must have an application on file for each child for whom a free or reduced-price meal is served and claimed for reimbursement, regardless of the child's place of residence. Institutionalized children are not to be categorically certified as eligible for free or reduced-price benefits. A record of each child's income, even if "0", must be identified on the application for free and reduced-price meals.

Question: If the household indicates $0 for income, is that sufficient?
Answer: Zero income is a sufficient answer for a temporary approval. School officials should confirm the continued eligibility of a zero income application at each required update (November 15, January 15 and March 15). However, some circumstances may warrant approval of a zero income application for the school year, such as for the foster or institutionalized child.

Question: If one household owns a housing unit and rents living space to another household, does the household receiving the rental fee have to report this amount as income?
Answer: Yes. Income includes money derived from rent of room(s), apartment(s), etc. If a household receives rental income from another household, it must be included as income. The treatment of rental income would be similar to the treatment of self-employment income.

Maintaining Applications

Applications may be maintained either at the school or at a central location. Centrally located applications must be readily retrievable by school which means that when called upon to do so for purposes such as administrative reviews, school officials must be able to separate the applications for an individual school from the others in the district in order to support the reviewed school's claim for reimbursement. The applications for an individual school need not be housed in that school nor do they need to be filed separately from the applications of other schools; they need only be readily retrievable. Changes must be made within the required time frames.

It is not possible to create a model application maintenance system that meets the needs of every school participating in the National School Lunch Program and School Breakfast Program. However, it is possible to cite the essential features that all systems must have to operate efficiently.

Categories of Applications

Five categories of applications must be maintained:

1. Free
2. Reduced-Price
3. Denied
4. Withdrawn
5. Temporary

It is not required that applications in each of the categories be filed separately from the others. However, it must be possible for school officials to separate applications by category when called upon to do so.

In manual systems, free, reduced-price, denied and the date of the determination are indicated on the bottom of the application form in the area reserved for information recorded by the reviewing official. In an automated system, the level of benefits for which a student was approved (or denied) and the date of the determination should be indicated by the student's name on the computer printout. This information must be available not only on a current basis but also for prior months. When printouts are used for issuing the medium of exchange, updates provided the cashier should be added to the master printout with the date that the update became effective. If and when an updated master printout is issued to the cashier, it should be cross-checked with the printout that is currently in use. Any discrepancies should be resolved with the central office and the previously used printout should not be discarded but retained as documentation that supports prior months' reimbursement claims.

Districts using a computerized system to determine eligibility are not required to complete the "school use" section of the application as long as eligibility determination can be tracked by roster or other documentation. Changes to household size, income, etc., must be documented on the application form as well as on the computer or electronic database. The application form is the official source document from which eligibility is determined.

Alternative Schools

Currently there are many districts participating in some type of alternative school or site that provides meals to students from several schools within the district. Procedures for maintaining applications and the counting and claiming of reimbursable meals for this type of school are the same as any other school site in the district.

One accepted procedure is for the alternative school to keep copies of the students' applications, direct certification eligibility or roster with each students' eligibility on file from the "sending school". The school that is providing meal service may claim reimbursement for eligible students in the proper category. In some situations, a student's attendance in such a school may be short-term (a few days) or long-term (entire school year). Adjustments and notations should be entered on the meal counting and claiming records to justify the claim when applicable and to document current numbers of approved students.

If the district wants to use a different procedure than the one mentioned above, contact the State Agency.

Reimbursable meals served to eligible students may be claimed by the host school or the sending school, but must not be claimed by both schools.

Questions and Answers

Question: If an application is temporarily approved, and after the temporary approval period the circumstances have not changed, is it necessary to contact the household or automatically extend the temporary approval?
Answer: After each temporary approval period, each household must be contacted again to offer the household an opportunity to report changes in household size and income information. USDA recommends that a new application be completed at each update.

Question: Do applications have to be maintained at the school or may they be maintained at a central location?
Answer: Applications may be maintained either at the school or at a central location. For the purpose of a review or audit, applications must be readily retrievable by school.

Question: In a computerized operation where the computer generates the determination, does the reviewing official have to sign or initial each application?
Answer: No. However, the computer system should be able to capture the original date of approval and to update the status of applications to account for transfers, withdrawals, terminations and other changes.

Question: May changes in status of an application be maintained in a computer instead of being noted on the application?
Answer: Yes. Changes in the status of an application may be maintained in a computer instead of being noted on the application. School officials must ensure that the changes are readily retrievable by school and are provided to state and federal reviewers along with the applications during a review of the applications.

Question: May a non-custodial parent obtain information on the application?
Answer: The free and reduced-price meal application information may not be released to anyone including a non-custodial parent for non-program purposes.

CHAPTER 10.

Free and Reduced Price Eligibility System Software

Free and Reduced Price Eligibility System Software
DOWNLOAD AND SETUP INSTRUCTIONS

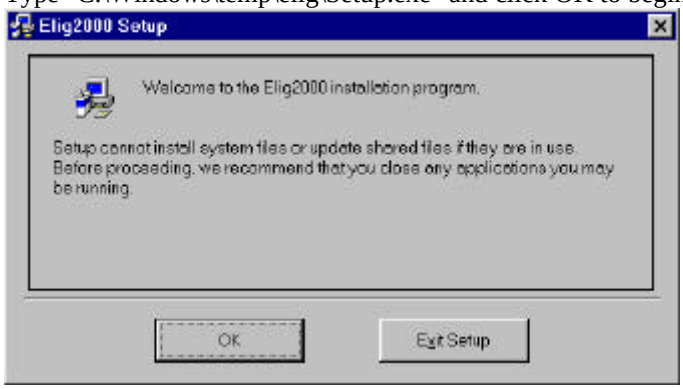
System Requirements

Pentium Processor (75 mhz or better)
20 MB Available Hard Drive Space (program and data)
32 MB RAM
Windows 95 or 98

You may access User Instructions from the SCN On-Line Reporting page at
http://www.kde.state.ky.us/odss/nutrition/reporting.asp**.**

To download the Free and Reduced Price Eligibility software:

1. Open your browser and go to the SCN On-Line Reporting page by typing the following URL into your browser: http://www.kde.state.ky.us/odss/nutrition/reporting.asp
2. Scroll down the page and click New Eligibility System to begin downloading the Elig2000.exe file. Whether you are using Netscape's Smartdownload or saving with the Save As box, be sure to note where the file is being saved on your computer. The file will download from the School & Community Nutrition server onto your computer.
3. When the download is complete, locate the file you downloaded (Elig2000.exe). If you have trouble locating the file, click the Start button, click Find, click Files or Folders, type Elig2000.exe and click the Find Now button. If it is on your machine, the file should appear in a text box below the find utility.
4. Double-click on the Elig2000.exe file, and change the Extract Path to C:\Windows\temp\elig.
5. Click Extract.
6. When the extraction is successful, click OK, then click Exit.
7. Make sure that all applications are closed. Click the Start button, then click Run.
8. Type "C:\Windows\temp\elig\Setup.exe" and click OK to begin the software installation (include the quotations).



9. On the Welcome screen, click OK.

10. Click the square computer button to install the software. You will watch a progress bar as the software installs the Eligibility System into a folder called Elig2000 in the Program Files folder of the C:\ drive.
11. When the setup has been completed successfully, click OK. The system is now ready for use. Be sure to READ THE USER INSTRUCTIONS and perform all tasks in the order they are presented.

After the Eligibility System software is installed you should be able to access the system by clicking Start, then Programs, then Elig2000. If you do not see Elig2000 in the Programs menu, the software has not been correctly installed. **Following the steps outlined in the USER INSTRUCTIONS, it may be possible to convert data from previous versions of the Eligibility System software. Users, passwords and meal pricing will not be converted. NOTE*:*** All software is the sole property of the US Dept. of Agriculture and the Kentucky Department of Education. Any reproduction of this software without permission is strictly prohibited and subject to federal laws governing its use.

Free and Reduced Price Eligibility System Software v.2000
USER INSTRUCTIONS

INTRODUCTION

Before using these instructions, ensure that the Free and Reduced Eligibility software is correctly installed and set up on your computer. You can access download/setup instructions at:

http://www.kde.state.ky.us/odss/nutrition/eligsys/eligsetup.htm

If you wish to network this software, please contact Jim Melton at 502-573-4390 or by e-mail at mailto:jmelton@kde.state.ky.us**.**

You will find SYSTEM WARNINGS marked with an throughout this manual. These warnings describe system compliance issues or warning regarding data input.

If you don't see Elig2000 in your Programs menu, the Free and Reduced Price Eligibility System software is not properly installed. Refer to the download/setup instructions referenced above.

The Eligibility System software will only allow data entry from July 1 until November 15.

You may only convert existing data into the system once. If you need to reinstall the converted data, you must begin with a fresh install of the Eligibility System.

Deletions performed in any area of the Eligibility System are NOT RECOVERABLE.

Minus signs are not permitted in any numeric fields.

When entering prices, enter as 1.25 , .70, .95, etc.

Enter Y2K compliant dates (e.g., 08/30/1999) in all data fields.

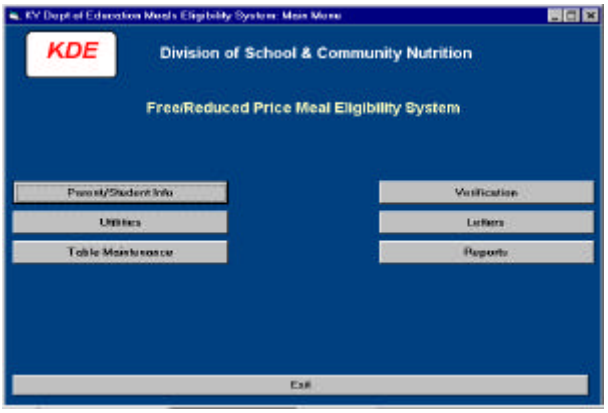
When entering income information, do not include any commas, decimals, etc. , and ALWAYS use whole dollar amounts.

Opening the New Eligibility System for the First Time

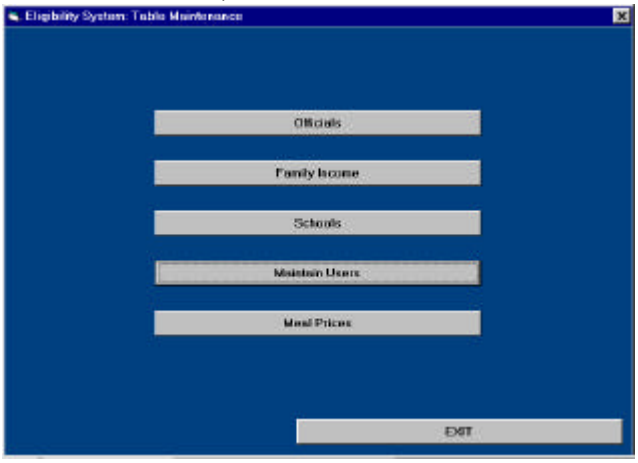
During setup, a shortcut to Elig2000 was installed in your computer's Start Menu.

To access the system:

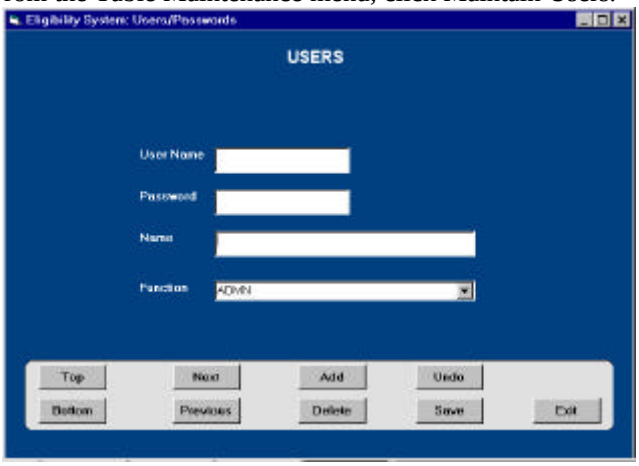
1. Click the Start button.
2. Move your mouse over Programs.
3. Click Elig2000. If you do not see Elig2000 in the Programs menu, the Eligibility System software is not installed correctly. Please refer to the **download/setup Instructions.**
4. Leave both the User Name and Password fields of the Get Password screen blank the first time you sign on and click OK to advance to the Main Menu.



5. From the Main Menu, click Table Maintenance.



6. From the Table Maintenance menu, click Maintain Users.



7. Enter a User Name for the school food service director in the User Name field (User Name can be no more than 8 characters).
8. Press the Tab key to move to the next field and enter a Password (Password can be no more than 8 characters).
9. Press the Tab key to move to the next field and enter the user's full name in the Name field.
10. Make sure that ADMN appears in the Function pull-down menu.

SYSTEM WARNING: The first user added MUST BE the school food service director and MUST SHOW ADMN as the function. If the first user entered is not given ADMN function, no one will be able to access certain parts of the system. Users with ADMN functions have access to all system areas. Users with USER functions are denied access to system functions of an administrative nature such as user maintenance, family income changes, etc.

11. When the information is correct, click the Save button.
12. When prompted to save your changes, click Yes.
13. Click the Exit button to return to the Table Maintenance menu. (Each user that is entered will be required to provide their password each time they log in.) Administrators may want to keep a private list of all assigned passwords and user names.
14. Click the Exit button to return to the Main Menu.

NOTE: The Top, Bottom, Next, and Previous buttons allow you to move through the user list you are creating (see Table Maintenance). You may wish to continue adding users by clicking the Add button and repeating the steps listed above.

SYSTEM WARNING: If you try to enter a duplicate user, you will receive an error screen stating that the record already exists. Click OK and revise information or check for duplications.

PREVIOUS USERS: If you **HAVE USED A PRIOR VERSION** of the Eligibility System and can locate your database files (default was a folder titled Eligwin on the C: drive), proceed to the following instructions for Converting Existing Data.

NEW USERS: If you **HAVE NOT USED A PRIOR VERSION** of the Eligibility System, or wish to enter all data new, skip the section on Converting Existing Data and continue to the Table Maintenance instructions. You will not be able to use the Convert Existing Data function because you have no prior data stored to import into the system.

Converting Existing Data

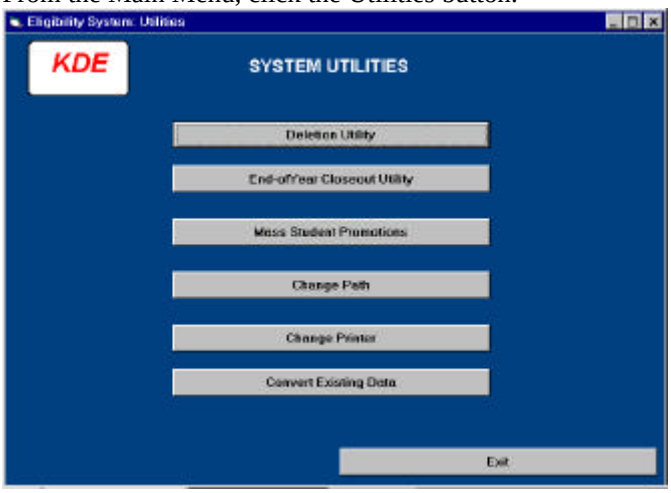
Use this utility if you have data files from an older version of the Eligibility System software that you want to import into the new system. Before converting or entering data, be sure you have set up at least one ADMN user (see Opening the Eligibility System for the First Time). Data MUST BE copied into a newly set-up system.

SYSTEM WARNING: You may only convert existing into the system once. If you need to reinstall the converted data, you must delete the existing version of the software and reinstall a new version of the software before reconverting the data.

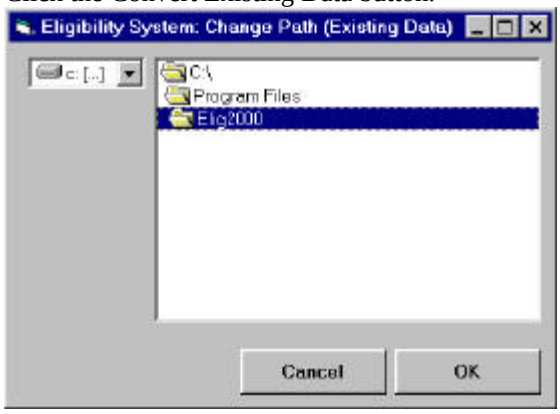
SYSTEM WARNING: After conversion, you must ensure that all Table Maintenance instructions are completed or the system may not work correctly. Meal Prices from older versions of the Eligibility System are not converted. You will need to complete these fields from the appropriate Table Maintenance area. In addition, fields that were not included in the older version of the system will appear as blank fields in the new system.

To convert data from a previous version:

1. From the Main Menu, click the Utilities button.



2. Click the Convert Existing Data button.

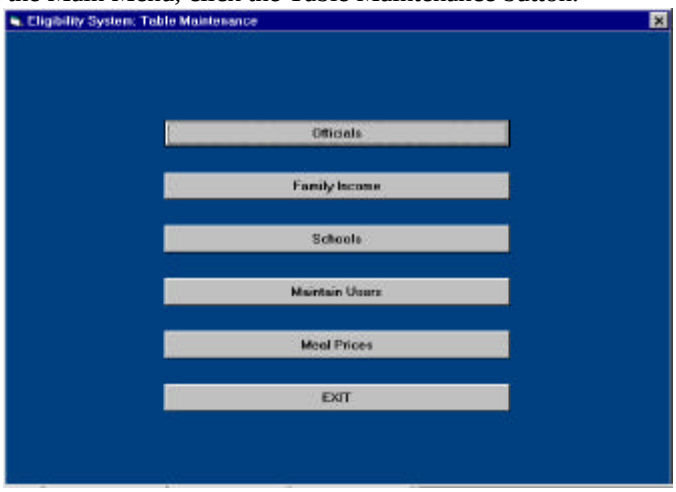


3. Using the pull-down menu on the left, choose the drive on your computer where the old version files are stored (usually the C: drive).
4. Double-click on the drive (C:\) in the right menu and locate last year's storage folder in the folder list. **NOTE: If the defaults were accepted when the older system was installed, the files should be stored in the eligwin folder on the C:\ drive.**
5. Double-click on the storage folder (Eligwin) that contains the old year files (the folder should appear open).
6. Click OK. Your old files will be converted. This may take a few moments depending on the size of your database. While the data is being converted, you will see an hourglass.
7. When the conversion is complete, click OK.
8. Click Exit to return to the Main Menu.
9. Continue to the Table Maintenance instructions.

Table Maintenance

Ensure that you have at least one ADMN user set up on the system before completing Table Maintenance. Before the system will function properly, **YOU MUST ENSURE THAT ALL ITEMS IN TABLE MAINTENANCE HAVE BEEN COMPLETED. Meal Prices are not converted from old year data.**

1. From the Main Menu, click the Table Maintenance button.



Officials

You must enter information about the district and designated officials in the five areas listed in the Select Official box at the bottom of this form. **NOTE: If you do not use the Save button on each form, your data will not be stored.**

From the Table Maintenance Menu, click the Officials button.

District Info

1. Click the round radio box next to District Info.
2. Using the Tab key to move through the fields, enter the District Name, Address, City, State, Zip Code, and Phone Number.
3. Click the Save button.

Appeal Official

1. Click on the Appeal Official radio button.
2. Using the Tab key to move through the fields, enter the Appeal Official's Name, Address, City, State, Zip Code, Phone Number and Title.
3. Click the Save button.

Determining Official

1. Click on the Determining Official radio button.
2. Using the Tab key to move through the fields, enter the Determining Official's Name, Address, City, State, Zip Code, Phone Number and Title.
3. Click the Save button.

Hearing Official

1. Click on the Hearing Official radio button.
2. Using the Tab key to move through the fields, enter the Hearing Official's Name, Address, City, State, Zip Code, Phone Number and Title.
3. Click the Save button.

Verification Official

1. Click on the Verification Official radio button.
2. Using the Tab key to move through the fields, enter the Verification Official's Name, Address, City, State, Zip Code, Phone Number and Title.
3. Click the Save button.

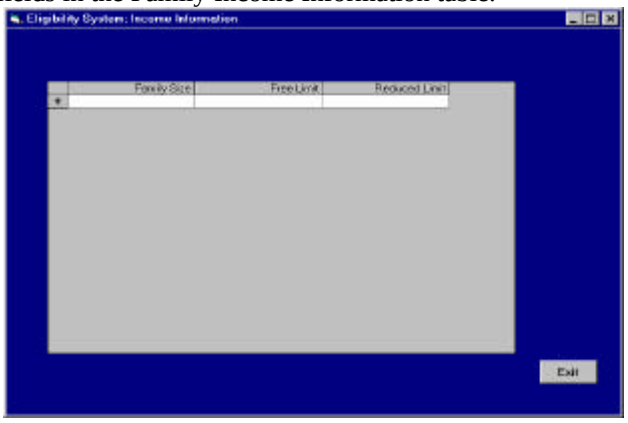
When each Official field has been completed and saved, click the Exit button to return to the Table Maintenance menu.

Family Income

Eligibility guidelines are received each year from USDA. **NOTE: All income must be entered as a monthly figure.**

Adding/Editing Family Income Table

From the Table Maintenance menu, click Family Income. You can use your arrow keys on your keyboard to move through the fields in the Family Income Information table.



1. Click inside the first blank cell and enter the lowest family size.
2. Click in the Free Limit cell and enter the monthly Free Meal eligibility amount for that family size.
3. Click in the Reduced Limit cell and enter the monthly Reduced Meal eligibility amount for that family size.
4. Continue entering the remainder of the family sizes an incomes as required by your district. As you enter a row, a new row will be added.
5. Use the arrow keys on your keyboard to move around the fields in this income chart.
6. Your changes will be saved when you Exit.
7. When you have completed all needed family sizes and income information, click the Exit button to return to the Table Maintenance menu.

NOTE: Because USDA information only publishes calculations up to a family of 8, if you require guidelines for larger family units, you will need to add larger family units by the additional family member amount listed in the USDA guidelines.

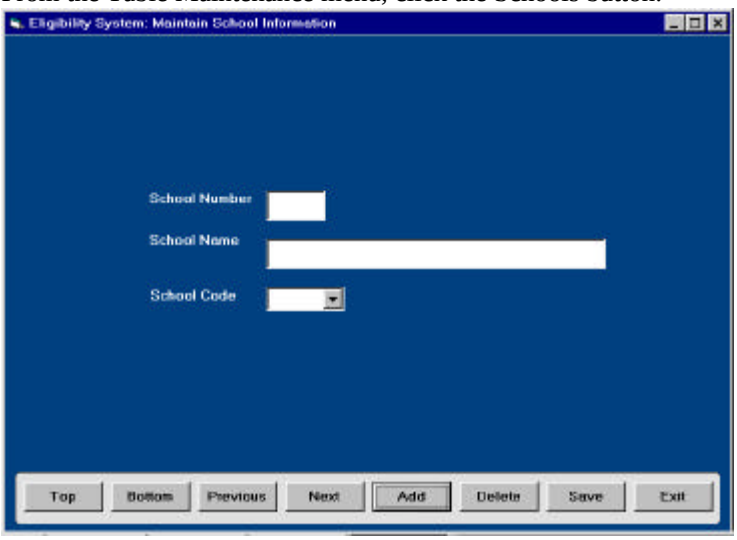
Schools

When entering schools into the Eligibility system, it is a good idea to add a "fake" school number in addition to your district's assigned schools to provide a holding area for students who transfer out of the system to another district so that the record can be retained.

If you converted data from an earlier version, you can view your school information using the Top, Bottom, Previous and Next buttons.

Adding a School

1. From the Table Maintenance menu, click the Schools button.



2. Click the Add button to clear the fields.
3. Click the mouse in the School Number box and type the school's 3-digit School Number.
4. Press the Tab key and enter the School Name.
5. Use the pull-down menu to select the School Code (Elementary, Middle or High School).
6. Click Save. You MUST CLICK SAVE AFTER ENTERING EACH SCHOOL, or your data will not be stored.
7. When prompted to save your changes, click Yes.
8. To add another school, click the Add button and complete steps listed above until each school has been entered into the system.
9. When all schools have been entered, click the Exit button to return to the Table Maintenance menu.

Deleting a School

SYSTEM WARNING: DELETIONS ARE NOT RECOVERABLE.

1. From the Table Maintenance area, click Schools and locate the school you wish to delete using the Top, Bottom, Next or Previous buttons.
2. Click the delete button.
3. Click Yes in the Delete Confirm box.

Maintain Users

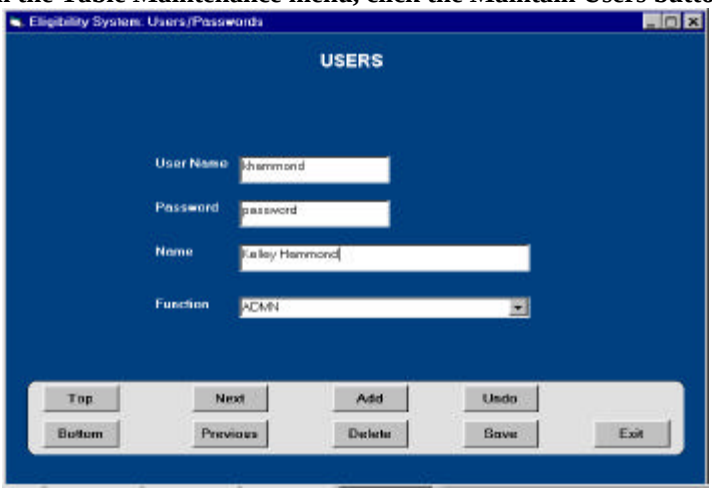
In order to ensure that data is not accessed by unauthorized individuals, you should set up a security status of either ADMN or USER for each employee who requires access to the system.

SYSTEM WARNING: If an Administrator is not entered first, all users will be locked out of most areas of the system! (See Opening the Eligibility for the First Time.)

SYSTEM WARNING: User Names and Passwords cannot be more than 8 characters.

Adding Users

From the Table Maintenance menu, click the Maintain Users button.



1. Click the Add button to clear the fields.
2. Enter a User Name.
3. Press the Tab key and enter a Password.
4. Press the Tab key and enter the employee's Name.
5. Using the pull-down menu, enter the status of the user (ADMN for full access -- USER for limited access).

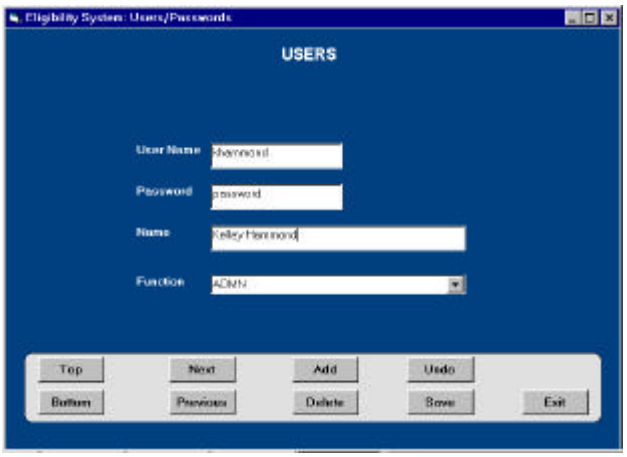
SYSTEM WARNING: Do not exit the application from the Main Menu unless at least one ADMN user has been assigned or you will be locked out of certain areas of the system, and the software will have to be reinstalled.

6. Click Save. If you do not click Save after entering each user, your data will not be stored.
7. When you are prompted to save your changes, click Yes.
8. To Add another user, click the Add button and repeat the steps above until all authorized employees have been assigned a user name, password and status.
9. When all employees have been entered and saved, click the Exit button to return to the Table Maintenance menu.

Deleting Users

SYSTEM WARNING: Deletions are not recoverable! Be sure you do not delete your ONLY ADMN ACCOUNT! This will result in loss of access to the system.

1. From the Table Maintenance menu, click Maintain Users and locate the user you want to delete using the Top, Bottom, Next or Prev buttons.



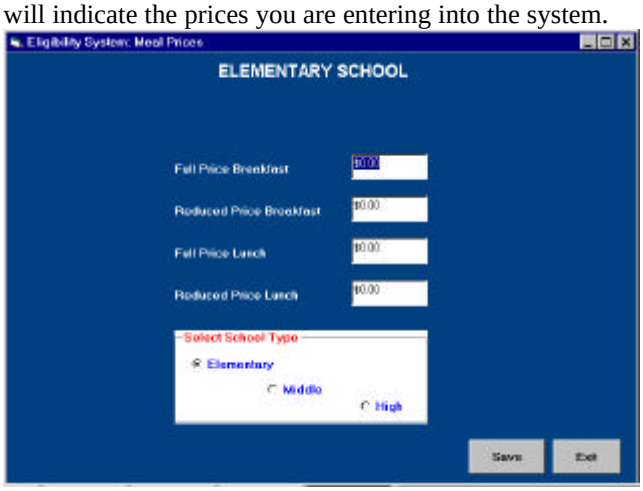
2. Click the Delete button
3. When prompted with "Do you want to DELETE this record, click Yes.

Meal Prices

SYSTEM WARNING: Meal Prices are not converted with the Convert Existing Data Utility.

NOTE: You must enter all amounts in decimal format (i.e., 1.00, .70, .95, etc).

1. From the Table Maintenance menu, click Meal Prices. The radio check boxes at the bottom in Select School Type will indicate the prices you are entering into the system.



2. With the Elementary radio check box selected, use the Tab key to advance through fields, completing the pricing information for Full Price Breakfast, Reduced Price Breakfast, Full Price Lunch, and Reduced Price Lunch for Elementary Schools.
3. Click Save.
4. Click on the Middle radio button.
5. Using the Tab key to advance through fields, complete pricing information for Middle Schools.
6. Click Save.
7. Click on the High radio button.
8. Using the Tab key to advance through fields, complete pricing information for High Schools.
9. Click Save.
10. When you have completed and saved pricing information for each type of school in your district, click the Exit button to return to the Table Maintenance menu.
11. Click the Exit button again to return to the Main Menu.

Parent/Student Information

The Parent/Student Info area allows administrators to add, update, delete and view both student and parent records.

SYSTEM WARNING: The parent records should be entered first, and the system will prompt you at the appropriate time to enter students. DO NOT ADD STUDENTS FIRST because a parent number will not be assigned and the system may not work properly.

SYSTEM WARNING: Deleting a parent file also deletes all attached students. DELETIONS ARE NOT RECOVERABLE.

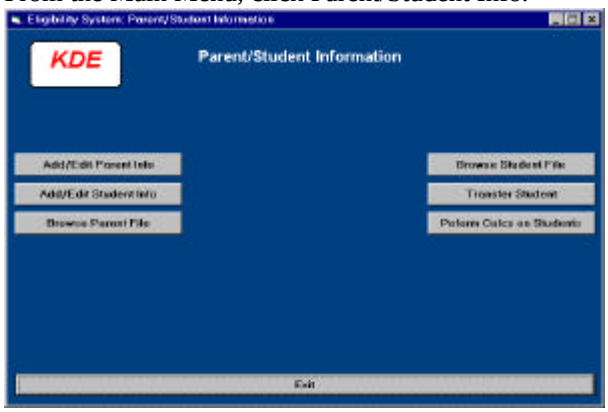
NOTE: AFTER ADDING OR UPDATING PARENT/STUDENT INFO, YOU MUST PERFORM CALCULATIONS ON STUDENTS (see instructions on Performing Calcs on Students).

Add/Edit Parent Info

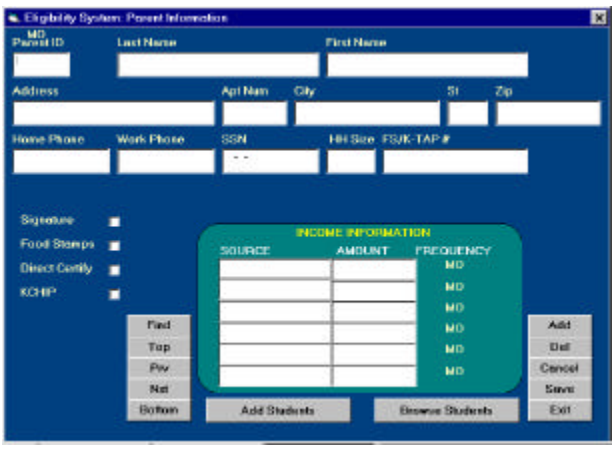
Adding a Parent File

NOTE: This system automatically assigns Parent ID numbers for each subsequent parent added.

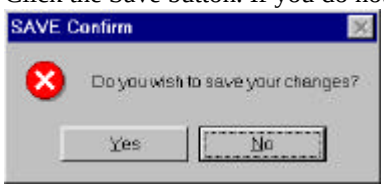
1. From the Main Menu, click Parent/Student Info.



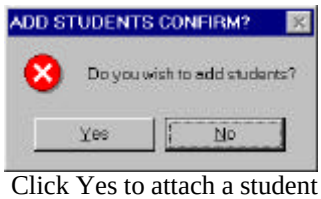
2. Click the Add/Edit Parent Info button.



3. Click the Add button to clear the fields.
4. Using the Tab key to move through the fields, enter Last Name, First Name, Address, City, State, Zip Code, Phone numbers, and Social Security Number.
5. Enter number of persons residing in household in box titled HH Size.
6. Enter the Food Stamp or K-TAP # (K-TAP # preferred) of parent who has signed the application or head of household.
7. Click the Signature checkbox to verify that a valid signature was present on the application.
8. Click to check the Food Stamps box if household receives food stamps.
9. Click to check the Direct Certify box if you use Direct Certification to assign eligibility.
10. Click to check the K-CHIP box if household participates in K-CHIP.
11. Click in the Source field of the Income Information area and enter any sources and amounts of income. NOTE: All income must be listed as a monthly amount.
12. Click the Save button. If you do not click Save, your data will not be stored.

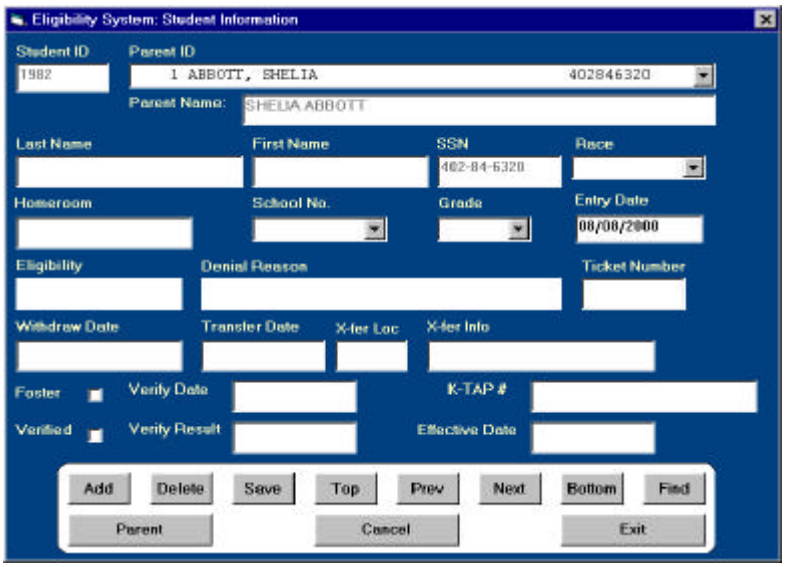


13. Click Yes.



1. Click Yes to attach a student to the parent record you have created. **SYSTEM WARNING: If a duplicate Social Security Number (SSN) is entered, you will receive a warning message and the record will not be saved.**

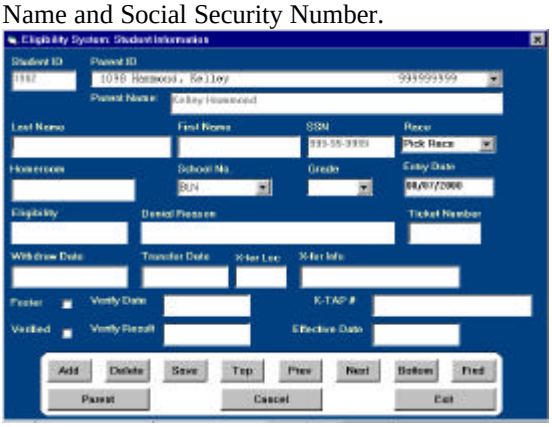
Add/Edit Student Info



Adding a Student File

SYSTEM WARNING: You should reach this screen after completing a Parent Information record so that a parent ID number can be assigned to the record. Trying to add students without a parent record already in place will result in system errors. The Add/Edit Student Info button should only be used to correct the student record – not for creating a student file.

1. From the Student Information screen, click the Add button to clear the fields.
2. Make sure the correct parent appears in the Parent ID pull-down menu. The parent is identified by Parent ID number, Name and Social Security Number.

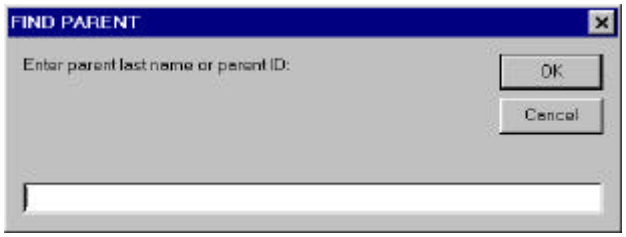


3. Enter student's Last Name and First Name. The parent's Social Security Number appears in the SSN field.
4. Use the pull-down menu to select the student's Race.
5. Enter Homeroom identifier.
6. Use the pull-down menu to enter the school's 3-digit School No.
7. Use the pull-down menu to select the student's Grade.
8. The Entry Date, Eligibility and Denial Reason fields are generated by the computer when student calculations are done and records are processed. Entries are not accessible from this screen.
9. If student is to be given a meal ticket, enter Ticket Number.
10. The Withdraw Date, Transfer Date, X-fer Loc and X-fer Info fields are used to track students entered through the Student Transfer button on the Parent/Student Info screen. These fields are generated by the computer when student calculations are done and records are processed. Entries are not accessible from this screen.
11. If student is in foster care, click to check the Foster box.
12. The Verified check box, Verify Date and Verify Result fields will not be completed until you have run the verification report. After verification, the information is generated by the computer.
12. Enter the student's K-Tap number, if applicable.
13. Enter the date that the record becomes effective in the Effective Date box.
14. Click the Save button.

15. Click Yes.
16. If you wish to enter another student, click the Add button and complete steps above until all students attached to this parent have been added.
17. To enter another family, after your student information is saved, click the Parent button to return to the Parent Add area and click Add to clear the parent fields.

Editing a Parent File

1. From the Main Menu, click the Parent/Student Info button.
2. Click Add/Edit Parent Info
3. Click the Find button.



4. Type parent's last name or parent ID to receive one of the following messages.

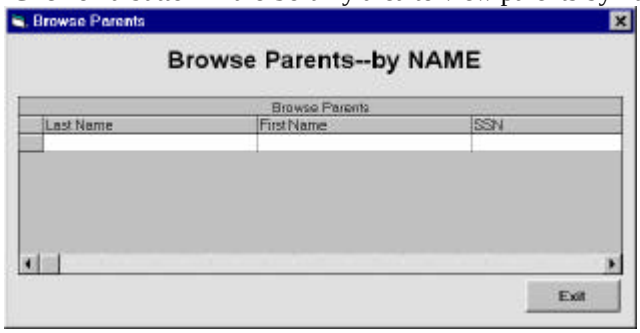
5. Click OK. If a record has been found it will be displayed in the Parent Information screen.

More Navigation:

To locate other students attached to a parent record, click the Browse Students button.
While a parent record is open, you can delete it by clicking the Delete button. **SYSTEM WARNING: DELETIONS ARE NOT RECOVERABLE.**
Click the Top button to go to the top of the parent list.
Click the End button to go to the bottom of the parent list.
Click the Prev button to see the preceding parent file.
Click the Nxt button to see the next parent file.
Be sure to Save EACH RECORD you make changes to.

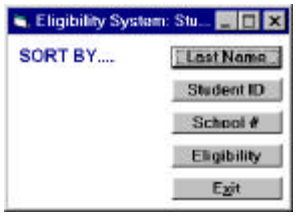
Browse Parent File

1. From the Table Maintenance menu, click Parent/Student Info.
2. Click Browse Parent File.
3. Click on a button in the Sort By area to view parents by Parent ID, Last Name or Social Security Number.

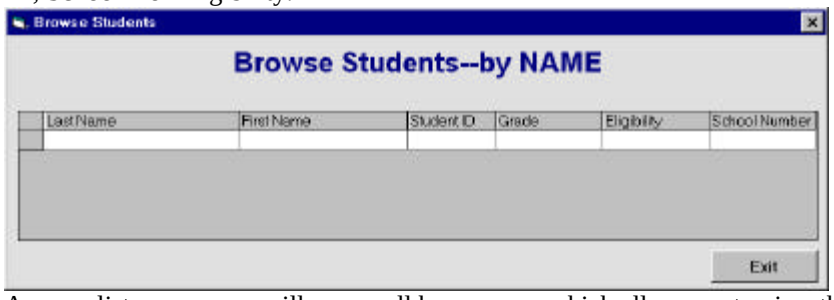


As your list grows, you will see scroll bars appear which allow you to view the list.

Browse Student File



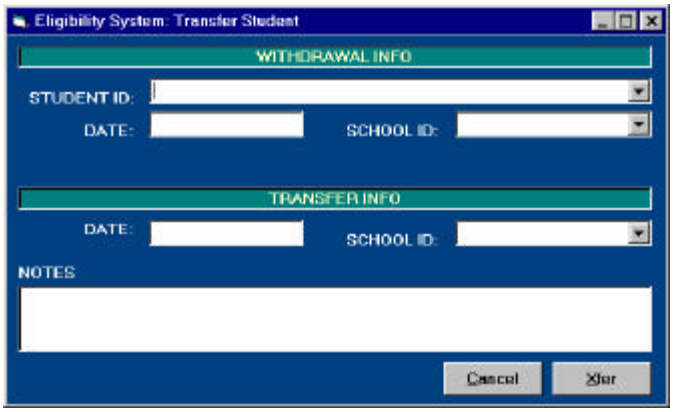
1. From the Table Maintenance menu, click Parent/Student Info.
2. Click Browse Student File.
3. Click on a button in the Sort By area to view students in order by Last Name, Student ID, School # or Eligibility.



As your list grows, you will see scroll bars appear which allow you to view the list.

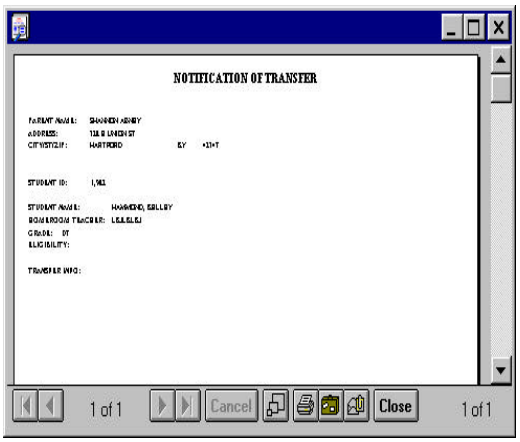
Transfer Student

This area is used to track withdrawal and transfer information for the Notification of Transfer document that is used for documentation purposes. The transfer information is automatically updated on the Student Info record as the data on the screen is saved. **NOTE: It is a good idea to set up a fake school number using the Table Maintenance area so that a record of the students moving out of district can be saved.**



If a student transfers out of the district, the corresponding parent files should be deleted unless the same parent has other children attending schools in your district. Districts should prepare two copies of the district's Notification of Transfer document so that one copy can be mailed to the transfer location and one copy can remain with the withdrawal location. New information, such as school number, teacher, grade or other student information must still be updated on the Student screens.

1. From the parent/Student Information menu, click Transfer Student.
2. In the Withdrawal Info box, use the pull-down menu to select the Student ID.
3. Enter Date of withdrawal.
4. Use the pull-down menu to select the School ID of the school the student is transferring/withdrawing FROM.
5. If the student is transferring to another school within the district, enter the Date of transfer in the Transfer Info area.
6. Use the pull-down menu to select the School ID of the school the student is transferring TO. **NOTE: It is a good idea to set up a fake school number using the Table Maintenance area so that a record of the students moving out of district can be saved.**
7. Use the notes field to enter any additional information regarding the student's transfer or withdrawal.
8. When the information is complete, click the Xfer button. A Notification of Transfer will appear in the report area.



From the report screen, you can use the button bar at the bottom to:

View the report in full-screen mode.

Print a copy

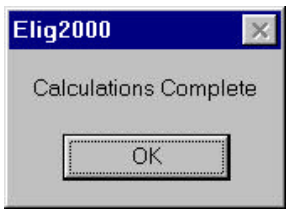
Use the Export Utility to save a file to disk.

Close button to exit.

Perform Calcs on Students

If you try to exit the Eligibility System with unprocessed records, you will be prompted to process them so that they can be saved to the permanent file. Depending on the size of your database, it may take some time to perform these calculations. You should perform calculations after adding or editing information. Calculations must be performed before your reports will display the correct verification status.

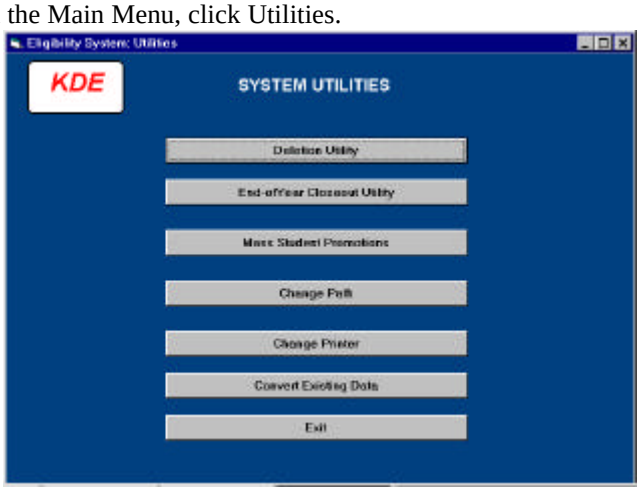
1. From the Student/Parent Info menu, click Perform Calcs on Students.



2. Click OK.
3. Click Exit to return to the Main Menu.

Utilities

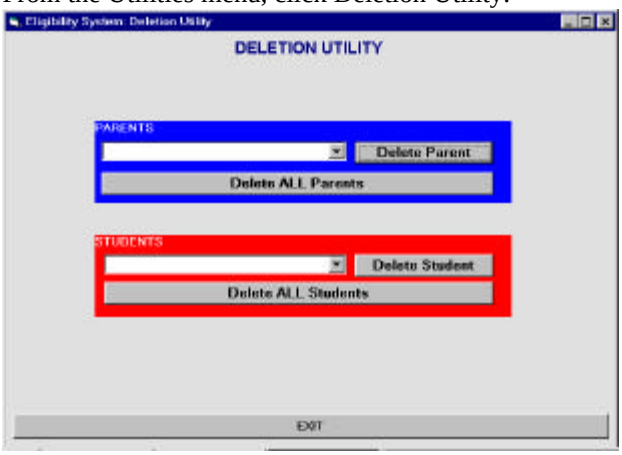
1. From the Main Menu, click Utilities.



Deletion Utility **SYSTEM WARNING: Deletions are not Recoverable**

The Deletion Utility allows administrators to easily delete student and parent records. Once deleted, records cannot be restored.

1. From the Utilities menu, click Deletion Utility.

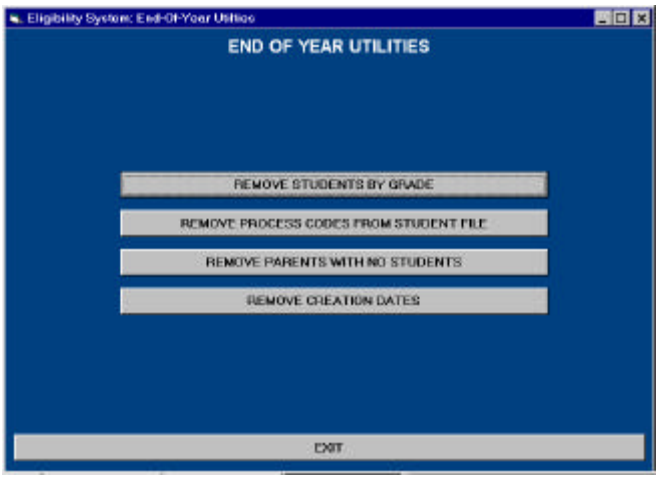


2. Use the pull-down menus on the parent and/or student area to select an individual student or parent to delete.
3. Click Delete Parent or Delete Student buttons respectively.
4. When prompted with “Do you wish to delete this record?”, click Yes at the Delete Confirm box.
5. When the deletion is complete, click OK.

6. Click Exit to return to the System Utilities menu. **SYSTEM WARNING:** Deleting ALL Parents or ALL Students will cause you to have to manually re-enter all records. Once records have been deleted, you cannot re-convert your old data again. You must delete the Eligibility System through the Add/Remove Software utility in your computer's Control Panel and re-install the system. Data can only be converted into a new system.

End-of-Year Closeout Utility

Before beginning a new school year, you may choose either to enter all records into a new copy of this system (ALWAYS back up your old year files before beginning a new year - see backup instructions), or use the End-of-the-Year Closeout Utility to perform mass alterations updates to the old system to prepare it for the new school year. For administrators who plan to carry over their student information from one school year to the next, it will be necessary to remove all process codes and creation dates from the student file to prepare for the new year. Removal of these codes will allow updating of eligibility status of each student for the next school year.



SYSTEM WARNING: Deletions and student promotions are not recoverable!

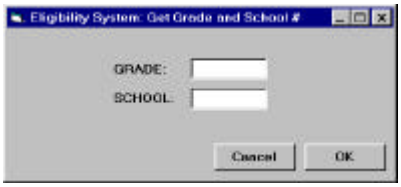
SYSTEM WARNING: Be sure to remove graduating classes before doing any promotions. Promote higher grades first to avoid mixing classes of students. You cannot separate grades once they are combined.

1. From the Main Menu, click Utilities, then click End-of-Year Closeout Utility.

Remove Students by Grade

This utility is usually used at the end of the school year to remove students who have graduated from the school system. If your school goes to 12th grade, you can enter 12 and all students in grade 12 in the selected school will be deleted from the student file. This will make room for students who are moving up from grade 11 and being moved using the Mass Student Promotions utility. You should always delete the highest grade first before promoting a grade in its place (i.e., if you promote grade 11 before removing grade 12, the records will be mingled and can only be separated manually.

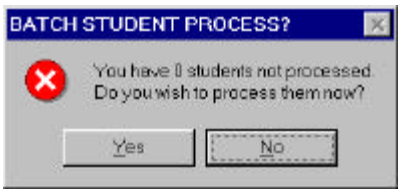
1. From the End-of-Year Closeout menu, click Remove Students by Grade.



2. Enter Grade number (05, 12, etc.) and the school's three-digit code number (001, 010, 159, etc.).
3. Click OK.
4. When prompted to perform the mass deletion, click Yes.

Remove Process Codes

1. From the End-of-Year Closeout screen, click Remove Process Codes from Student File.



2. Click Yes.
3. When process codes have been updated, click OK.

Remove Parents With No Students Attached

1. From the End-of-Year Closeout screen, click Remove Parents with No Students.
2. When prompted to perform a mass deletion, click Yes.

Remove Creation Dates

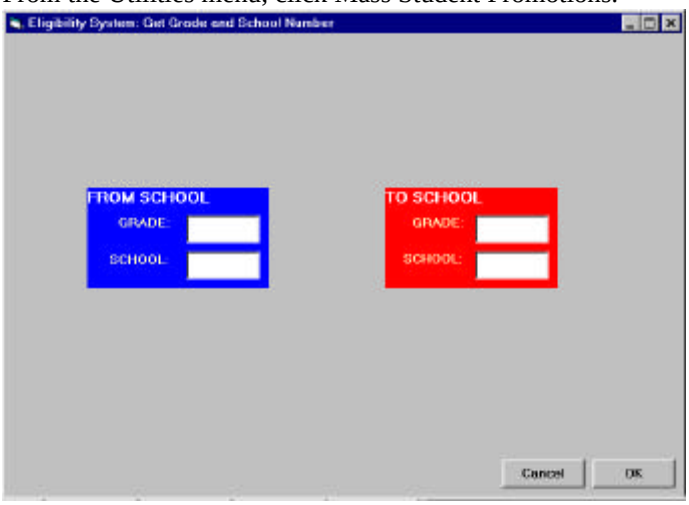
1. From the End-of-Year Closeout screen, click Remove Creation Dates.
2. Click Remove Creation Dates.
3. Click OK to return to the End-of-Year Utilities menu.

When End-of-Year Closeout Utility functions are complete, click Exit to return to the System Utilities menu.

Mass Student Promotions

You may need to promote entire grades of students using the Mass Student Promotion utility.

1. From the Utilities menu, click Mass Student Promotions.

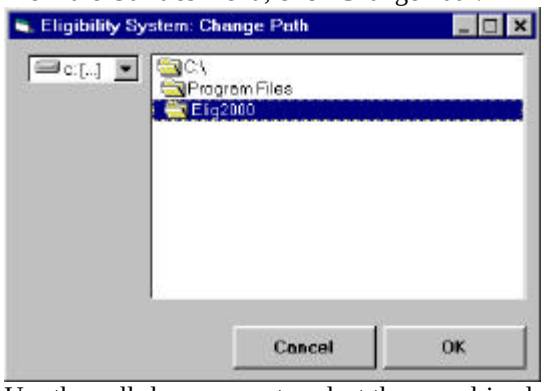


2. Click in the first field and enter school students are moving from (3-digit code number).
3. Enter grade students are to be promoted from (1-11).
4. Enter school students are to be promoted to (3-digit code number).
5. Enter grade students are to be promoted to (2-12).
6. Click OK.
7. In the Promotions Complete box, click OK.
8. Click Exit to return to the System Utilities menu.

Change Path

This utility can be used if you need to move your Eligibility System database files to another location. After moving the files you will need to change the path to those files so that the application can find them. **NOTE**: Change path cannot be used with older version data and accessing data from a network drive may require additional permissions set by your network administrator.

1. From the Utilities menu, click Change Path.



2. Use the pull-down menu to select the new drive location where the files are stored.
3. Double-click through the folder levels on the right to select the folder where the files are stored.
4. Click OK and you are returned to the System Utilities menu.

Change Printer

This utility should be used if you need to change the printer to which your documents will be processed.

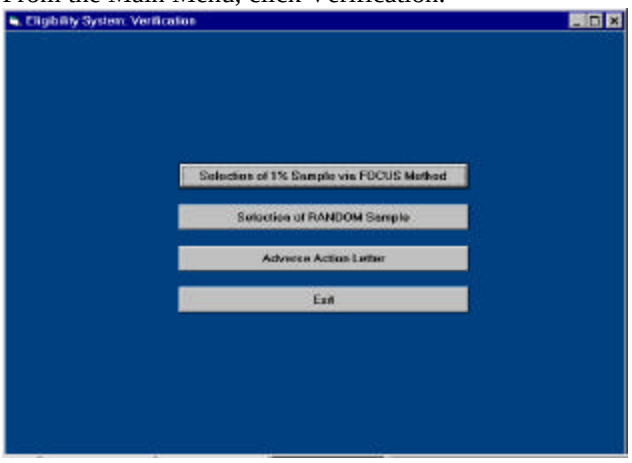
1. From the Utilities menu, click Change Printer. **NOTE**: The screen will look different depending on the printer you are using and its configurations.
2. Make any changes to your printer settings.
3. Click OK to return to the System Utilities menu.
4. When all System Utilities are complete, click Exit to return to the Main Menu.

Verification

The Verification area allows you to select Focus or Random samples and generate Adverse Action Letters. Once a verification option is selected, the program will select the applications and produce a report of those selected. You may choose one of the following:

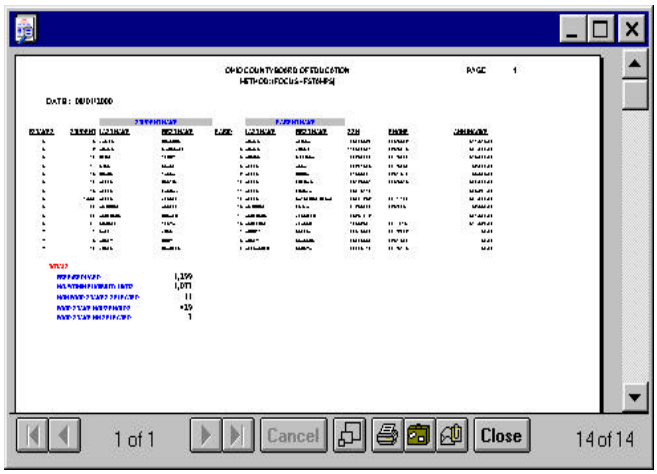
- **Selection of 1% Sample via FOCUS Method:** Selects 1% of approved free and reduced applications on file up to October 31. In addition, it selects ½ of 1% (.005) of those applications from food stamp households.
- **Selection of RANDOM Sample:** Selects 3% of approved free and reduced applications on file up to October 31. You may opt to select a higher percentage to verify.

1. From the Main Menu, click Verification.



Selection of 1% Sample via FOCUS Method

1. From the Verification menu, click Selection of 1% Sample via FOCUS Method. You cannot use the Cancel button while the report is generating records. This will cause an error and the application may shut down.



From the report screen, you can use the button bar at the bottom to:

View the report in full-screen mode.

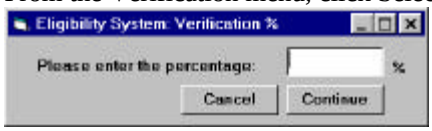
Print a copy

Use the Export Utility to save a file to disk.

Close button to exit.

Selection of Random Sample

1. From the Verification menu, click Selection of RANDOM Sample.



2. Enter percentage required for verification as a whole number (10, 15, 20, etc.).
3. Click Continue.

From the report screen, you can use the button bar at the bottom to:

View the report in full-screen mode.

Print a copy

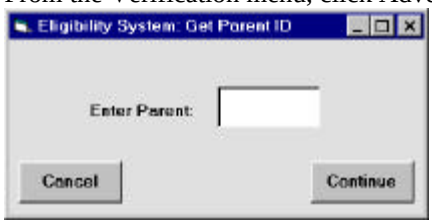
Use the Export Utility to save a file to disk.

Close button to exit.

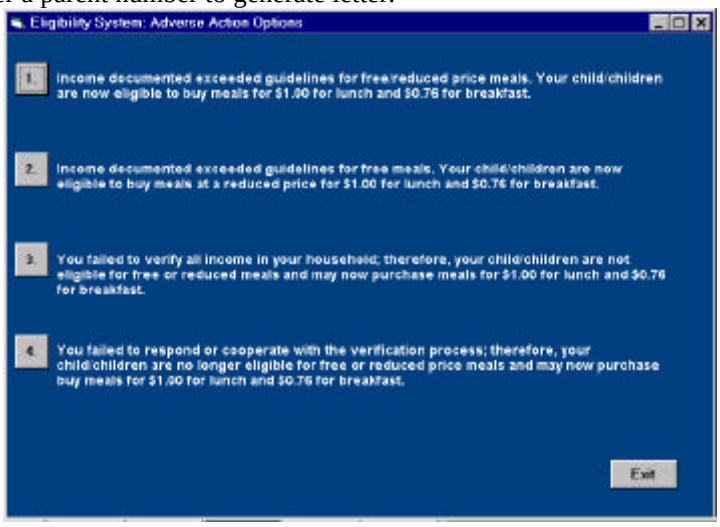
Adverse Action Letter

Adverse Action Letters notify families of benefits, which are to be reduced or terminated due to the results of the verification process. Because students are tied to parent records, all students in household are automatically affected.

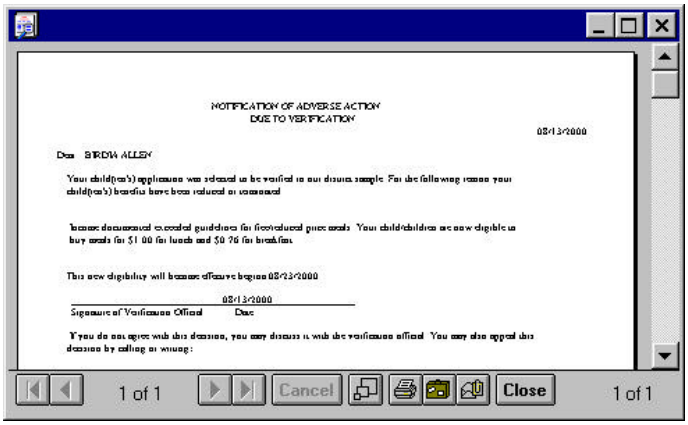
1. From the Verification menu, click Adverse Action Letter.



2. Enter a parent number to generate letter.



3. Choose the type of letter you wish to send concerning the reason for Adverse Action.

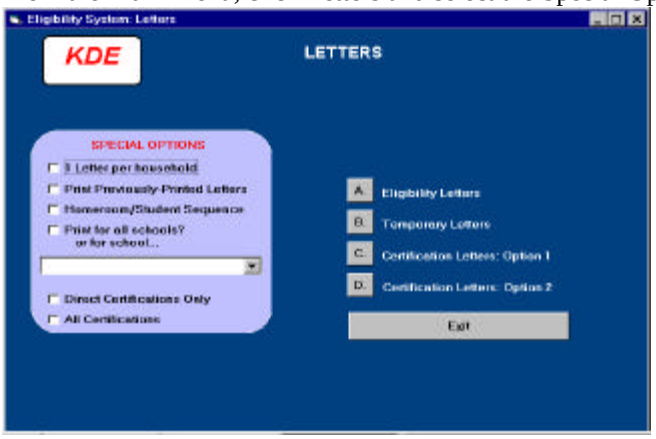


4. Print the letter, then click the Close button and Exit to return to the Verification menu.
5. When all Adverse Action letters are complete, click Exit on the Verification menu to return to the Main Menu.

Letters

Letters are generated automatically by the Eligibility System calculations according to Student/Parent Info and officials entered.

1. From the Main Menu, click Letters and select the Special Options you require for your letters (see list below).



Letter Types

Approved Free: Notification to parents that student is approved for free meals. Places student's name on letter along with name of the determining official in letter.

Approved Reduced: Notification to parents that student is approved for reduced-price meals. Places student's name, reduced prices for lunch and breakfast, and name of determining official in letter.

Denied: Notification to parents that student has not been approved for free or reduced price meals because of income reported or error on application. Notifies parent of right to appeal to the Determining Official, Appeal Official's name and address.

Special Options

- **1 Letter Per Household:** Click this check box to generate 1 letter per household.
- **Print Previously Printed Letters:** To print letter that have already been processed. **NOTE**: Once letters have been processed, you must check this box to reprint letters that have already run.
- **Homeroom/Student Sequence:** Letters print in Homeroom/Student sequence.
- **Print letters for all schools or for a specific school:** Clicking the check box will print letters for all schools or your can choose one school by using the pull-down menu to select a school to generate letters for.
- **Direct Certification Only:** Click here to generate Direct Certification letters only.
- **All Certifications:** Click this check box to print all certifications. If you want to print previously processed letters, you must check the Print Previously Printed Letters check box.

From the report screen, you can use the button bar at the bottom to:

View the report in full-screen mode.

Print a copy

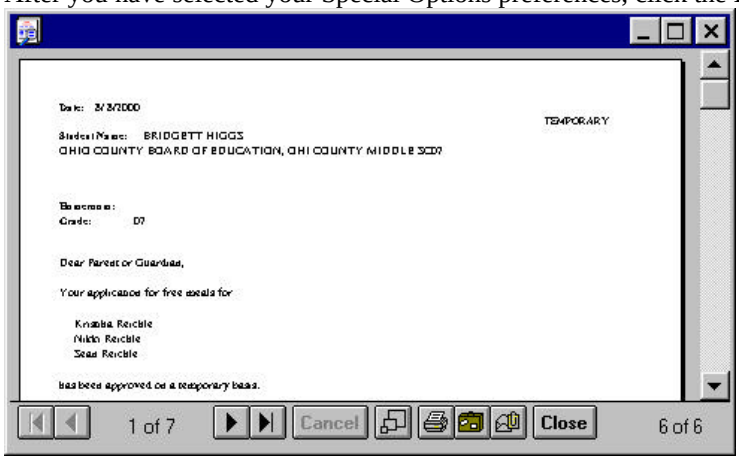
Use the Export Utility to save a file to disk.

Close button to exit.

SYSTEM WARNING: After the first time you run a series of letters, you must always choose Print Previously Printed Letters

Eligibility Letters

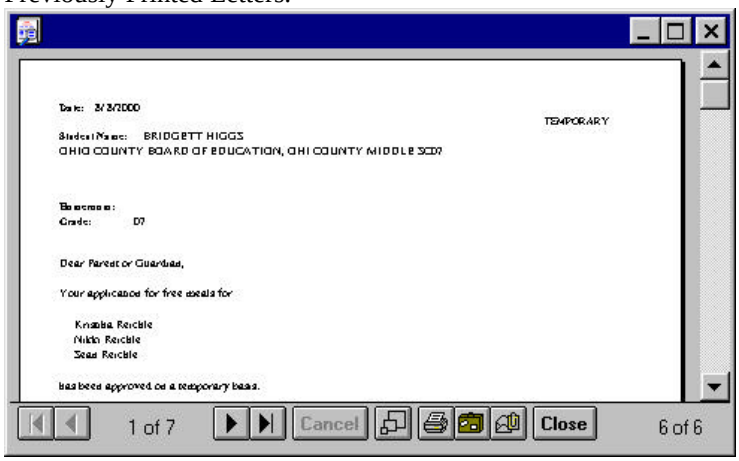
1. After you have selected your Special Options preferences, click the Eligibility Letters button.



Temporary Letters

Temporary letters are generated to families who have a temporary status before verification is complete.

1. Select any Special Options required. If you have already processed the Eligibility Letters, you may have to click Print Previously Printed Letters.



Certification Letters: Option 1 and Option 2

Certification letters are generated to notify families of direct certification automatic eligibility. Option 1 letters may be generated to require no action by parents or may require parents to grant a waiver of confidentiality granting the school system rights to allow students to have other benefits based on information provided for the Child Nutrition Programs, and Option 2 requires parents to sign a waiver if they want to receive benefits.

1. Select any required Special Options from the right-hand side of the Letters screen and ensure that Print Previously Printed Letters is selected.
2. Click the C or D button depending on the option letter you require.

When you finish processing all your letters, click Exit to return to the Main Menu.

Reports

Navigation:

From the report screen, you can use the button bar at the bottom to:

View the report in full-screen mode.

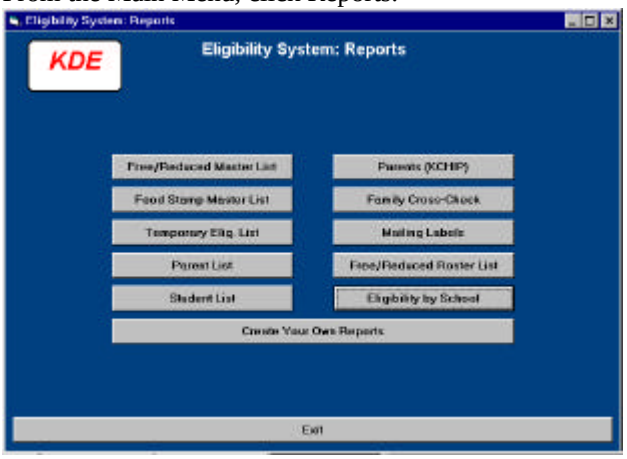
Print a copy

Use the Export Utility to save a file to disk.

Close button to exit.

Printing Requirements: This system can use any type Dot Matrix/Laser printer. It is recommended that a high capacity printer be used because of the volume of printing that will be done. The system can print all **reports** using standard 8 ½ x 14 or 14 7/8 x 11 ¾ continuous paper. **Letters** are printed using standard 8 ½ x 11 or 9 ¾ x 11 ¾.

1. From the Main Menu, click Reports.



Free/Reduced Masterlist

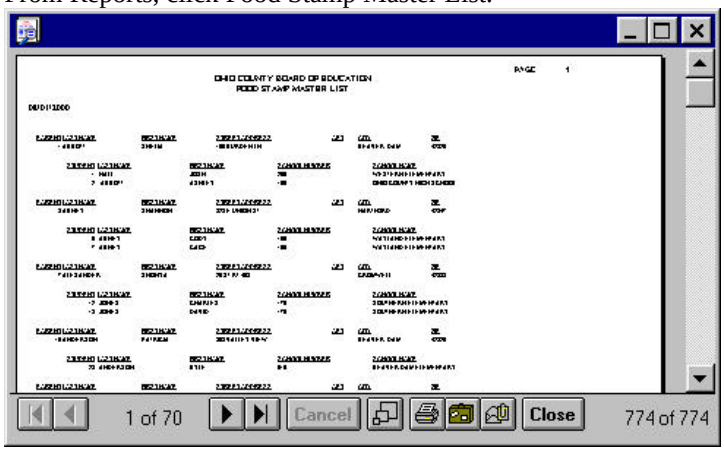
This report generates a free and reduced price master list of students identifying them by eligibility.

1. From Reports, click Free/Reduced Master List.

Food Stamp Masterlist

This report generates a food stamp master list of households claiming food stamp eligibility.

1. From Reports, click Food Stamp Master List.



Temporary Eligibility List

This report generates a list of students approved temporary and their eligibility status.

1. From Reports, click Temporary Elig. List.

2. Click a check box identifying how you want the data sorted (Last Name, Parent ID, Student ID, Eligibility or School.
3. Click OK.

Parent List

This report generates a list of parents in the district

1. From Reports, click Parent List.

2. Click a check box identifying how you want the data sorted (Last Name, Parent ID, Student ID, Eligibility or School.
3. Click OK.

Student List

1. From Reports, click Student List.

2. Click a check box identifying how you want the data sorted (Last Name, Parent ID, Student ID, Eligibility or School.
3. Click OK.

Parents (KCHIP)

1. From Reports, click Parents.

Family Cross-Check

This report generates family data, listing students in subheadings under the parent record.

1. From Reports, click Family Cross-Check.

Mailing Labels

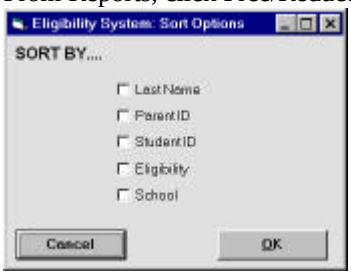
This report generates mailing labels from the parent list. Label size is 3 ½ x 1.

1. From Reports, click Mailing Labels.

Free/Reduced Roster List

This report generates a list of Free and Reduced price students by homeroom.

1. From Reports, click Free/Reduced Roster List.



2. Click a check box identifying how you want the data sorted (Last Name, Parent ID, Student ID, Eligibility or School.
3. Click OK.

Eligibility by School

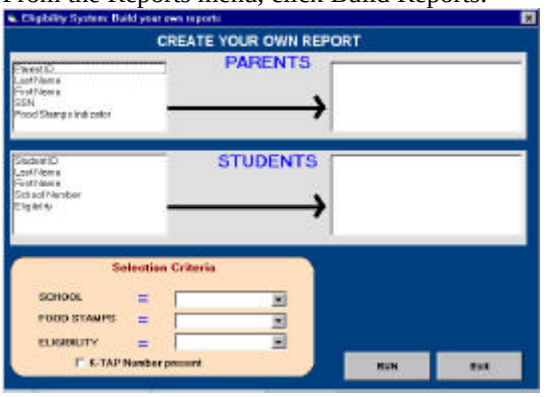
This report displays a total number of free, reduced, denied and temporary students by school.

1. From Reports, click Eligibility by School

Create Your Own Reports

You may choose to build your own report with the eligibility data.

1. From the Reports menu, click Build Reports.



2. Click on each title in the left menu that you want to appear in the report. The selected titles will appear in your report request in the right menu in the order in which they are selected. (To remove an item from the report, click on it in the right menu and it will be removed from the report.
3. If you want to include ALL RECORDS in the report, leave the Selection Criteria fields blank. If you want to run a more specific report, continue to step 4. NOTE: Leaving Selection Criteria fields blank captures all records.
4. In the Selection Criteria area, use the School pull-down menu to select a 3-digit school number (leave blank t capture all schools).
5. Use the Food Stamps pull-down menu to select Yes or No for inclusion of food stamp households (leave blank to capture both Food Stamp and non-Food Stamp recipients).
6. Use the Eligibility pull-down menu to select the type of eligible students you want to include in your report or select ALL from the list.
7. If you want to include only families that have a K-TAP number, click the K-TAP Number present check box.
8. After you have made all of your selections, click the RUN button. Your report is generated and displayed.

Backup

It is recommended that you make regular backups of your data files. By default, these files are located in the Program Folder on the C:\ drive, in a folder titled Elig2000. **At a minimum, you should back up three files: eligwin.mdb, paths.mdb and EligRpt.mdb.**

Exiting the System

When you are ready to exit the Eligibility System, click on the Exit buttons on each screen until you return to the Main Menu. At the Main Menu, click the Exit button to close the Application.

When prompted to exit, click Yes. If you have unprocessed records, you will be prompted to process them.

CHAPTER 11.

Indirect Cost

SAMPLE
MEMORANDUM

TO: Local Superintendents

FROM: Paul McElwain, Director
School & Community Nutrition

DATE: February 27,2001

RE: Indirect Cost Rates

The Division of Finance has calculated the indirect cost rate that may be applied against federal programs, including food service, in your district for the 2001-2002 school year. That rate will take effect with the next claim you file for reimbursement. Your district's rate is

DEPARTMENT COUNTY .1354 (13.54%)

As in the past, your agreement with the Department asked that you indicate, in paragraph #20, your intention with respect to the recovery of indirect costs from the food service program. That decision is yours to make, however, we think it is important that you weigh the following factors as you make the decision:

* If you decide now not to recover indirect cost, you will be bound by that decision for the term of the agreement. You will not have the option of changing your mind during the course of the year.

* **Should you decide to recover indirect costs, we require that you do so on a monthly basis, using the base as determined on the D-9 form, which is part of the school food service financial package.** Recovery of indirect costs on an annual basis can cause too much of an unnecessary shock to the food service financial base. We do not think it prudent to bankrupt the school food service account as a result of recovering indirect costs. Doing so will only result in the Board of Education being forced to cover expenses in the food service operation with general revenues. You must look at the status of the food service account. Remember that, although it is a non-profit operation, federal regulations allow the maintenance of three months' operating balance in order that ongoing expenses such as food, equipment repair or replacement, and labor may be met [7 CFR 210.14(b)]. If recovery of the total amount of indirect costs will jeopardize the ability of the food service operation to meet its financial obligations, you may recover a portion of indirect costs. If recovery of even a portion will damage that capability, then you will want to refrain from recovering any indirect costs at all.

* Should you decide to recover indirect costs, you cannot subsequently directly charge the food service program for those services that are included in the indirect cost pool. Those services are in function code 2600 on the Annual Financial Report issued by the Division of Finance. Those services include those incurred in the operation and maintenance of the physical plant <u>and paid for out of general fund revenues</u>. Your district's chart of accounts will detail these services/costs.
* Should you decide to recover indirect costs, the specific monthly claims for reimbursement and supporting documentation must be referenced on some type of invoice for audit purposes.

* **7 CFR 210.2 contains a definition of "revenue" which includes "earnings on investments" and "federal cash reimbursements." Any <u>interest earned on SFS reimbursement must accrue to the food service account</u> (Food and Consumer Service Policy Memos 80-32 and 88-4.)**

cc: SFS Director

CHAPTER 12.

Verification

Verification

Verification is confirmation of eligibility for free and reduced-price meals under the National School Lunch Program or School Breakfast Program. Verification must include either confirmation of income eligibility or confirmation that the child is included in a currently certified food stamp household or K-TAP unit.

Although only one adult household member's Social Security Number is required at the time that application for meal benefits is made, Social Security Numbers of all adult household members or an indication that the household member does not have one is required if the application is selected for verification of income eligibility information. Social Security Numbers are not required when verifying food stamp or K-TAP eligibility.

When to Begin Verification

The first consideration in designing a verification plan is when to begin the process. The minimum sample size of applications to verify is based on the total number of approved application on file on October 31. Students directly certified should not be included in the count; nor should these students be counted as verified. The verification official is not required to wait until October 31 to begin; in fact, districts are encouraged to begin as early as possible, especially if it has been difficult to meet the deadline in the past. To begin the verification process earlier, estimate how many applications will be on file on October 31. This estimate should be based on the number of applications from previous years. The number of applications to verify is then calculated from this estimate. On October 31, a check must be made of the actual number of approved applications on file to determine if enough applications have been selected. If necessary, additional applications must be selected at this time.

NOTE: When determining the required sample size of applications to be verified, round all fractions upward.

Initially, an application must be approved before it can be verified. Denied applications are not verified. The verification process may begin on an application immediately after it has been approved. School districts may request that households provide verification information at the time of application. If this procedure is used, processing of the application (approval or denial) must not be delayed if the household does not provide the requested verification information.

When a district request that the household provide documentation of income at the time of application, the district must then carry to completion verification of 100% of the applications on file. In essence by requesting documentation, the district has selected all households for verification.

Tips on Meeting the Verification Deadline

Verification is an annual requirement with the same yearly deadline of December 15 each school year. The deadline is the same whether it falls on a weekday or weekend. Do not wait for a reminder from the State Agency to complete the verification process.

To prevent overlooking the verification deadline, it is best to:

1. Mark the date verification is to begin and the deadline for its completion on the school calendar of events or a calendar noting other important dates and deadlines.
2. Ensure that more than one person is aware of the deadline and of the verification requirements and/or assign an alternate verification official. This will help if one of the persons is suddenly unavailable to conduct verification.
3. Develop a written verification plan or use the verification kit supplied by the State Agency. The kit includes the methods to be used and the time frames by which each step must be accomplished. The basic plan can be used year after year and can be given to new personnel to help them complete the process more easily in their first year of responsibility for verification.
4. Allow sufficient time for agencies (e.g., food stamp, K-TAP, etc.) to confirm household eligibility. Thirty (30) days is the minimum a district should allow when using agency records in this process. With direct certification, case number verifications should be minimal.

General Requirements

Annually, each school district must select and verify a sample of applications approved for benefits. Remember that direct certifications are not subject to verification and are not included in the application numbers.

The required sample size is based on (1) the total number of approved applications (households whose children are directly certified are excluded from this process) on file on October 31 and (2) whether the school district employs random or focused sampling for selecting the applications to be verified. NOTE: An application is counted as one application regardless of whether it is a family application or an application for one child. The sample size depends on the number of paper applications, not the number of children represented.

- Under random sampling the school district must verify a minimum of the lesser of 3% or 3,000 of the total number of approved applications, selected randomly.
- Under focused sampling, the school district must verify a minimum of (1) the lesser of 1% or 1,000 of the total number of approved applications, selected from applications with total household income within $100 monthly or $1,200 annually of the income eligibility guidelines for free and reduced-price meals; plus (2) the lesser of .5% (one-half of 1%) or 500 of the total number of applications that were approved based on categorical eligibility, selected from applications with a food stamp or K-TAP number.

Any additional applications may be verified any time during the school year after applications have been approved. The school district has an obligation to verify any application that contains questionable information.

NOTE: The verification official is not required to wait until October 31 to begin the process. To begin the process earlier, an estimated number of applications may be used. However, the school district must compare this estimate with the actual number of applications on file on October 31 and increase the sample size if the total number of approved applications on file exceeds the estimate.

School districts may verify more than the required minimum sample, up to 100% of all approved applications, as long as the selection of applications does not involve discrimination against anyone on the basis of race, color, national origin, age, gender, religion, or disability.

Verification must take place after the application has been approved. The school district must complete verification of the minimum required sample size by December 15. This includes sending the adverse notice to households whose benefits are reduced or terminated.

The school district must complete the verification process for all households that have been notified of their selection for verification and have been asked to submit verification information. For example, the school district cannot select 5% of the application on file and notify those households of their selection with the hopes of getting 3% to respond to fulfill the verification requirement. The school district must follow up with any household notified of their selection. If a household selected for verification transfers out of the district before the information can be verified, verification cannot be completed. To meet the minimum verification requirements, a new application must be selected.

Random Sampling

Under the random sampling method, each application must have an equal chance of being selected. This method requires the verification of the lesser of 3% or 3,000 of the approved applications on file on October 31, selected randomly.

Steps to Random Sampling

1. Sample Size
   - Determine sample size. Multiply the total number of approved applications on file on October 31.
     (_____) X .03 – (_____) or, 3,000, whichever is less.
   - Round all fractions upward to whole numbers.
   - At least one application must be verified.
   - Randomly select the required number of applications.

2. A selection interval may be used. This can be accomplished by dividing the total number of approved applications on file in the school district by the sample size to determine the selection interval (if there are 300 applications on file and 9 are required to be verified, divide 300 by 9 = 33.3). In this case, the selection interval is 33. Number all applications. Randomly select an application from the total approved, and then choose every 33rd application until 9 applications have been selected.
3. Another random method of selection would be to put all the applications in a container and draw the required number of applications. Verify the sampling of applications.

Random Sampling Worksheet

Number of approved applications on file on 10/31:

_____
X .03
= _____ or 3,000 applications, whichever is less (round all decimals upward).
Randomly select the required number of applications.

Focused Sampling

This method requires the verification of the lesser of 1% or 1,000 of total approved applications on file on October 31, selected from approved non-food stamp/non K-TAP household applications that meet specific criteria, PLUS the lesser of .5% or 500 approved categorically eligible applications on which food stamp/K-TAP case numbers are reported.

Focused sampling targets verification efforts on applications with a high likelihood of containing errors; that is, households providing income information on the application and reporting income just below the maximum eligibility level. While it takes a bit longer to select applications for verification using the focused sampling method, the focused sampling method requires verification of less than half as many applications than random sampling. The reduction in the number of applications, which must be verified under focused sampling, should more than make up for the extra time spent selecting applications.

Steps to Focused Sampling

Sample Size

- Total Applications – Count all applications approved for school meal benefits to determine the required sample size.
- Non-categorically Eligible Sample Size – For applications that provided income information, the sample size is 1% of all approved applications on file (total applications X .01).
- Categorically Eligible Sample Size – For applications with K-TAP case numbers or food stamp case numbers, the sample size is one half of 1% or .005 X the number of approved applications.
- Application types – Separate the applications into two groups: (1) the categorically eligible applicants that provided a K-TAP or food stamp case number; and (2) the applicants that were approved on the basis of income information (non-categorically eligible).

Selection

- Focused Sample – From the group that reported income information, select those applications with monthly incomes within $100 or annual income within $1,200 of the income eligibility limits.
- If there are more applications with monthly income reported with $100 ($1,200 yearly) of the eligibility levels than needed to meet the minimum sample size, select the income application sample using any method that is equitable and ensure that the same households will not be selected year after year.
- If there are not enough applications with income reported within $100/$1,200 of the eligibility levels to meet the required minimum sample size, select from those applications with monthly income closest to the eligibility levels.
- If there are not enough applications containing income information to meet the required minimum sample size, verify all the applications approved on the basis of income information.
- From the categorically eligible group (approved on basis of a case number), select the sample using any method that is equitable and ensures that the same households are not selected each year. Remember that direct certifications are not included.

Focused Sampling Worksheet

Required Number of Application with Income Information to Verify

Total number of approved applications on file on 10/31:

_____
X .01
= _____ or 1,000 applications, whichever is less (round all decimals upward).

From the applications with income information, select applications with reported income of $100 a month ($1,200 a year) of the free and reduced-price eligibility guidelines. Continue selecting application until the required number of applications are chosen.

Required Categorically Eligible Sample

Total number of categorically eligible applications:

_____
X .005
= _____ or 500 applications, whichever is less (round all decimals upward).

From the applications with a food stamp or K-TAP case number, select applications until the required number of applications are chosen.

Other Selection Processes

Other selection methods may be used as long as the method does not involve discrimination on the basis of race, color, national origin, age, gender, religion, or disability.

Regulations require that any method used for selecting application to be verified must be nondiscriminatory. Both random and focused sampling meet this requirement.

Verification at the Time of Application

School districts may require households to provide information to verify eligibility for free and reduced-price meal benefits at the time of application. Schools selecting this option are cautioned that they must not allow verification efforts to delay the approval of applications nor can schools disapprove applications based on information submitted for verification. If an application is complete and indicates that the child is eligible for free or reduced-price meal benefits, the application must be approved. Only after the determination of eligibility has been made can the school begin the verification process. Schools selecting this option must observe the following procedures:

1. Notice to Household: Include in the notice to the household a statement that, although the initial eligibility determination will be based solely on the application, households are required to submit verification of eligibility information with the application.
2. Determination of Eligibility: As applications are returned, review each application to determine household eligibility based on the submission of a complete application. Households must be informed of this initial determination of eligibility. Lack of verification information or submission of verification information that does not support the content of the application must not affect the initial determination of eligibility.
3. Review of Verification Documentation and Notice of Adverse Action: Any household that fails to submit requested verification information by the date specified by the school district or that submits verification information which does not support the initial determination of eligibility must be sent a notice of adverse action. This notice must include all the required items in the standard termination/reduction notice, including giving the household 10 days advance notice of the termination or reduction of their benefits. **NOTE**: Step 3 may be combined with Step 2 so that the notice of initial approval and notice of adverse action are combined in a single letter.
4. Once households have been notified of selection and requested to provide inform documentation, the school district must complete the verification process for such households. Verification should be completed within a reasonable time.

Notifying Households of Selection

When a household is selected for verification and is required by the school district to submit documents or other forms of evidence to verify eligibility, the household must be sent a notice/letter informing them of their selection and the types of information acceptable to the school district. The letter/notice must include the following information:

1. That the household has been selected for verification.
2. That the household must provide the Social Security Number for each adult household member or indicate that a household member does not possess one.

3. A Privacy Act Statement that reads as follows:

   The National School Lunch Act requires that, unless you show that you receive food stamps or K-TAP for your child, you must provide the Social Security Number of each adult household member or indicate that the household member does not have a Social Security Number. Provision of a Social Security Number is not mandatory, but if a Social Security Number is not provided for each adult household member or an indication made that an adult household member does not have a Social Security Number, benefits will be terminated. The Social Security Number may be used to identify household members in verifying the correctness of information stated on the application and continued eligibility for the program. These verification efforts may be through program reviews, audits and investigations and may include contacting employers to determine income, contacting the food stamp or welfare office to determine current certification for receipt of food stamps or K-TAP benefits, contacting the state employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported. This information must be provided to each adult household member disclosing his/her Social Security Number.
4. The types of acceptable information that may be provided to confirm current income, including pay stubs, award letters from welfare departments, Social Security and support payment decrees from courts, etc.
5. That the household must submit documentation of income received during the most recent month that is available. If this amount is not representative, the household should contact the school district for assistance in determining acceptable documentation.
6. That the household may provide proof that the child is a member of a currently certified food stamp/K-TAP household instead of providing income information and Social Security Numbers of adult household members.
7. That information must be provided by a date as specified by the school district and that failure to do so will result in termination of benefits.
8. The name and telephone number of a school official who can answer questions and provide assistance.

Exception to Notification

When using agency records exclusively to verify eligibility of a household, a selection notice is not required because the household will not have to provide documents or information. This information could include confirmation of food stamp of K-TAP participation or income confirmation.

Defining Documentation

Once households have received their notification of selection for verification, they are to send in documentation that verifies their eligibility. There are three methods of documenting household eligibility: written evidence, collateral contacts and agency records. Any one or a combination of these methods may be used to complete verification. Written evidence is the primary type of documentation. This is evidence submitted by the household that documents the household's current income or current participation in the food stamp or K-TAP program. When agency records and/or collateral contacts are used, eligibility documentation is obtained from sources other than the household.

Written Evidence

Written evidence is information received directly from the household, such as income documentation or proof of food stamp/K-TAP participation when submitted by the household. whenever possible, use written evidence as the primary source of information to confirm household eligibility.

The notification of selection for verification must include a request for the household to submit written evidence of current income for all household members and the Social Security Number of each adult household member 21 years of age or older or written evidence to show that the household receives food stamps or K-TAP for the child.

All verified applications must be readily retrievable by school and include:

- All documents submitted by the household in an effort to confirm eligibility, OR
- Reproductions of those documents, OR
- A written record of the documents submitted by the household including the type of document, (e.g., wage stubs or letter from an employer), income shown on the document, time period of the income and the date of the document.

If a household requests that the documentation be returned, the district should comply with the request.

If the household does not respond to the request for income information and/or Social Security Numbers of written evidence of participation in the food stamp or K-TAP program, or submits insufficient or obsolete written evidence, the school district may do one of two things:

1. Contact the household to request the missing written evidence and inform the household that failure to comply or to designate a collateral contact will result in termination of benefits, OR
2. Terminate the household's benefits for failure to respond to the request for written evidence.

Verification is considered complete when the advance notice of adverse action is sent to the household.

Request for Written Evidence of Income Eligibility

When providing written evidence of proof of income, households must submit documents that show current income, meaning income received by the household during the month prior to verification. The document should contain the name of the household member, amount, and date the income was received. A pay stub with no date would be insufficient. For example, if verification selection notices are sent to households in October, expect to receive income documentation for the month of September.

For applications based on income, eligible households must report any money received on a recurring basis including gross earned income. Specifically, gross income means all money earned before such deductions as:

- Income taxes
- Employee's Social Security taxes
- Insurance premiums
- Bonds

Examine the documentation of current income submitted by the household for:

- Name
- Date
- Amount of income stated to determine if it is sufficient to document total current income

In general, anything considered as income for the initial application process is also considered as income for verification purposes. Households must provide income information for the most recent full month that is available. The following listing contains suggestions of sources of acceptable types of written evidence to be used as income documentation. This list is not inclusive and additional sources may be requested.

Earnings – Wages and Salary: Total gross earnings before the withholding for FICA, taxes or other deductions such as insurance.

- Current paycheck stub
- Current pay envelope
- Letter from employer stating gross wages paid and how often they are paid

Earnings of Self-Employed Business Person or Farmer: If the applicant is a self-employed business person or farmer, net income should be used. NOTE: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment (assets). They should report only their actual cash income, not assets.

Households with other forms of income should provide information and/or documents that show the amount of income received, how often it is received and the date received. For example, for self-employment income:

- Business or farming documents, such as ledger books and/or self-issued paycheck stub
- Last quarterly tax estimate
- Las year's tax return

Cash Income: Some persons who work in situations where the employer does not want to be responsible for withholdings, such as domestic workers, casual laborers or persons working for an individual or small business on an irregular basis, may receive wages in the form of cash.

- Letter from the employer stating wages paid and frequency.

Social Security Retirement: More correctly named Old Age and Survivors Disability Insurance, it actually includes the traditional retirement benefit, payments to survivors (spouses and children) and disability payments. The disability payments are similar to SSI. Please not that younger persons (pre-retirement) and their dependents can also receive disability payments.

- Social security retirement benefit letter
- Official statement of benefits received
- Monthly check

Supplemental Security Income (SSI): Not a retirement pension, it is a special funding p[program to assist households with aged, blind or disabled members. Often, if a child has a learning handicap, the household will receive a month SSI assistance payment. Please not that some applicants will refer to these payments as "disability" and may not understand that it is a form of Social Security payment (welfare).

- SSI eligibility letter
- SSI check
- Official statement of benefits received

Unemployment Compensation/Disability or Workers' Compensation:

- Notice of eligibility from state employment office
- Copy of the disability award letter/unemployment compensation award letter
- Check stub
- Agency records

K-TAP: A welfare payment intended to assist eligible persons to meet the costs of daily living. Most often these payments are made to families with needy children under the age of 18 (21 if in school) where a parent is absent from the home.
Retirement/Pension: This refers to non-Social Security retirement. It includes private pensions, state pensions, veterans and/or military retirement.

- Official statement of benefits received
- Pension award notice

R.R. Benefit or Railroad Retirement: A special government retirement fund for former employees of the railroads. Payments can be made to survivors (spouses and children).

- Official statement of benefits received
- Railroad retirement award letter

Veterans Payments: Money paid periodically by the Veterans Administration to disabled members of the Armed Forces or to survivors of deceased veterans.

- Official statement of benefits received
- Veterans Administration award notice

Child Support and Alimony: This is a payment by a separated or divorced spouse for the support of children or the spouse. Although the court has ordered (decreed) a monthly amount or an amount was agreed upon, payments may be infrequent or irregular. Only actual payments and not the amount that is supposed to be received should be reported.

- Copies of checks or other proof of payments received, court decree or agreement.

Military Housing Allowance: These may be received if an adult member of the household is a member of the military and the household is located off-base.

- Leave and earnings statement
- Letter from the base commander stating amount and frequency of allowance

Rental Income: Room and board payments by non-household members living in the home.

- Rental agreement or letter from non-household members stating amount paid

Zero Income: On occasion, a household may report no income on the application. This might occur if a person is a live-in housekeeper and receives only room and board as compensation for work done, or if a household is being supported by on-monetary means provided by religious or civic organizations due to illness or disability. As household can be asked to provide a written statement describing the household's circumstances, including how the household pays for food, hosing, etc., when no income is reported. In lieu of requesting such a written statement, the district may want to use a collateral contact approach to verify the application.

- Written statement from household describing how it subsists
- Collateral contact

Request for Written Evidence of Categorical Eligibility

A school can place the responsibility for verifying receipt of food stamps/K-TAP benefits on the household. The notification of selection must include a request for the household to submit written evidence of current certification to receive food stamp/K-TAP benefits. Every time a household is approved for food stamp/K-TAP, they are furnished a written letter of certification or notice of eligibly. The verifying official should examine this notice of eligibility to ensure that the child for whom application was made is part of a household currently participating in the food stamp/K-TAP program.

A food stamp/K-TAP document that does not specify the certification period is not adequate for documentation. For example, the food stamp identification card or Electronic Benefit Transfer (EBT)(card is not acceptable because it does not have an expiration date.
A household that does not have satisfactory categorical documentation may request a signed, dated letter from the local administering agency certifying that the child is part of a household currently receiving benefits.

Verification is complete when the household submits adequate documentation of current participation in either the food stamp or K-TAP program or a letter of adverse action is sent.

Collateral Contacts

A collateral contact is a person outside of the household who is knowledgeable about the household's circumstances and can give confirmation of a household's income or food stamp/K-TAP status.

When the household has been unable to provide adequate written evidence, the household may identify a collateral contact from which the school district could obtain the requested information, either orally or in writing. Collateral contacts include employers, social service agencies, migrant workers' agencies, and religious or civic organizations.

The verifying official should request a collateral contact only in cases when the household has not been able to provide adequate written evidence.

The verifying official must give the household the opportunity to designate the collateral contact. However, the verifying official may select a collateral contact if the household fails to designate one or designates one that is unacceptable to the verifying official. In either case, no contact may be made without first notifying the household and obtaining their permission.

A collateral contact would not be expected to provide Social Security Numbers of the adult household members. These still must be provided by the household. The school district will examine any written information provided by the collateral contact or evaluate any oral information. Based on this information , a determination will be made.

If the collateral contact is unwilling or unable to provide the requested information, then the household's benefits are terminated for failure to respond. All collateral contacts are to be documented, dated and initialed.

Agency Records

A household's eligibility may be confirmed through the use of information maintained by other government agencies to which the school district has legal access. Although USDA regulations do not require that households be notified of selection when verification is made though agency records, such agencies may have their own notification requirements.

Food Stamp/K-TAP Records: Using agency records to verify the eligibility of households who were approved for meal benefits on the basis of food stamp/K-TAP case numbers can be accomplished by submitting a list of names and food stamp/K-TAP case numbers to the local food stamp office. That office will then confirm whether the households are currently receiving food stamps or K-TAP benefits.

When using agency records, the school district should request information for the most recent month available. Households that dispute the validity of information acquired through systems of records must be given the opportunity to send more recent information during the 10-day period of advance notice of adverse action.

In addition, consider reducing the number of applications verified in this manner to the minimum requirement plus any that contain information, which appears questionable. In recent years, many districts have elected to verify through agency records 100% of the categorically eligible households. This place an unnecessary burden on the state and local administering offices.

With the provision of direct certification listings from the State Agency, the actual number of households qualifying for meal benefits based on an application and case number should be minimal.

Unacceptable Documentation

Tax forms are not considered acceptable proof of income except for households with irregular income (seasonal workers, self-employed persons, etc.). In these cases, tax forms may be used to project the amount of income the household expects to receive for the current year.

With regard to food stamp/K-TAP households, documentation that does not specify the certification period is not adequate proof of participation. Also, actual food stamps themselves are not proof because they cannot be identified as belonging to a particular household.

Unresponsive Households and Follow-Up

If the household does not respond to the verification request or submits insufficient or obsolete written evidence, school officials may contact the household to request the missing written evidence of current income and advise the household that failure to comply or designate a collateral contact will result in termination of benefits.

when the district gives the household a second opportunity to respond to the verification notice, sufficient time must be allotted in the verification plan for the information to be submitted by the household and reviewed before the deadline. Sending out a second request for information will add at least 10 days to the process. This 10-day period can be eliminated, and the household still can be given a second opportunity to respond, if a termination/reduction notice containing a second request for the information is sent to the household.

It is important to remember that the district is not required to follow up with unresponsive households. Again, when households are given a second opportunity to respond, be sure to allow for this additional time in your verification plan.

If, after the second notice is sent, the household subsequently submits sufficient written evidence, then the verification requirement has been satisfied.

If the household still does not submit sufficient written evidence or fails to respond, terminate benefits on the date indicated on the adverse notice.

Defining Verification Completion

Verification of the required sample size must be completed by December 15 of each year. Verification of a household is considered to be complete when one of the following has been accomplished:

1. When the income documentation or proof of food stamp/K-TAP participation received supports the household's previous level or higher level of eligibility; OR
2. If eligibility is not confirmed or if documentation is not received when the termination/reduction notice is sent to household.

The date on which one of the above actions is completed for all households selected is considered the date on which verification is complete.

One of the major reasons cited by school districts for not completing verification by the December 15 deadline is the additional time needed to follow up with households that do not respond to the verification selection notice. The district does not have to wait indefinitely for households to respond in order to complete the verification process. The meal benefits of households that do not respond by the date specified in the selection notice can be terminated 10 days after a termination notice is sent to such households. Verification would be considered complete for such households on the date the termination notice is sent. The school district may give households a second opportunity to respond to the verification notice. If households provide documentation after the termination/reduction notice is sent, the district must accept and process the information. This will not alter the date that verification is considered to be complete.

The following additional steps of the verification process must be taken and may actually take place after the official completion date but are not considered in determining the completion date:

- Process any additional income or other documentation households provided after the due date.
- Terminate or reduce the meal benefits of affected households 10 calendar days after the date of the termination/reduction notice.
- Increase the meal benefits of households.

Verification Results

Verification of a household's income eligibility for free or reduced-price meals must result in one of the following:

- No change in benefit level: The household's current documentation supports the level of benefits for which the household has been approved.
- Reduction in benefit level: The household's current documentation identifies income too high for the level of benefits for which the child has been approved. Therefore, the household's eligibility must be changed from free to reduced-price or from free or reduced-price to paid. Changes in eligibility resulting in decreased benefit levels must be made in 10 calendar days.
- Increase in benefit level: The household's current documentation qualifies the household for free meals rather than reduced-price meals. Therefore, the household's eligibility must be changed from reduced-price to free meals. Changes in eligibility resulting in increased benefit levels must be made in three calendar days.
- Termination of benefits: Free and reduced-price benefits must be terminated for households that do not respond to verification efforts or whose current documentation does not support eligibility for either free or reduced-price meals.

If verification results in a change in benefit level or termination, the change must be extended to all children in the household who were determined eligible by information that no longer supports the benefit level. All reasonable efforts must be made to ensure these changes.

If verification results in higher benefits (e.g., a child who is moved from the reduced-price to free category), this change is effective immediately. Parents should be notified through whatever channels the school district uses to notify the household of approval for benefits.

Notification of Adverse Action

When verification results in a reduction or termination of benefits, households must be sent a written notice prior to the changes in benefits. This notice must give households a 10-calendar-day notice before benefits are terminated. The first day of the 10-calendar-day period is the day the notice is sent.

The notice must advise the household of:

- The change in benefits.
- The reasons for the change.
- That an appeal must be filed within the 10-calendar-day advance notice period to ensure continued benefits while awaiting a hearing and decision.
- The instructions on how to appeal.
- That the household may reapply for benefits at any time during the school year.
- That food stamp/K-TAP households may submit an application containing household names and income information and provide written evidence of current household income and the Social Security Numbers of adult household members.

Benefits During Appeal of Verification Results

When a household appeals a reduction or termination of benefits within the 10-calendar-day advance notice period, the school district must continue to provide the benefits for which the child was originally approved until a final determination is made. when a household does not appeal a reduction or termination of benefits during the 10-calendar-day advance notice period, the actual reduction or termination of benefits must take place immediately after the 10-calendar day advance notice period.

Hearing Procedure

The hearing procedure in the school district's Policy Statement must be following and the hearing official must be an individual who is not involved with the approval or verification process. The household may requ4est a school conference prior to a formal hearing. Any such conference must not prejudice a later appeal.

Households that Reapply for Program Benefits

Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year. However, those households terminated for failure to respond to verification efforts that reapply in the same school year may be required to submit income documentation or proof of participation in the food stamp/K-TAOP programs at the time of reapplication. The school district may verify the households' eligibility prior to approval. These are not considered new applications since these households did not comply with the verification requirements.

Record Keeping Requirements

Individual Application

The application form includes a space where the verifying official may record information indicating the application was selected for verification, that details have been entered on the verification roster, results of verification, the date, and signature of the verifying official. When a change in eligibility occurs due to verification, changes to household size, income, etc., it must be documented on the application form as well as on the verification roster. The application form is the official document from which eligibility is determined and any eligibility change must be carried on the benefit issuance system (i.e., electronic or manual).

Either directly on the application or elsewhere, school districts should keep a full record of the verification process including:

- Copies of notices/letters sent
- Dates notices were sent
- Notes on any contacts made
- Results of verification
- Reasons for any denial or change of eligibility and the date
- Signature of the verifying official

This documentation is useful in demonstrating proper verification when school districts are reviewed by the State Agency and would be needed in case of an applicant's appeal.

District Summary

In addition to recording the verification activity on each individual verified application, the district must also maintain a summary of the verification effort that includes:

- A description of the selection method(s) used
- The total number of approved application on file on October 31
- The number and percentage of application verified by December 15
- The number of students on the applications verified and the number whose benefits changed
- Documentation of the reasons for reduction or termination of benefits

The district summary should be kept on file with verification documentation.

State Agency Requirements

Curing the Coordinated Review Process (CRE) in school districts, over-claims will be assessed for any verifications left incomplete or for which appropriate benefit changes have not been made on a timely basis.

Although school districts do not need to submit a summary of all verification activities, a letter to the Division of School 7 Community Nutrition stating that verification requirements have been met for each school year must be on file by January 31. This documentation is subject to USDA review at the state level.

Verification Extension Requests

If verification is not completed by December 15, a request for an extension of the verification deadline is required. The requests are to be submitted to the State Agency. The State Agency will forward the request to the USDA regional office.

Apply for an extension of the verification deadline as soon as it is determined that verification will not be completed by the deadline. Requests for extensions of the verification deadline will be approved only when unforeseen circumstances or circumstances beyond the control of the school district cause a delay in the verification process. Examples of such circumstances are:

- Natural or other disasters that damage or destroy buildings or records preventing the completion of the process.
- Strikes that prevent access to the necessary records by the personnel assigned to complete the verification process.
- Sudden absence (due to illness, injury, death, resignation, etc.) of the verification official or other persons directly responsible for conducing verification.

These are only examples and all requests will be considered individually on their merit. Please be advised that requests based on the fact that the persons involved forgot about the process, were involved in other projects, or that the previous verification official resigned or otherwise became unavailable months before the deadline will not be approved.

Information to include in the extension request:

- Name, address and phone number of the school district.
- Name and title of the verification official.
- Date by which the school district expects to complete verification.
- A specific description of the reason(s) why the school district was unable to complete verification by the deadline. The information provided must be specific enough for USDA to determine whether an extension is warranted. Requests that do not provide sufficient information cannot be processed and will be returned to the school district for more information.
- Signature of a school district official

Requests for extensions should be sent to the State Agency as soon as possible for determination.

Questions and Answers

Question: What kind of written evidence is required for verification of a foster child's application?
Answer: School officials should contact the household in which the foster child resides and ask for the name, agency and phone number of the social worker assigned to that child. A phone call to the social worker confirming the child's status as a foster child and the amount of money designated by the agency of the child's personal use would be sufficient verification. The school official should, however, document the phone conversation with the social worker (identifying the social worker, agency and phone number, status of the child, and child's personal use income). Another approach would be to ask the foster family and the placement agency for a copy of written communication in which the status of the child and the financial arrangement is stated. If the family is unable to provide such information, a phone call to the placement agency to confirm the child's status and income should be made prior to denying the child free meals.

Question: What if other agency records are used and the agency does not provide a response before December 15?
Answer: Any extensions to the December 15 deadline must be approved in writing by USDA though the state office. If the school district contacted another agency well in advance of the December 15 deadline, it has demonstrated good faith and would likely be given an extension.

Question: How is overtime income counted for purposes of verification?
Answer: The school official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If the overtime is a one time or sporadic source of income, income should be calculated based on the regular monthly income (without overtime).

Question: In verifying eligibility, is it to be eligibility at the time of application or current eligibility?
Answer: Verification is intended to establish current eligibility. When written evidence or collateral contacts are the primary sources of information, the school district must require submission of income information for the most recent full month that is available. When using a system of records, the school district may choose to verify a recent month and the entire sample may be verified for the same month. Households that dispute the validity of income information acquired through systems of records must be given the opportunity to produce more recent income information.

Question: If a school district chooses to do 3% verification, it must select 3 percent of the application from each school in the school district or is the sample selected from the school district as a whole.
Answer: School districts are required to select and verify a sample of their approved free and reduced-price applications. The school district as a whole must meet the 3% sample. It does not mean that each school has to do 3%. The sample may be selected from one or more schools or from the school district as a whole provided that the verification efforts are applied without regard to race, gender, religion, color, national origin, age, or disability. Also, any selection method must ensure that all applications are subject to being sampled, i.e., if the school district has decided to select the 3% verification sample from only one school in the school district, all applications in that one school must have an equal chance of being selected.

Question: If a sample size is 4.2 applications, is it necessary to verify 4 or 5?
Answer: Five. Partial numbers must be rounded up to the next whole number.

Question: Is it required to maintain the actual documentation from verification or just the results of verification?
Answer: School districts are required to maintain a description of their verification efforts. The description must summarize the selection process and source of information used, the total number of applications on file on October 31 and the percentage or number of applications verified. School districts are encouraged to maintain a record of the actual information received. School districts should maintain records for those households whose benefits are reduced or terminated, since the actual documentation would be useful in supporting the verification findings if appealed by the household.

Question: If a household is paid weekly and submits a pay stub for a week, must I go back and ask for pay stubs for a whole month?
Answer: If the weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient for you to calculate a full month's income. If the weekly pay stub is not representative of what the household receives each week, pay stubs for an entire month must be submitted.

Question: When an advance notice of adverse action has been sent to a household, can I claim reimbursement for that child during the period covered by the advance notice?
Answer: Yes. The household must be given 10 calendar days advance notice that a change is being made in the child's eligibility status. During that time, the child must continue to receive free or reduced-price meal benefits, and the school district may continue to claim reimbursement for free or reduced-price meals served to the child during this period.

Question: What if a child is selected for verification, but then transfers out of the school district before the information is verified?
Answer: Verification is considered complete when a household's eligibility for the level of benefits for which it was approved is either confirmed or a letter of adverse action has been sent. If a child is selected for verification but transfers out of the district before the information can be verified, verification cannot be completed. To meet the minimum verification requirements, a new application MUST be selected.

Question: Must students approved for free meal benefits through direct certification be included in the verification process?
Answer: No. Verification efforts are not required for children who are eligible for free meal benefits under direct certification procedures.

CHAPTER 13.

Disciplinary Action

Disciplinary Action

USDA policy prohibits the denial of meals as a disciplinary action against any student who is enrolled in a school participating in the child nutrition programs. Disciplinary action that indirectly results in the loss of meals is allowable (e.g., a student is suspended from school). When the withholding of meals is the disciplinary action or if the disciplinary action directly results in the loss of meals, it is inconsistent with the law and is not allowable. Note: When considering a disciplinary action against any student, school officials should ensure that such action is consistent with the above policy and should make a reimbursable meal available to any student attending school, who for disciplinary reasons, is not allowed to eat in the cafeteria.

Questions and Answers

Question: In the disciplinary units such as in-school suspension (ISS), may students be required to bring a lunch from home?
Answer: If the school participates in the National School Lunch Program, students may not be required to bring a lunch. Enrolled students attending classes during normal school hours must be offered school meals in participating schools.

Question: In the disciplinary units may students be provided a lunch that is different than the meal served to students in the cafeteria?
Answer: Yes, but if the meal is to be claimed for reimbursement, it must meet meal requirements.

Question: In the disciplinary units may students be required to eat in a different location or at a different time from other students?
Answer: Yes, as long as the meal is served during the district's recognized meal times and meet meal requirements.

Question: In high school, must the offer versus serve provision be implemented for the ISS class?
Answer: If the delivery system is that a meal is prepackaged, such as a sack lunch, the offer versus serve provision is not required.

Students Working in the Cafeteria

Regulations state that recipients of free and reduced-price benefits shall not be required to work for those benefits. however, they are not prohibited from voluntarily working in the cafeteria. Some schools employ student helpers in the kitchen or serving area for monetary or other compensation. In these cases, parents of all workers must be informed in writing that their children have volunteered to work. The letters must state that, if the children have been certified as eligible for free and reduced-price benefits, their continued eligibility is in no way dependent upon working. In addition, the letters should not be a part of or attached to the free and reduced-price letters to parents, applications or notices of approval or denial.

Meal Tickets: Lost, Stolen and Misused

USDA has issued an instruction regarding the handling of lost, stolen and misused paid, free and reduced-price meal tickets. The instruction states that schools may establish their own procedures regarding this matter; except that any system, which limits the number of tickets, reissued must conform to the following standards:

1. Parents and students must be advised in writing of the school's policy regarding missing meal tickets and of the student's corresponding responsibility for their tickets. Such notice shall be provided to all households at the time they begin receiving or purchasing meal tickets.
2. A minimum of three replacements, or special meal arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year (includes initial ticket plus three replacements).
3. The school must maintain a list of students who have reported missing original tickets in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.
4. At least one advance written warning must be given to the student and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket that he/she will be expected to either bring lunch/breakfast or pay full price for lunch/breakfast.
5. Meals must always be provided to pre-kindergarten, kindergarten and handicapped students who may be unable to take full responsibility for a meal ticket.

Using the above criteria, school officials may develop the most administratively feasible system to handle missing tickets as determined by individual school circumstances and frequency of ticket issuance.

Replacement of Medium of Exchange

In cases of repeated ticket loss or misuse, school administrators may wish to contact an adult household member to arrange a meeting to discuss the problem. Some school districts are charging for the replacement of identification cards or other cards, tickets or tokens used as a medium of exchange in the school lunch and breakfast programs. These charges are being made on the initial replacement prior to the minimum replacement of three tickets; however, if the district is using this card for other purposes as well as the school lunch and breakfast programs, there must be an alternate method for students to receive their meals. This could include making students get a temporary lunch card and go to the end of the line, then finding their names on the roster to confirm eligibility or use a number that is coded instead of the card. The most important point to keep in mind is that the meal cannot be denied to the student unless the lost, stolen and misused ticket procedure has been followed.

Charge Policies

Schools are not required to serve students who receive reduced-price or full-price meals that do not have money to pay. The Division of School and Community Nutrition prescribes policy that no specific school districts should adopt with regard to this problem; however, the following methods are commonly and successfully employed by a number of districts.

Many districts have adopted a no-charge policy meaning the student who comes to school without money or a lunch from home is (1) given a meal which can be claimed for reimbursement or (2) given an opportunity to call a parent so they may make provisions for his/her meal. In some schools, no accommodations are made by the school for feeding the student with no money.

Other districts desiring to provide a controlled method for limited charges involve the principal's office in the process. Often the student must go to the office where he/she is given a note that is exchanged on the serving line for a meal. At the end of the day, the cashier exchanges the note in the office for cash. This method removes foodservice personnel from accounting and collecting for charged meals. Also, a student who may have a problem with a parent or guardian providing meals may be aided by the administrative staff because they are made aware of the situation.

The following is a recommended policy:

SAMPLE

Charge Meal Policy

Charges are for emergency use only. Students, which have forgotten or lost money or identified means of transaction (i.e., ticket, cards, pre-printed ID) may charge meals in the cafeteria. Charges are designed to cover situations in which parents or students forget to bring or provide monies for lunch/breakfast. charges may not exceed five (5) until all charges incurred have been paid. Under no circumstances can an a-la carte items be charged.

When a child incurs the third charge, a letter will be sent home to the child's parents informing them of the charge status. Once a fifth charge has been incurred, the child's parents are informed and an alternative meal will be provided until all charges are paid.

An alternative meal shall be identified as: three of the required five food items. (i.e., meal, milk, bread/grain)

Should additional arrangements be needed, the child's parents are to contact the Food Service Director until other arrangements can be made.

THIS IS ONLY A SAMPLE

CHAPTER 14.

Meal Pricing

Student Meal Pricing

Program regulations require that both school lunches and breakfasts be priced as a unit. In addition, regulations state that the offer versus serve provision is not to affect the selling price established by the district for lunch or breakfast. Regardless of which items a student chooses, he/she must pay the established full- or reduced-price meal charge, as appropriate. Students eligible for free meals pay nothing.

1. Reduced-price Charge – School districts cannot charge more then .40 for lunch or .30 for breakfast, and the reduced price must be less than the full-price meals. The charge for a reduced-price meal may be more in high schools than in grade schools but must always be lower than the full-price meal and not exceed the maximum charges of .40 and .30.
2. Choice of Lunches – Schools may offer students a choice of reimbursable lunches. The school may establish different unit prices for each type of lunch served provided that the benefits made available to students eligible for free or reduced-price meals are not affected. For example, if the school offers a "super" lunch with a larger serving of meat/meat alternate or other premium items, the "super" lunch must be available to the free and reduced-price participants at no additional charge if these meals are to be claimed for reimbursement.

Fees for Lunch Services

Students must not be charged any additional fees for supervisory or other services provided in conjunction with the meal programs.

A la Carte/Special Sales – Student and Adult

At a minimum, a la carte/special sales prices should be set to cover the total cost of each menu item. When pricing menu items for a la carte/special sales, consider setting prices relatively high. The meal sold at the unit price and claimed for reimbursement (even when the students select only three food items) should be priced lower than the total of the a la carte/special sales prices of the same three items.

Adult Meal Pricing

- Adult Visitors: The charge to adult visitors, at the discretion of school officials, may be higher than the charge paid by adult school employees.
- School Food Service Employees: Meals served to cafeteria employees directly involved in the operation and administration of the lunch and breakfast programs (managers, cooks, servers, etc.) may be served at no charge and considered as a fringe benefit attributable to program costs. Therefore, the cost of such meals may be paid from program funds. Charging school food service employees for meals is left to the discretion of school officials.
- other School District Employees: The benefits of the National School Lunch and School Breakfast Programs are for children only. The reimbursement and commodities received by schools are based on the number of lunches and breakfast served to students. No reimbursement or commodities are provided for meals served to adults.

To ensure that children's payments and federal reimbursement for children's meals are not used to subsidize the payment of an adult meal, minimum pricing for adult meals as determined by the state office is required. These minimums are provided with the release of the annual reimbursement rates. Higher prices may be established for adult meals, but not lower than the minimums indicated. If a school district is considering charging higher than the minimum established for adult meals, one of the following two methods should be considered so that student programs will not be financially hampered by adult participation:

Method 1	OR	Method 2
Lunch – add the rate of federal reimbursement for a free student lunch to the per meal value of USDA commodity assistance. **Breakfast** – charge the rate of federal reimbursement for a free student breakfast.		**Lunch** – cost out food, labor, supplies and miscellaneous expenses attributed to providing an adult meal, accounting for the value of commodities and portions actually served to adults. **Breakfast** – cost out meal as described above.

When calculating adult meal prices using either of these methods, school officials are encouraged to include the severe need reimbursement and the supplemental payment for districts in the 60% or more free and reduced-price category as appropriate. In addition, state sales taxes must be paid on adult meals sold and must be added to the adult charge when establishing minimums.

In no case should the funds available to pay the cost of adult meals be less than the actual cost of providing the meals.

If meals are included as a fringe benefit or offered as part of the salary arrangement for non-food service personnel, the school must provide enough money from non-school food service funds to the food service account to pay the cost of these adult meals. Also, an audit trail must be documented.

Pricing of School Lunch – Instructional Aid

The following chart may be useful in explaining to employees and others how the National School Lunch Program is funded and why adults must be charged a higher price than students for the same-sized portions. Note: The reimbursement rates and the per meal value of USDA commodity assistance are current for the 1999-2000 school year. Also, the student price used is merely a statewide estimated average. It is recommended that in order to adapt the chart for use in a particular school district, the district's current student and adult prices should be substituted.

	Student Free	Student Reduced	Student Paid	Adult Paid
Cash	0	.40	1.25	1.50
Federal Reimbursement	1.96	1.56	.20	0
USDA Commodity Assistance	.1475	.1475	.1475	0
Total Revenue	2.1075	2.1075	1.5975	1.50

In no case should the funds available to pay the cost of student meals be used to supplement the cost of adult meals.

In the above chart, note that even though the adult is paying more than the paying student, the total revenue for the adult meal is less than that received for the paying student's meal, and significantly less than the revenue received for the meal of a student who is receiving free or reduced-price meal benefits. Unless the district is supplementing the adult meal price from local funds (approximately .61 per meal), it would be required that the adult meal price be raised to at least the state minimum. This would prevent the adult participation from financially hampering the students' programs. If the minimum were not charged, revenue would not be available to pay the required sales tax of 5% on adult meals.

Reimbursement Rates

The reimbursement rates for the National School Lunch and School Breakfast Programs are effective from July 1 through June 30 and are announced annually by USDA.

Reimbursement								
	Lunch			**Breakfast**				
Year	**Full**	**Reduced**	**Free**	**Full**	**Reduced**	**Free**	**Severe Need**	**Commodity Assistance**
1992-93	0.1625	1.2950	1.6950	0.1875	0.6450	0.9450	0.1775	0.1400
1993-94	0.1650	1.3250	1.7250	0.1900	0.6600	0.9600	0.1825	0.1400
1994-95	0.1700	1.3575	1.7575	0.1925	0.6750	0.9750	0.1850	0.1450
1995-96	0.1725	1.3950	1.7950	0.1950	0.6975	0.9975	0.1875	0.1425
1996-97	0.1775	1.4375	1.8375	0.1975	0.7175	1.0175	0.1950	0.1450
1997-98	0.180	1.490	1.890	0.2000	0.5450	0.8450	0.2000	0.1500
1998-99	0.180*	1.5425	1.9425	0.2000	0.7725	1.0725	0.2050	0.1475
1999-2000								
2000-2001								
2001-2002								
2002-2003								
2003-2004								
2004-2005								

*Districts with 60% or more free and reduced-price lunches served during the 1996-97 school year received an additional reimbursement of .02 per lunch in the form of supplemental payments, computed and processed by the state office.

CHAPTER 15.

School Food Service Funds

Use of School Food Service Funds

Food service accounts are required to comply with generally accepted accounting principles, including the annual budgeting process. However, there are certain provisions of the National School Lunch and Child Nutrition Programs that differ from other funds, programs and accounts. Special provisions that should be considered when budgeting for the food service program are as follows:

All revenues received by or accruing to the school food service program must be used only for the operation and improvement of the food service program. Revenues include, but are not limited to, receipts from: (1) operations of the lunch and breakfast programs; (2) a la carte/special sales programs; (3) earnings on investments; (4) other local revenues; and (5) federal reimbursement received by or accruing to school food service. Food service account funds may not be used for expenditures that are not directly related to the food service operation although they are part of the district's general fund. Any positive balance remaining in the food service account at the end of the school year must be carried over to the next school year as a beginning balance in the food service account.

To maintain the nonprofit status of the National School Lunch and Child Nutrition Programs, the fund balance or net cash resources of the food service account should not exceed three month's average expenditures. If an excess balance should occur, the school must immediately take steps to reduce the balance or have an acceptable plan for using surplus revenues. The plan should be such that the balance would be reduced within a year. The plan must be su8bmitted to the Division of School and Community Nutrition. Since program funds may be used only for program purposes, an excess balance could be reduced by improving the quality of food served, reducing the prices of meals served to students or purchasing needed supplies, services or equipment.

To determine if an excess balance exists, complete the following calculations:

1. Expenditures minus Commodities minus Depreciation = Adjusted Expenditures.
2. Adjusted Expenditures divided by 3 = Maximum Allowable Balance
3. Maximum Allowable Balance minus Operating Balance = Comparison Amount

If B is negative, submit a plan to reduce the excessive balance within one year.

Example of Excessive Balance Calculation Net Cash Resources	
County/District	Sample County
Expenditures	
Minus Commodities	
Minus Depreciation	
Adjusted Expenditures	
Adjusted Expenditures divided by 3 (Maximum Allowable Balance amount)	
Minus Operating Balance	
Comparison Amount**	
**A negative represents the amount over and a plan to reduce the excessive balance must be submitted.	

Expenditures

All food service expenditures should be classified as food, labor and other. Expenditures should be documented by itemized receipts or invoices. To be allowable, expenditures must be necessary and reasonable for proper and efficient administration of the programs and conform to any limitations or exclusions set forth in program regulations.

The types of allowable and non-allowable expenditures that may be made by schools operating the school food service programs under the National School Lunch Act are listed below. For specific expenditures not listed or for further interpretation of those listed, contact the State Agency.

Allowable Expenditures	Non-allowable Expenditures
Food purchases and costs directly related to the storage, handling, processing and transportation of food. Labor, which includes payments for labor and other service directly related to operating the Child Nutrition Programs. This includes employer's share of retirement, social security, insurance payments and fringe benefits after the State allocation to the district has been exhausted. Other supplies and expendable equipment (under $500) used directly in the operation of the school food service. This includes items that must be replaced from time to time, such as pots and pans, serving trays, dishes, glassware, silverware, linen, mops, brooms, cleaning supplies, etc. Nonexpendable items (over $500), generally classified as movable property, and used directly in preparing, storing or serving school meals. This includes ranges, refrigerators, freezers, steam tables, mixers, storage cabinets, tables, chairs, hot water heaters, and other equipment. This category may include such items as charges for installing equipment and connecting to utilities in the building in which the program is operated, as well as service for maintenance and repair or equipment. Training of school food service employees. Travel on food service business such as workshops, conferences and training programs. Memberships, subscriptions, books and audiovisual equipment used to benefit food service. Rental of food storage facilities or equipment as required for program needs. Computers, cash registers, adding machines, typewriters, communication equipment and other office equipment used exclusively for the food service operations. Printing and reproduction equipment or services. Employee information publications. Automotive equipment used exclusively in transporting food. Services, such as pest control, trash removal, security and janitorial. Utilities, when accounted for separately (actual costs) by using separate meters. Advertising for the recruitment of personnel and for the disposal of scrap or surplus materials. Promotional materials, exhibits relating specifically to the program and advisory councils related to parental and student involvement. Indirect costs for the current school year at the assigned indirect cost rate for the school district.	No income accruing to the food service program may be used to purchase land, acquire or construct buildings or make alterations to existing buildings that materially increase the value of capital assets. However, paint and decorator items would not be considered capital expenditures. Only those improvements that materially increase the value or life of the building would be considered capital expenditures. Contributions and donations. Entertainment, amusements, social activities, gratuities and related activities. Interest on borrowings. Rent or usage fees for district-owned facilities. Cafeteria monitors. School food service funds may not be used to pay salaries for monitoring. However, food service personnel may have monitoring duties assigned to them as part of their other food service responsibilities. Custodian and maintenance costs which are already included in the district's formula for indirect cost. Indirect cost expenses from prior year or years, and/or those that exceed the assigned rate.

Retroactive Designation of Loan to the SFS Account

USDA has ruled that a school district may not retroactively determine that funds transferred from the general fund to cover school food service deficits are to be considered a loan subject to repayment.

1. It is required that for a liability to exist, a bona fide loan agreement must be in effect at the time that the funds are transferred. This means that a fund transfer cannot be retroactively designated to be a loan. Documentation that school food service incurred deficits in the past years that were covered by local contributions is not sufficient to substantiate the claim that the monies were transferred with the intent to be repaid.
2. The conditions for repayment must be documented and agreed to by both parties, the general fund manager and the food service department. It should be noted that an interest payment is a non-allowable program expenditure.
3. Provided that a bona fide loan agreement exists at the time that funds are made available, short-term or multi-year obligations are permissible.

Questions and Answers

Question: What are the limitations on the use of school food service funds?
Answer: All revenue received by or accruing to school food service may only be used for the operation or improvement of the food service program. This includes earnings on investments and means that if food service funds are used totally or in part for investment purposes, then the interest earned from such investments must accrue to the food service account and be used only for authorized program purposes.

Question: Can food service funds be used to pay salaries for custodial and maintenance workers?
Answer: No. These services are accounted for in the state's indirect cost formula for school districts.

Question: Can food service funds be used to pay for publishing the free and reduced-price guidelines at the start of school?
Answer: Yes, but this is not required in that the district's responsibility is fulfilled by disseminating the press release to the media as a public announcement. The district does not have to pay to have it published.

Question: Can a school district charge the food service account rent or usage fees for cafeterias, kitchens or storage facilities?
Answer: The school district is not allowed to charge rent to the food service program for district-owned facilities.

Question: Can food service funds be used to provide meals for adult visitors attending a meeting in the district or to purchase meals in a commercial restaurant for the visitors?
Answer: No. Food service funds are to be used to provide meals for children. Adults should pay a sufficient price to cover the cost of their meals or the cost should be paid from district funds other than food service funds.

Question: Can food service funds be used to pay for attorney's fees?
Answer: Food service funds may be used to pay attorney's fees under certain conditions. Consult the state director when the question arises.

Question: Can food service funds be loaned to the school district? If so, must interest be paid and at what rate?
Answer: Food service funds may be loaned to the district on a short-term basis (a school year). The district should pay interest at the prevailing loan rate. The loan agreement should contain such stipulations as the purpose, interest rate (simple or compounded), the repayment schedule for the principal and interest, and any penalties for late payment.

Question: If the food service department has purchased a Certificate of Deposit (CD), may it be cashed in before the maturity date in order to loan the money to the district?
Answer: Yes; however, the district must pay any penalties associated with this action. The payment of interest at current rates for CDs would be in order.

Question: What records must be maintained for loans to the district?
Answer: The original loan agreement, duly executed, and the payments for the principal and interest must be maintained and be on file for the duration of the loan plus the retention period required for all state/federal records.

Question: Is it allowable to use nonprofit school food service funds to pay for an awards dinner at a local restaurant to recognize the achievements of food service staff in areas such as increased participation, expanded nutritional information and education, or increased productivity?
Answer: Factors affecting the allowability of school food service funds for activities as described above must meet certain criteria. In a general sense, the activity must be part of the school district's established practice, be reasonable and necessary, and be consistent with regulations, policies and procedures that apply uniformly to both federally assisted and other activities of the district (be consistent with the use of local funds).

Plan for Reducing Excessive Operating Balance

Date: _____

School District Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: ( ) _____

Fax Number: ( ) _____

The above named school district hereby submits the following plan to reduce the excessive operating food service balance. This plan will be completed by _____.

Current Operating Balance: $_____

(Average Monthly Expenditure) minus (Commodities ÷ Depreciation) ÷ 3: $ _____

Briefly Outline Plan: _____

_____

_____

_____

_____

_____

_____

(If additional space is needed, attach another page.)

_____
Signature of Authorized Representative

FOR STATE AGENCY USE ONLY
_____ Approved
_____ Denied

_____
Signature of State Agency Representative

CHAPTER 16.

Ethics

Food Taken from Schools

The breakfast and lunch programs are designed and funded to serve students in the cafeteria. No food, not even leftover food, is to be purchased and taken from the premises. In addition to the food being misused, taking food from the lunchroom may create a serious public relations problem by causing people to lose faith in the integrity of the program(s). Food may only be taken from the school for school-sponsored field trips or in connection with a school sponsored gleaning program administered by the U.S. Department of Agriculture.

Question: May school employees purchase meals or leftover food to take home?
Answer: No. Even if the money was to be deposited in the food service account, program regulations state that any food prepared for the Child Nutrition Programs must be consumed on school premises.

Fraud Statement

"Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property provided under the National School Lunch Program and/or School Breakfast Program whether received directly or indirectly, shall if such funds, assets or property are of a value of $100 or more, be fined not more than $10,000 or imprisoned not more than 5 years or both; or if such funds, assets or property are of a value of less than $100, be fined not more than $1,000 or imprisoned not more than 1 year or both. Whoever receives, conceals or retains to his use or gain, funds, assets or property provided under the National School Lunch Program and School Breakfast Program, whether received directly or indirectly, knowing such funds, assets or property have been embezzled, willfully misapplied, stolen or obtained by fraud, shall be subject to the same penalties." This statement regarding fraud is from National School Lunch Program Regulation 7 CFR 245.12, January 1, 1996.

Purchasing Ethics

The competitive nature of the public purchasing arena and the expenditure of significant amounts of public funds require that ethical standards be incorporated into the foundation of all purchasing functions. Purchasing personnel and school district staff face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Numerous problems may be encountered, including:

- Employees, in an effort to get the job done successfully and on time, are tempted to circumvent policies, procedures and laws or to make their own liberal "legal" interpretations of existing policies. Such activity, although well-intentioned, will cause ethical problems.
- Sequential purchasing of the same items or type of items over the course of 12 months may exceed the school district and/or state competitive quotation and procurement requirements. Although some sequential purchasing is intentional, it usually results from needs that could not be anticipated. It may also result from lack of centralization and/or centralized control of the purchasing function.
- An item (usually equipment) is purchased in component parts. Component purchasing usually is an attempt to circumvent bid laws or other requirements or buying an item through the issuance of multiple purchase orders for the component parts of the item versus a single purchase order for the entire item. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing.

Ethics relating to conflicts of interest, financial I interests in firms conducting business with the school district, kickbacks and gratuities, and improper use of a position or confidential information should be clearly communicated throughout the school district.

Additionally, school district personnel should be made aware of the penalties for violations of purchasing laws and ethics that may include criminal prosecution and loss of employment opportunities.

General Ethical Standards

There are certain common standards of ethics that should govern the conduct of employees involved in the purchasing functions, as follows:

1. It is a breach of ethics to attempt to realize personal gain through public employment with a school district by any conduct inconsistent with the proper discharge of the employee's duties.
2. It is a breach of ethics to attempt to influence any public employee of a school district to breach the standards of ethical conduct.
3. It is a breach of ethics for any employee of a school district to participate directly or indirectly in a procurement when the employee knows that:
   - The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
   - A business or organization in which the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; or
   - Any other person/business/organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

   If a school district board member or other official has a financial interest in a procurement, that person shall abstain from discussion and decisions regarding the award of the procurement contract. In addition, the board member should disclose this financial interest by filing an affidavit with the district.
4. Gratuities: It is a breach of ethics to offer, give or agree to give any employee or former employee of a school district or for any employee or former employee of a school district to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government. Acceptance of gratuities may be construed as a criminal offense.
5. Kickbacks: It is a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract of a school district or any person associated therewith, as an inducement for the award of a subcontract or order.
6. Contract Clause: The prohibition against gratuities and kickbacks prescribed above should be conspicuously set forth in every contract and solicitation therefore.
7. It is a breach of ethics for any employee or former employee of a school district to knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any person.

Vendor Gifts and Relations

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities that may be construed to have been given to influence the purchasing process. Although such practices may be legitimate and generally accepted in the private sector, giving and receiving gifts in the public sector may constitute a violation of law.

It is a good practice for a school district to consult with its attorney and/or other legal counsel at the State Ethics Commission or the Attorney General's Office to develop policies regulating the acceptance of vendor gifts. These policies should not only conform to applicable statutes, but should also reflect the district's philosophy regarding regulation of the acceptance of the following from existing or prospective vendors:

- meals
- trips
- tickets for entertainment/events
- gifts of any value.

School districts should also be aware of the disclosure requirements regarding federal conflict of interest regulations that prohibit an employee (and members of the employee's immediate family) who is involved in administering, directing or authorizing federally-funded transactions from having a financial interest in a vendor associated with federally-funded transactions.

Incentives

Vendors often will make a special offer on a particular item. They might offer charbroiled beef patties at a much lower price than a district's bid price; offer an item not presently used at a special price that is below market value; or offer an incentive, such as equipment or other prizes. District may be able to take advantage of these specials:

- When a vendor offers an item at a lower price than the bid price. Once you have bid an item and accepted the bid price, you are not free to obtain bids or to purchase from anyone other than the vendor who has received the bid unless (1) you have specified an amount in the bid, (2) you will still purchase that amount from the bidder, and (3) you want to purchase an amount in addition to what was bid. Procedures for small purchases may be used in obtaining prices on the additional merchandise, unless the additional purchases will exceed $10,000.
- When a vendor offers an item you are not presently using at a special price below market value. All purchases under competitive bidding must be based on specifications that clearly describe the item to be purchased. If you have tried a new product and would like to purchase it, competitive sealed bids must be obtained if purchases will be $10,000 or more (spot purchase procedures may be used to purchase additional quantities of items in a competitive pricing category, if purchases will be less than $10,000).
- When a vendor offers incentives. The prices paid for all purchases should be based solely on the bid offered by the responsible vendor giving a district the best bid prices meeting specifications. When "incentives", such as prizes, equipment, etc., are offered and accepted, (1) the "incentive" must in no way affect the decision to purchase, and (2) the "incentive" must become the property of the district and under no condition becomes the property of an individual. Special offers often mean higher prices or lower quality or both. Frequently, special prices are offered on old merchandise that the vendor wants to move.

CHAPTER 17.

Required Records

Required Records

Summary of Required Records

Full and accurate records are required to serve as a basis for the reimbursement claim under the terms of the school breakfast and lunch agreements. All records must be kept for a period of three years plus the current year to satisfy federal requirements. These records must be available for audit purposes or review by the State Agency and/or federal auditors.

To be useful, records must be accurately kept on a current basis and routinely analyzed. Sample forms and instructions for preparing each required record are offered by the State Agency. The district may elect to use the forms provided or may develop other forms more suitable to the individual needs of the district.

Daily

- The Record of Participation and Income: The number of reimbursable meals served daily, by category, to eligible students and program income are recorded on the Record of Participation and reported by school food service personnel to district personnel. The particular recording method used must ensure that correct counts by category are reported in a way that can be easily read, edited and consolidated into an accurate monthly claims for reimbursement. The daily Record of Income may be a separate record or may be included on the form documenting daily meal counts for breakfast and lunch.
- Food Production Records on all meals served and claimed for reimbursement.
- The system in place that connects the application for free and reduced price meals to the medium of exchange should provide for updates on a daily basis (noting transfers, withdrawals and changes in status due to verification, etc.).
- The claims review process or edit check comparing each school's daily claim against data that will assist in the identification and correction of claims for reimbursement in excess of the number of reimbursable free, reduced price and full price lunches actually served that day to students eligible for such lunches should be performed daily. Such data shall, at a minimum, include the number of students currently approved for free and reduced price meals in the school multiplied by the school's attendance factor. This comparison allows the district and/or school to test the reasonableness of reported counts for free and reduced price and full paid meals. It may be completed at the end of the month, but must reflect daily counts for each reporting school.

Monthly

School meal counts, by category, are submitted to the district on a daily, weekly or monthly basis. The counts from all schools are combined to generate a monthly claim for reimbursement. This is called consolidating the claim. After the claims are consolidated, they are submitted by the district to the State Agency. The State Agency is responsible for paying the federal reimbursement for the reimbursable meals claimed as served by category during the claiming period. The reimbursement claim must be received by the State Agency on or before the 10th of each month, but no later than 30 days following the completion of the claim month.

Schedule of Activities Including Due Dates by Month

During the school year, in addition to the regular deadlines for claim forms, menus, payroll, inventory, etc., participation in the National School Lunch Program requires many functions to be completed on a set schedule. As a management tool, a schedule of some of the more important activities and "deadline" dates follows. This schedule is subject to change based on regulations and federal requirements, and is presented merely as an aid in planning for the school year.

May/June	State Agency receives and revises Free and Reduced Price Policy to include new eligibility guidelines for free and reduced price meals.
July	Policy Statements, Program Application/Agreement are announced to school districts for completion on-line. New reimbursement rates effective July 1-June 30 are released by USDA and sent to districts. The direct certification match with the Cabinet for Families and Children records is completed by the State Agency and copies (hard copy/diskettes) of this eligibility information is mailed to the districts.
August	School districts complete printing of application forms, letters to parents, and all related free and reduced price meal information to be sent to parents. Applications for free and reduced price meal benefits, the reduced price eligibility meal guidelines and the letter to households must be provided to the parents or guardians of all children in attendance at each school. This should be done no later than the first week of school. The Notice/Letter of Predetermined Eligibility is sent to households of directly certified students by the school district as early as possible and preferably before the distribution of applications for free and reduced price meals. Prior to or during the first week of school, a public release must be made to the local news media, the unemployment office and any major employers who are contemplating layoffs in the attendance area of the school. **August 15:** Approximate deadline for school districts to submit the completed policy statement, agreement/application to the State Agency for approval.
September	Free and reduced price meals may be claimed on the prior year's application for a period of no longer than 30 operating days from the first day of school. By the 31st operating day, all students' eligibility must be based on current year approved applications or the direct certification listing. **September 15:** Year-to-date financial data for the close of the previous school year are due at the State Agency.
October	**October 31:** A count of the number of applications for free and reduced price meals must be taken by the school district on October 31 of each school year. This is the count used to determine the number of applications to be verified.
November	Verification activities must be fully documented per guidance and prototype forms included in the free and reduced price verification kit. **November 1:** Send letters requesting income documentation to those parents selected for verification. **November 15:** Send letters of adverse action to notify all households of any change in status and to those families who have failed to respond to the request for income verification.
December	**December 1:** Certification of all eligible employees must be completed by December 1 and appropriate life-time or provisional certification requests submitted to State Agency. **December 15:** Verification of applications must be completed by December 15 of each school year. A summary of the district's verification effort must be completed and maintained on file. Entire verification procedure must be completed with households notified of changes in eligibility.
January	**January 31:** Letter or statement certifying that all verification activities were completed and filed with verification data.
February	Local on-site reviews must be completed with a minimum of each school in district reviewed one time. Documentation of review findings and follow-up actions must be on file at the district level.

CHAPTER 18.

Breakfast Menu and Production Records

Kentucky Department of Education
Office of District Support Services
Division of School and Community Nutrition
1024 Capital Center Drive, Suite 250
Frankfort, Kentucky 40601

BREAKFAST
MENU AND PRODUCTION PLAN

FOOD BASED MENU SYSTEM
BREAKFAST
Minimum Quantities

At a minimum, schools shall serve meals in the quantities provided in the following chart:

Meal Component	Ages 1-2	Preschool	Grades K-12	Options for Grades 7-12
1 Milk	½ cup	¾ cup	8 ounces	8 ounces
Meat/meat Alternate Grains and Breads	½ ounce PLUS ½ serving each of grains/breads and meat/meat alternate (½ ounce) OR 2 grains/breads OR 2 meat/meat alternate (1 ounce)	½ ounce PLUS ½ serving each of grains/breads and meat/meat alternate (½ ounce) OR 2 grains/breads OR 2 meat/meat alternate (1 ounce)	1 ounce PLUS 1 serving each of grains/breads and meat/meat alternate (1 ounce) OR 2 grains/breads OR 2 meat/meat alternate (2 ounces)	1 ounce PLUS 1 serving each of grains/breads and meat/meat alternate (1 ounce) OR 2 grains/breads OR 2 meat/meat alternate (2 ounces) PLUS additional 1 ounce per day of grains/breads
2 Vegetables/Fruits	¼ cup	½ cup	½ cup	½ cup

1. **A SERVING OF FLUID MILK SERVED AS A BEVERAGE OR ON CEREAL OR USED IN PART FOR EACH PURPOSE**
2. **A SERVING OF FRUITS OR VEGETABLES OR BOTH, OR FULL-STRENGTH FRUIT OR VEGETABLE JUICE**

CALORIE AND NUTRIENT LEVELS

At a minimum, schools shall serve meals in the quantities provided in the following chart:

	Preschool	Grades K-12	Grades 7-12 Option
Energy Allowances (Calories)	388	554	618
Total Fat (As a Percentage of Actual Total Food Energy) 1			
Total Saturated Fat (As a Percentage of Actual Total Food Energy) 2			
Protein (g)	5	10	12
Calcium (mg)	200	257	300
Iron (mg)	2.5	3.0	3.4
Vitamin A (RE)	113	197	225
Vitamin C (mg)	11	13	14

1 NOT TO EXCEED 30% OVER A SCHOOL WEEK
2 NOT TO EXCEED 10% OVER A SCHOOL WEEK

U.S. Department of Agriculture, National School Lunch Program

SCHOOL BREAKFAST MEAL PATTERN REQUIREMENTS

For Various Age/Grade Groups

Food Components/Item	Minimum Required Quantities		
	Ages 1-2	Ages 3, 4, and 5	Ages 6 and Up
FLUID MILK			
As a beverage, on cereal, or both	½ cup	¾ cup	½ pint
FRUIT/VEGETABLE/JUICE 1			
Fruit and/or vegetable or full-strength fruit and/or vegetable juice	¼ cup	½ cup	½ cup
SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS OR TWO SERVINGS FROM ONE COMPONENT			
BREAD/GRAINS 2			
One of the following or an equivalent combination:			
• **Whole-grain or enriched bread**	½ slice	½ slice	1 slice
• **Whole-grain or enriched biscuit, roll, muffin, etc.**	½ serving	½ serving	1 serving
• **Whole-grain, enriched, or fortified cereal**	¼ cup or 1/3 ounce	1/3 cup or ½ ounce	¾ cup or 1 ounce
MEAT/MEAT ALTERNATE			
One of the following or an equivalent combination:			
• **Lean meat, poultry or fish**	½ ounce	½ ounce	1 ounce
• **Cheese**	½ ounce	½ ounce	1 ounce
• **Large Egg**	½	½	½
• **Peanut Butter or other nut or seed butters**	1 Tbsp.	1 Tbsp.	2 Tbsp.
• **Cooked dry beans and peas**	2 Tbsp.	2 Tbsp.	4 Tbsp.
• **Nuts and/or seeds 3**	½ ounce	½ ounce	1 ounce
• **Yogurt, plain or flavored, (sweetened or unsweetened)**	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup

1 Recommended daily: a citrus or a juice or fruit or vegetable that is a good source of Vitamin C.
2 See Food Buying Guide, PA-1331, for serving sizes.
3 No more than 1 ounce of nuts and/or seeds may be served in any one meal.

Per 220.2(n) Milk means pasteurized fluid types of unflavored or flavored whole milk, lowfat milk, skim milk or cultured buttermilk.

IMPLEMENTING OFFER VERSUS SERVE IN THE SCHOOL BREAKFAST PROGRAM

Unless prohibited by State Agency policy, School Food Authorities are allowed, but not required. To implement Offer Versus Serve in their breakfast programs at all grade levels or may restrict Offer Versus Serve to certain grade levels. The difference in schools implementing or not implementing Offer Versus Serve is in what a student is required to take of the offered breakfast. In schools not implementing Offer Versus Serve, a student must take full portions of all four food items offered. In schools implementing Offer Versus Serve, students are allowed to refuse any one food item that they do not intend to eat. The refused item may be any of the four items offered to a student. A student's decision to accept or refuse one of the four food items does not affect the charge for breakfast.

BREAKFAST MENU AND PRODUCTION PLANS

1. Date: 5/20/96		2. Offer Versus Serve: Yes X No			3. Total Reimbursable Meals 200		
	4. Menu Components	5. Foods Used	6. USDA Foods	7. PLANNED # Portions/Size Portion	8. Amount Prepared	9. Extra Sales	10. Amount Left Over (Comments)
MILK	Milk	½ Pints Available _____				10	
VEGETABLES/ FRUITS	Mixed Fruit			300/ ½ c	13/#10		
BREAD AND GRAINS	Biscuit			400/ 2 oz.	400		
MEAT/MEAT ALTERNATE	Sausage	Patty		400/ 1 oz. Cooked	54#		
OTHER FOODS	Honey	Honey		200/ 1 oz. IPP	200/ 1 oz. IPP		

11. Non reimbursable Meals Served and Extra Food Sold:

Extra Milk	10	Adult Misc. Meals	8
Extra Sales (Menu Items)	_____	Non revenue Meals	5
Extra Sales (Non-Menu Items)	_____	Total Ala Carte	23

1. Date: 5/21/96		2. Offer Versus Serve: Yes X No			3. Total Reimbursable Meals 300		
	4. Menu Components	5. Foods Used	6. USDA Foods	7. PLANNED # Portions/Size Portion	8. Amount Prepared	9. Extra Sales	10. Amount Left Over (Comments)
MILK	Milk	½ Pints Available _____				6	
VEGETABLES/ FRUITS	Hash Browns	Diced		375/ ½ c	97#	10	
BREAD AND GRAINS	Toast	White		375/ 1 oz. Slice	24 loaves 375/ 1 oz. Slice		10 servings (freeze for later use)
MEAT/MEAT ALTERNATE	Scrambled Egg	Large Egg		370/ 1 oz. slice	31 doz.		10 servings
OTHER FOODS	Jelly				1/2 / #10		

11. Non reimbursable Meals Served and Extra Food Sold:

Extra Milk	6	Adult Misc. Meals	10
Extra Sales (Menu Items)	10	Non revenue Meals	5
Extra Sales (Non-Menu Items)	_____	Total Ala Carte	31

BREAKFAST MENU AND PRODUCTION PLANS

1. Date: 5/20/96		2. Offer Versus Serve: Yes X No			3. Total Reimbursable Meals 200		
	4. Menu Components	**5. Foods Used**	**6. USDA Foods**	**7. PLANNED # Portions/Size Portion**	**8. Amount Prepared**	**9. Extra Sales**	**10. Amount Left Over (Comments)**
MILK	Milk	½Pints Available _____				5	
VEGETABLES/ FRUITS	100% Orange Juice	4 oz. Pp		225/ ½c	225		25
BREAD AND GRAINS	Toast	White		225/1 oz. Slice	14 loaves or 225/ 1 oz.	2	10 servings
MEAT/MEAT ALTERNATE	Scrambled Eggs	Frozen Eggs	X	100/ 1 oz.	10#		
OTHER FOODS	Jelly				½#10		½ #10

11. Non reimbursable Meals Served and Extra Food Sold:

Extra Milk	5	Adult Misc. Meals	8
Extra Sales (Menu Items)	2	Non revenue Meals	3
Extra Sales (Non-Menu Items)	_____	Total Ala Carte	18

1. Date: 5/21/96		2. Offer Versus Serve: Yes X No			3. Total Reimbursable Meals 300		
	4. Menu Components	**5. Foods Used**	**6. USDA Foods**	**7. PLANNED # Portions/Size Portion**	**8. Amount Prepared**	**9. Extra Sales**	**10. Amount Left Over (Comments)**
MILK	Milk	½ Pints Available _____					
VEGETABLES/ FRUITS	Diced Peaches		X	325/ ½ c	14/ #10		15
BREAD AND GRAINS	Pancakes			300/ 1 oz.	300		
MEAT/MEAT ALTERNATE	Sausage	Patty CN – 1 oz. cooked		310/ 1 oz. slice	42#		10
OTHER FOODS	Syrup			300/ 1 oz.	3 gal.		

11. Non reimbursable Meals Served and Extra Food Sold:

Extra Milk	_____	Adult Misc. Meals	5
Extra Sales (Menu Items)	_____	Non revenue Meals	5
Extra Sales (Non-Menu Items)	_____	Total Ala Carte	10

BREAKFAST MENU AND PRODUCTION PLANS

1. Date: _____		2. Offer Versus Serve: Yes_____ No_____			3. Total Reimbursable Meals _____		
	4. Menu Components	**5. Foods Used**	**6. USDA Foods**	**7. PLANNED # Portions/Size Portion**	**8. Amount Prepared**	**9. Extra Sales**	**10. Amount Left Over (Comments)**
MILK	Milk	½ Pints Available _____					
VEGETABLES/ FRUITS							
BREAD AND GRAINS							
MEAT/MEAT ALTERNATE							
OTHER FOODS							

11. Non reimbursable Meals Served and Extra Food Sold:

Extra Milk _____
Extra Sales (Menu Items) _____
Extra Sales (Non-Menu Items) _____

Adult Misc. Meals _____
Non revenue Meals _____

Total Ala Carte _____

1. Date:_____		2. Offer Versus Serve: Yes_____ No_____			3. Total Reimbursable Meals_____		
	4. Menu Components	**5. Foods Used**	**6. USDA Foods**	**7. PLANNED # Portions/Size Portion**	**8. Amount Prepared**	**9. Extra Sales**	**10. Amount Left Over (Comments)**
MILK	Milk	½ Pints Available _____					
VEGETABLES/ FRUITS							
BREAD AND GRAINS							
MEAT/MEAT ALTERNATE							
OTHER FOODS							

11. Non reimbursable Meals Served and Extra Food Sold:

Extra Milk _____
Extra Sales (Menu Items) _____
Extra Sales (Non-Menu Items) _____

Adult Misc. Meals _____
Non revenue Meals _____

Total Ala Carte _____

CHAPTER 19.

Lunch Menu and Production Records

Kentucky Department of Education
Office of District Support Services
Division of School and Community Nutrition
1024 Capital Center Drive, Suite 250
Frankfort, Kentucky 40601

LUNCH
MENU AND PRODUCTION PLAN

LUNCH MENU AND PRODUCTION PLAN

Introduction to Production Plan

A menu and food production plan is a written record of a menu served, the quantity of food prepared, the quantity of food left over and number of students and adults served on each day of operation.

Food production plans are to be maintained on file for three years plus the current year.

The data from the production plan is required by federal regulations, but the form is optional.

The purpose of a Production Plan is to DOCUMENT that:

1. Meal requirements are met.
2. Meals are reimbursable.
3. Children receive proper nutrition.
4. There is accountability for all foods and that over/under production is provided, thereby controlling food costs.

Procedures for Completing Production Plans

1. Record Date.
2. Indicate Offer versus Serve provision.
3. List menu for appropriate day.
4. List foods used. One half pine of milk must be available for each reimbursable meal served. If inventory records indicate a varied amount each day, record that figure. If optional beverages are available, list in other foods. Refer to "other" foods via recipe; schools can code recipe sources and use the "code" in the "Food Used" column. The coding can also apply for a bread product made for a standard recipe.
5. If food contains a USDA donated food, put a check in this column.
6. List number of planned portions and size of planned portions for each age group, if using varying portions. Use Group IV only if varying portions is not used. Recording portions sizes is important to document that quantity requirement s are planned to meet menu requirements, especially for Offer versus Serve.
7. List amount of food prepared for each food item by purchase unit (pound, can, size, etc.). Record items such as carrots, lettuce and celery by weight. Record fresh fruits such as oranges, apples and bananas, when given as individual servings by size and count, for example: 100 large bananas or 50 No. 80 oranges, etc.
8. Record number of extra sales for each food item; if prices are consistent within menu component, then total may be recorded. Recording extra sales information should help to eliminate questions concerning over-production.
9. Record amount of food items or menu components left over if left over food exceeds 5% of total amount prepared. Any other information pertinent to the day's meal service may be recorded in this section.
10. Record number of reimbursable meals served by group if varying portions. Use Group IV only if varying portions is not used.
11. Record number of non-reimbursable meals/food items. Extra sales (menu items) are those sales of items not from today's menu (i.e., cookies, twinkies, ice cream, etc.

Use of the Menu and Food Production Plan

Since reducing food waste is one of the goals of Offer versus Serve, care must be taken to ensure that reduced plate waste does not become food waste resulting from over production. To accurately plan production for Offer versus Serve, the manager must keep accurate daily records of food production for each menu item served. These records then become a valuable planning tool since they can be used to forecast the amounts of each menu item needed the next time that menu item is served.

The first few times a menu is served, all a manager can do is make educated guesses about how much of each menu item to prepare. It is likely that errors will be made first, bur as the manager gets to know the student's preferences, more accurate forecasting will result with the probability of some cost savings.

Forecasting Amounts to Prepare

In planning production for lunches served in schools implementing Offer versus Serve, managers must be sure that enough of each menu item or a comparable item can be prepared so that each student is offered the complete lunch; choices with the components help to facilitate this requirement. This does not mean, however, that food must be prepared in quantities in excess of what students actually select, so that large amounts are left over. The manager will utilize prior production plans to accurately forecast amounts to prepare for each menu item.

In planning how much of each menu item to prepare, the manager should note from past production plans the following on each menu item:

1. How much of each menu item was prepared.
2. How much was actually served.
3. How much was left over.
4. Any comments that were made about the production and students acceptance each time menu was offered.

When the same menu or combination of menu items is repeated in a menu cycle, good production plans should help to more accurately predict the among needed. If there is a change in food items within the menu, the manager may need to adjust the quantities accordingly. For example, if it is necessary to change the vegetable in a menu for green beans to kale, the manager may plan to prepare a lesser amount since kale is usually less acceptable than green beans.

One problem, which causes student dissatisfaction, is running out of menu items that students expect to be available on the serving line. If this happens, the manager should give consideration to the following:

1. Be sure to substitute a food item that is equal and as readily acceptable as the one for which the substitution is being made.
2. It is always best to substitute vegetable for vegetable, fruit for fruit, or meat/meat alternate for meat/meat alternate.
3. If it becomes necessary to make substitutions, the manager must always be sure that all five required food items are available to students. For example, potato chips should never be substituted for French Fries because potato chips cannot be credited as a vegetable.
4. Where there is a food shortage, the person making the substitution should be sure to

document on the production plan the substitution made. This will help in forecasting the amount to prepare the next time a menu is served and may help prevent a shortage from occurring in the future.

Implementing the Offer versus Serve Provision

Here are some suggestions to help simplify serving time and help assure that students will take meals that meet minimum requirements. (They will also help minimize cashier error in identifying a reimbursable meal)

1. Although, by regulation, the meat/meat alternate may be served in the main dish on in the main dish and one other menu item, plan for the main dish to contain the full meat/meat alternate. If a menu is occasionally planned in which the meat or meat alternate is split into two menu items, such as a soup and sandwich combination, merchandise and serve the two menu items together.
2. Plan only full serving of bread/bread alternate. If there are two items containing bread, be sure each menu item contains a full serving of bread.
3. Plan three or more choices of fruits and vegetables in equal, standard serving sizes (1/4 cup serving for Grades 1 – 3 and 3/8 or ½ servings for Grades 4 and above) from which students can select two. See procedure below to convert ¼ cup servings of vegetables and fruits in the Food Buying Guide for School Food Service to 3/8-cup servings.
4. Plan larger portions of fruits, raw vegetables and potatoes and smaller portions of cooked vegetables since studies indicate there is higher consumption of fruits, raw vegetables and potatoes than cooked vegetables.
5. Plan choices of milk each day: low fat, whole and chocolate. Managers may consider offering a fruit juice each day to provide a beverage option for students not wanting to take milk. The juice could be credited toward meeting a part of the meal pattern requirements.
6. Consider using cycle menus. Since cycle menus repeat themselves, they can be a definite advantage to schools implementing Offer versus Serve to make forecasting more accurate. Some flexibility will be necessary, however, to allow for use of commodities, delivery delays or other unforeseen problems.

How to Convert

¼ Cup Serving of Vegetables and Fruits to 3/8 Cup Serving
(Procedure from Food Buying guide for School Food Service)

1. Decide on the proper unit for purchase from Column 2.
2. Locate in Column 4 the ¼ cup serving corresponding to the unit of purchase.
3. Record the figures from Column 3, which apply both to the purchase unit and the ¼ cup serving. Multiply that figure by 0.66. Round to the appropriate number. The results the number of 3/8 cup servings per purchase unit.

Example: In the Food Buying Guide, applesauce, canned, No. 10 can (1/4 cup fruit)
47.60 x 0.66 = 31.416 or rounded to 31.42

Result: There are 31.42 3/8 cups of applesauce in a No. 10 can.

Therefore: Multiply any form of vegetable or fruit by the factor 0.66 to convert ¼ cup servings to 3/8 cup servings.

TRADITIONAL FOOD-BASED MENU PLANNING APPROACH–MEAL PATTERN FOR LUNCHES					
	MINIMUM QUANTITIES				RECOMMENDED QUANTITIES
FOOD COMPONENTS AND FOOD ITEMS	**GROUP I** AGES 1-2 PRESCHOOL	**GROUP II** AGES 3-4 PRESCHOOL	**GROUP III** AGES 5-8 GRADES K-3	**GROUP IV** AGES 9 AND OLDER GRADES 4-12	**GROUP V** AGES 12 AND OLDER GRADES -12
Milk (as a beverage)	6 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Meat or Meat Alternate (quantity of the edible portion as served):					
Lean meat, poultry, or fish	1 ounce	1½ounces	1½ounces	2 ounces	3 ounces
Alternate Protein Products[1]	1 ounce	1½ounces	1½ounces	2 ounces	3 ounces
Cheese	1 ounce	1½ounces	1½ounces	2 ounces	3 ounces
Large egg	½	¾	¾	1	1½
Cooked dry beans or peas	¼ cup	3/8 cup	3/8 cup	½cup	¾cup
Peanut butter or other nut or seed butters	2 tablespoons	3 tablespoons	3 tablespoons	4 tablespoons	6 tablespoons
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½cup	6 ounces or ¾cup	6 ounces or ¾cup	8 ounces or 1 cup	12 ounces or 1½cups
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soynuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry, or fish)	½ounce =50%	¾ounce =50%	¾ounce =50%	1 ounce =50%	1½ounces =50%
Vegetable or Fruit: 2 or more servings of vegetables, fruits or both	½cup	½cup	½cup	¾cup	¾cup
Grains/Breads: (servings per week): Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or ½cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	5 servings per week[2] -- minimum of ½serving per day	8 servings per week[2] -- minimum of 1 serving per day	8 servings per week[2] -- minimum of 1 serving per day	8 servings per week[2] -- minimum of 1 serving per day	10 servings per week[2] -- minimum of 1 serving per day

[1] Must meet the requirements in appendix A of 7 CFR 210.
[2] For the purposes of this table, a week equals five days.

The Traditional Food-Based Menu Planning Approach is designed to meet nutritional standards set forth in program regulations.

The Enhanced Food-Based Menu Planning Approach

The Enhanced Food-Based Menu Planning Approach is a variation of the Traditional Menu Planning Approach. It is designed to increase calories from low-fat food sources in order to meet the Dietary Guidelines. The five food components are retained, but the component quantities for the weekly servings of vegetables and fruits and grains/breads are increased.

ENHANCED FOOD-BASED MENU PLANNING APPROACH-MEAL PATTERN FOR LUNCHES					
	MINIMUM REQUIREMENTS				OPTION FOR
FOOD COMPONENTS AND FOOD ITEMS	**AGES 1-2**	**PRESCHOOL**	**GRADES K-6**	**GRADES 7-12**	**GRADES K-3**
Milk (as a beverage)	6 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Meat or Meat Alternate (quantity of the edible portion as served):					
Lean meat, poultry, or fish	1 ounce	1½ounces	2 ounces	2 ounces	1½ounces
Alternate protein products[1]	1 ounce	1½ounces	2 ounces	2 ounces	1½ounces
Cheese	1 ounce	1½ounces	2 ounces	2 ounces	1½ounces
Large egg	½	¾	1	1	¾
Cooked dry beans or peas	¼ cup	3/8 cup	½cup	½cup	3/8 cup
Peanut butter or other nut or seed butters	2 tablespoons	3 tablespoons	4 tablespoons	4 tablespoons	3 tablespoons
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½cup	6 ounces or ¾cup	8 ounces or 1 cup	8 ounces or 1 cup	6 ounces or ¾cup
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds equals 1 ounce of cooked lean meat, poultry or fish).	½ounce =50%	¾ounce =50%	1 ounce =50%	1 ounce =50%	¾ounce =50%
Vegetable or Fruit: 2 or more servings of vegetables, fruits or both	½cup	½cup	¾cup plus an extra ½cup over a week[2]	1 cup	¾cup
Grains/Breads(servings per week): Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or ½cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	5 servings per week[2] – minimum of ½ serving per day	8 servings per week[2] – minimum of 1 serving per day	12 servings per week[2] – minimum of 1 serving per day[3]	15 servings per week[2]– minimum of 1 serving per day[3]	10 servings per week[2] –minimum of 1 serving per day[3]

[1] Must meet the requirements in appendix A of 7 CFR 210.
[2] For the purposes of this table, a week equals five days.
[3] Up to one grains/breads serving per day may be a dessert.

The Enhanced Food Based Menu Planning Approach is designed to meet the nutritional standards set forth in program regulations.

FOOD BASED MENU SYSTEM
LUNCH
MINIMUM QUANTITIES

At a minimum, schools shall serve meals in the quantities provided in the following chart

Meal Component	Ages 1-2	Preschool	Grades K-6	Grades 7-12
Milk	6 ounces	6 ounces	8 ounces	8 ounces
Meat/Meat Alternate	1 ounce	1 ½ounces	2 ounces	2 ounces
Fruit/Vegetables	½cup	½cup	¾cup plus additional ½cup over a week	1 cup
Grains and Breads	5 servings per week – minimum of ½per day **1**	8 servings per week – minimum of ½per day **1**	12 servings per week – minimum of ½per day **2**	15 servings per week – minimum of ½per day **2**

1 For the purpose of this charge, week equals five days
2 Up to one Grain/Bread serving per day may be a dessert

CALORIE AND NUTRIENT LEVELS

At a minimum, schools shall provide the following calorie and nutrient levels over a school week

	Preschool	Grades K-6	Grades 7-12
Energy Allowances (Calories)	517	664	825
Total Fat (As a Percentage of Actual Total Food Energy) **1**			
Total Saturated Fat (As a Percentage of Actual Total Food Energy) **2**			
Protein (g)	7	10	16
Calcium (mg)	267	286	400
Iron (mg)	3.3	3.5	4.5
Vitamin A (RE)	150	224	300
Vitamin C (mg)	14	15	18

1 Not to Exceed 30% over a school week
2 Not to Exceed 10% over a school week

PRODUCTION PLAN

1. Date _____

2. Offer versus Serve _____ YES _____ NO

3. Menu

	4. Foods Used	5. Yield From FBG or CN	6. USDA Foods	7. Planned # Portions/Size Portion		8. Amount Prepared	9. Cost Per Unit	10. Left Over	11. Extra Sales	12. Cost Per Meal Items
				GR III	GR IV					
Milk ½ Pint		½ Pints Available _____								
MEAT/MEAT ALTERNATE										
VEG./FRUITS										
BREAD and GRAINS										
OTHER FOODS										
							TOTAL FOOD VALUE			

13. Reimbursable Meals Served:

GR II (K-3) _____

GR IV (4-12) _____

*Total Reimbursable Meals _____

14. Non-reimbursable meals served and extra food sold:

Extra Milk _____

Extra Sales (Menu Items) _____

Extra Sales (Non-Menu Items) _____

*Adult/Misc./Meals _____

*Non-revenue Meals _____ = _____

Total A la Carte _____ *Total Mea Served

To arrive at purchased food cost for reimbursable meals – subtract the value of USDA commodity foods used, the value of extra sales (Column 11) and the value of left over (Column 10).

To arrive at cost per meal item (Column 12) multiply Column 8 x Column 9.

EXAMPLE FORM

PRODUCTION PLAN

1. Date 6/18/96

2. Offer versus Serve X YES ____ NO

3. Menu

Oven Fried Chicken
Green Beans
Mashed Potatoes

Peaches
Mixed Fruit
100% Orange Juice

Rolls
Milk

	4. Foods Used	5. Yield From FBG or CN	6. USDA Foods	7. Planned # Portions/Size Portion GR III	GR IV	8. Amount Prepared	9. Cost Per Unit	10. Left Over	11. Extra Sales	12. Cost Per Meal Items
Milk ½ Pint		½ Pints Available 400					$.114 ea		50	56.40
MEAT/MEAT ALTERNATE	Chicken Whole Cut-Up	97/2 oz per 40#	X		450/2 oz.	200 lbs.	$.67/lb	20 lbs. Or 55 servings		134.00
VEG./FRUITS	Green Beans Canned	45.3/ ¼ c	X		200/ ½c	9/ #10	$3.19	3/ ½c		28.71
	Mashed Potatoes	50.5/ ¼ c			250/ ½c	10/ #10	$5.13			
	Peaches Canned	47.1/ ¼ c			50/ ½c	3/ #10	#3.57			
	Fruit Cocktail Canned	45.9/ ¼ c			300/ ½c	14/ #10	$4.03			
	Orange Juice	IPP (4 oz.)			600/ 4 oz	600	$.14 ea.	3		
BREAD and GRAINS	Rolls	Rec. A.	X		600	600	$.06 ea.		200	36.00
OTHER FOODS	Honey		X		1/ #10	1/ #10	$.06 ea.			$.60
							TOTAL FOOD VALUE			

13. Reimbursable Meals Served:

GR II (K-3) ____

GR IV (4-12) 350

*Total Reimbursable Meals 350

14. Non-reimbursable meals served and extra food sold:

Extra Milk 50

Extra Sales (Menu Items) 200

Extra Sales (Non-Menu Items) ____

*Adult/Misc./Meals 25

*Non-revenue Meals 5

Total A la Carte 280

= ____ *Total Meals Served

To arrive at purchased food cost for reimbursable meals – subtract the value of USDA commodity foods used, the value of extra sales (Column 11) and the value of left over (Column 10).

To arrive at cost per meal item (Column 12) multiply Column 8 x Column 9.

LUNCH MENU AND PRODUCTION PLAN

1. Date _____	2. Offer versus Serve YES_____ NO_____
3. Menu	

	4. Foods Used	5. Yield From FBG or CN	6. USDA Foods	7. Planned # Portions/Size Portion		8. Amount Prepared	9. Extra Sales	10. Amount Left Over (Comments)
				GR III	GR IV			
Milk		½ Pints Available _____						
MEAT/MEAT ALTERNATE								
VEG./FRUITS								
BREAD and GRAINS								
OTHER FOODS								

11. Reimbursable Meals Served:

GR III (K-3) _____

GR IV (4-12) _____

*Total Reimbursable Meals _____

12. Non-reimbursable meals served and extra food sold:

Extra Milk _____

Extra Sales (Menu Items) _____

Extra Sales (Non-Menu Items) _____

Adult/Misc./Meals _____

Non-revenue Meals _____

Total A la Carte _____

= _____ Total Meals

Example Form

LUNCH MENU AND PRODUCTION PLAN

1. Date 6/17/96	2. Offer versus Serve X YES ____ NO

3. Menu

Tuna Salad
Cheese Pizza
Tossed Salad

Fresh Fruit
or
Canned Fruit

Whole Wheat Crackers
Apple Raisin Muffin
Milk

	4. Foods Used	5. Yield From FBG or CN	6. USDA Foods	7. Planned # Portions/Size Portion		8. Amount Prepared	9. Extra Sales	10. Amount Left Over (Comments)
				GR III	GR IV			
MILK		½ Pints Available ____					5	
MEAT/MEAT ALTERNATE	Cheese Pizza Tuna Boiled Half Egg Cottage Cheese	CN/ 5 51.2/ 1 oz. doz. (24 oz.) 16/ 1 oz.	X		150/ 2 oz. 50/ 2 oz. 50/ 1 oz. 50/ ½oz.	150/ 2 oz. 2/ 66.5 oz. 25 eggs 3#	5	
VEG./FRUITS	Lettuce Carrots Celery Tomato Wedge Pickle Fresh Apple Fresh Banana Can Pear	22.2/ ¼ c 14.4/ ¼ c 12.5/ ¼ c 8.9/ ¼ c 55.1 ¼ c 11.4/ ¼ c 8.1/ ¼ c 52 halves	X X		150 ¼ c 150 ¼ c 50 ¼ c 200 ¼ c 50 ¼ c 50 ¼ c 50 ¼ c 50 ¼ c	7# 11# 12# 23# 1 gal. 7# 2/ #10 can		
BREAD and GRAINS	Whole Wheat Crackers Apple Raisin Muffin Pizza Crust CN 2 oz.	20.6 Rec. 20			50/ 1 oz. (8 crackers per serving) 200 150/ 2 oz.	2.5# 200 150	5 5	
OTHER FOODS	Pickle Relish					½qts.		

11. Reimbursable Meals Served:

GR III (K-3) ____

GR IV (4-12) 175

*Total Reimbursable Meals 175

12. Non-reimbursable meals served and extra food sold:

Extra Milk	5	
Extra Sales (Menu Items)	15	
Extra Sales (Non-Menu Items)	____	
Adult/Misc./Meals	15	
Non-revenue Meals	5	= 195 Total Meals
Total A la Carte	40	

Example Form

LUNCH MENU AND PRODUCTION PLAN

1. Date 6/19/00	2. Offer versus Serve X YES ____ NO

3. Menu

Low fat USDA Burger Patty
Oven Ready Potatoes

Stack of Trimmings
Choice of Fresh or Canned Fruit

Oatmeal Raisin Cookie
Milk

	4. Foods Used	5. Yield From FBG or CN	6. USDA Foods	7. Planned # Portions/Size Portion		8. Amount Prepared	9. Extra Sales	10. Amount Left Over (Comments)
				GR III	GR IV			
MILK		½ Pints Available 150					15	
MEAT/MEAT ALTERNATE	USDA Ground Beef Pattie	5.2/ 2 oz. Cooked	X		150/ 2 oz.	29#	15	
VEG./FRUITS	Potatoes w/Skin Lettuce Leaf Tomato Slice Onion Slice Fresh Apple Sliced Fresh Banana Can Pear Halves	10.6/ ¼ c 21.7/ ¼ c 8.9/ ¼ c 14.2/ ¼ c 4.2/ ¼ c 8.1 ¼ c 52/ ¼ c #10 can	X X		150 ¼ c 150 ¼ c 150 ¼ c 75 ¼ c 75 ¼ c 75 ¼ c 75 ½ pear w/juice	15# 7# 17# 6# 18# 10# 2/ #10 can		29/ ½ c
BREAD and GRAINS	Whole Wheat Buns	150 buns			150/ 2 oz.	150	5	
OTHER FOODS	Oatmeal Cookie Ketchup Mustard				150	150 150 pp 150 pp	20	

11. Reimbursable Meals Served:

GR III (K-3) ____

GR IV (4-12) 100

*Total Reimbursable Meals 100

12. Non-reimbursable meals served and extra food sold:

Extra Milk	15	
Extra Sales (Menu Items)	15	
Extra Sales (Non-Menu Items)	20	
Adult/Misc./Meals	30	
Non-revenue Meals	5	= 135 Total Meals
Total A la Carte	85	

LUNCH MENU AND PRODUCTION PLAN

WEEKLY DATE: _____	
Salad Bar	
Potato Bar	
Extra Food	

	Planned	Number of Meals Served	
		Students	Adults
Mon.			
Tues.			
Wed.			
Thurs.			
Fri.			

Components Categorized	USDA Foods	Check Available Foods					Portion Size Planned	Amount Prepared					(Comments) Document Leftovers at end of week
		M	T	W	Th	F		M	T	W	Th	F	
MILK AVAILABLE													
MEAT/MEAT ALT.													
VEGETABLES													
FRUITS													
BREADS													
OTHER													

OPTIONAL FORM

Division of School & Community Nutrition

Kentucky Department of Education

RECORD OF STUDENT/PARENT INVOLVEMENT ACTIVITIES*

DATES	ACTIVITY	RESULTS

***Student involvement is a regulatory requirement. This form is provided for documenting activities involving students and parents. Use of this form is optional. An alternate method may be used to document student/parent involvement activities.**

OPTIONAL FORM

Division of School & Community Nutrition

Kentucky Department of Education

RECORD OF TRAINING SESSIONS AND IN-SERVICE

DATES	ACTIVITY	RESULTS

Production Record Instructions

A food production record may be very simple or very detailed. The district may elect to use the sample forms provided or develop other forms more suitable to the individual needs of the district. Forms are provided for breakfast and lunch. The following information should be contained on any production record used:

- **Menu Items:** This includes all foods prepared and served with a reimbursable meal. Under new guidelines items that previously have not been recorded because they did not contribute toward a reimbursable meal, must now be recorded to be included in the nutrient analysis. This includes items such as desserts and condiments. The condiments may be recorded based on daily or weekly usage. NOTE: Making good use of leftover foods often means offering them as a choice against another menu item. Remember to record these leftover foods as part of the day's production. Otherwise, it will appear as though not enough food was prepared.

- **Meal Contribution:**
  - Traditional Food Based and Enhanced Food Based: Include the amount of Meat/Meat Alternate in ounces (M/MA), Grains/Breads in equivalents (G/B), Vegetable/Fruit/Juice in cups (V/F/J) or Milk in ounces that the menu item contributes to the meal pattern requirements. Example: Document Sausage Pizza as follows – 2 ounces M/MA, 1 G/B, 1/8 cup V/F.
  - NuMenus and Assisted NuMenus: Designate the menu items as either Entrée, Side Disk or Milk in this column. No entrée designation is needed for breakfast. (This is valuable information for cashiers and servers to understand the contribution of food items.)

- **Portion Size:** Indicate in terms that clearly describe the contribution to the school meal patterns: Meat/Meat Alternate in ounces, which indicate weight (with the exceptions of dry beans/peas and nut/seed butters, which are indicated in volume measures); Vegetable/Fruit/Juice in cups or scoop sizes, which indicate volume; and Grain/Breads in ounces, which may be compared to the Grains/Breads list. NOTE: If weight or measure does not best describe the portion size of a product, feel free to list it in a more useful manner. However, be sure that some form of documentation such as a standardized recipe, CN label or product analysis is available to support the portion size.

- **Number of Servings Planned:** Indicate the number of servings planned on an item-by-item basis. This is particularly useful in a school operating under the Offer Versus Serve option. Number planned will also be utilized in the nutrient analysis process. Number of servings planned must be listed separately by age/grade group only if portion sizes vary or if the district chooses to do a weighted nutrient analysis. Otherwise, when portion sizes are the same for all students, numbers do not need to be separated by age/grade groupings. When districts choose to separate planned servings by age/grade group, these servings are added together and indicated under Total Student Servings Planned for production purposes.

- **USDA:** Place a check in this column if the corresponding quantity prepared is a commodity item.

- **Quantity Prepared:** Indicate amounts of food prepared in pounds/ounces, #10 cans, each or recipe number. When in doubt as to how to list a particular food with regard to purchase units, check to see how the food is listed in the Food Buying Guide. Forecasted amounts will be a sufficient quantity to provide specified serving sizes for the number of planned servings to prepare. Actual amounts prepared will be filled in only if different from the forecasted amount.

- **Amount of Food Left Over or Short:** Foods left over or short should be shown in the number of servings, weight, volume or whatever is most appropriate. NOTE: If the answer in the leftover column is always "0", it indicates that not enough food is being prepared. Even the best production planners would have a difficult time coming out exactly even every day. Likewise, most kitchens run out of one food or another occasionally. When this occurs, document on the production record the food item and the number of portions substituted. If a potential shortage is noted early enough in the serving period to introduce a choice, enough customers may select the alternate food item so that no one is disappointed.

- **Number of Meals Served:** Simply record the total number of student reimbursable meals and adult meals served. When the school district chooses to perform weighted nutrient analysis, this number must be available by age/grade groupings. This information should be available from the cashier. Do not include ala carte/special sales or second servings.

- **Comments:** Record substitutions in the menu, comments concerning student acceptability of menu items, special circumstances, etc. NOTE: Clarification is important to substantiate menu changes or differences in participation numbers. The purpose of recording this information on the food production record is to direct production and to record production information that may be used in forecasting, as well as for supporting claims for reimbursement.

- **Costing Information (required for breakfast only):** It is necessary that the value of purchased food and USDA commodities used in the breakfast program be reported on the monthly claim. The accurate costing of the menu food items used for breakfast, by day, and totaling the daily amounts for the month will determine the cash value of food used in the breakfast program.

    - **Unit cost:** Actual cost per serving.
    - **Cost-Purchased:** Multiply number of servings of purchased food used times the unit cost to get actual cost.
    - **Cost-USDA:** Multiply number of servings of USDA food used times unit cost to get actual cost.
    - **Total Cost-Purchased:** Total cost of all the purchased food items used.
    - **Total Cost – USDA:** total cost of all the USDA food items used.

CHAPTER 20.

Report and Claim for Reimbursement

General Instructions

The Report and Claim for Reimbursement must be used to report program financial information and to make claims for reimbursement from appropriate U.S. Department of Agriculture funds. Adherence to instructions for completing the Report and Claim for Reimbursement ensures that information is reported consistently and in accordance with program regulations.

The revenues and expenses on the claim will be reported from the General Ledger. The total revenues and expenses reported for the fiscal year (school year) on the claim will be the same totals as on the General Ledger and on the end of the year audit reports.

Submitting a Claim

1. Submission Date: Tenth of the month following reporting period. Meal participation data must be submitted to the State Agency.
2. Districts: The forms included in this section show reporting format for the School Lunch Program and the School Breakfast Program.
3. Sixty-Day Cut-Off for Filing Additional Requests for Meal Reimbursement: Federal regulations require that revisions to number of meals claimed for reimbursement must be received by the State Agency no later than 60 days after the reporting period to guarantee payment. (Example – September revisions must be received by November 30; October revisions by December 30, etc.) Any meal claim received after 60 days must be accompanied by a complete explanation for the request. USDA will determine if an exception to the deadline will be granted. Districts should take actions to ensure that the Claim for Reimbursement is accurate as substantial losses could result from late revisions.
4. Overclaims and Refunds: When an overclaim of Child Nutrition Program funds is discovered during the course of a review or audit, follow directions given by the State Agency. Important NOTE: Do not send in unsolicited refund checks.

Reminders

1. The Claim for Reimbursement is due at the State Agency on the 10th of the month. It should be completed using the On-Line Claims System. If you are experiencing problems that prevent reports from being submitted on time, you must contact the State Agency.
2. If, after submitting a report, you find that you did not claim for meals or claimed for more meals than actually served, revise the report immediately and submit to the State Agency. Adjustments will be made as needed and you will be sent additional reimbursement or reimbursement will be reduced as needed. Send a revised report! DO NOT include as an adjustment on the next claim to be submitted. Additional meals must be claimed within 60 days after submission of original claim.
3. If you are notified that your district must make a correction to the Claim for Reimbursement, please make these corrections and submit them through the On-Line Claims System.
4. Do not FAX your report to the State Agency unless you receive approval to do so.

Common Problems

1. Typographical errors – Verify the information before submitting claim.
2. Eligible free and reduced not correct – Ensure that the ADP served does not exceed the number eligible. Round up ADPs; however, if the ADP and eligible are the same, make sure that there are no fractions.
3. Paid, Free, and Reduced meals do not equal total served – After each column has been totaled, add the paid, free, and reduced to make sure that the total served is correct.
4. The total on the attachment sheet is not the same as the total listed on the claim. Do not use the totals to get the ADP to use on the claim. Add the ADP of each school, put the total at the bottom on the attachment sheet and put the same figure on the claim.

The regulation specifically requires a data comparison of meals reported and claimed for reimbursement to attendance adjusted eligible students. This comparison is required for each school on a daily basis. The objectives of this data comparison is to ensure that monthly claims include only the number of free, reduced-price and paid lunches served on any day to children currently eligible for such lunches.

Meals claimed on a daily basis must never exceed the number of students eligible by each category: free, reduced-price and paid. In addition, attendance at school must also be considered and therefore, the edit check calls for the number of eligibles in each category to be adjusted for attendance. To obtain an attendance factor, divide the school's current average daily attendance by the latest enrollment to get the percentage of students attending. For edit check purposes, districts are only required to calculate the attendance factor once a year. However, it should be an attendance factor that most closely reflects the school's normal attendance.

This form must be completed for each school for each day of the reporting month. The actual edit or comparison may be completed at the school level or by the district at the end of the month prior to submitting the claim.

As a targeting tool for identifying potential problems in a school's meal counting and claiming system, reviewers will also assess the district's responsiveness to taking corrective actions when edit checks reveal discrepancies in meal counts reported.

On-Line Reporting Security Agreement

This form is permanently located at: http://www.kde.state.ky.us/odss/nutrition/claims/securagree.htm.

Security for input programs developed by the Division of School & Community Nutrition is maintained through a user ID and password, which is distributed to one designated User per district/sponsor for the express purpose of integrating technology to facilitate participation in programs administered by the Division of School & Community Nutrition.

This Security Agreement should be completed each time there is a staff change resulting in a change in the person who requires access to any on-line reporting system (Claims, Application/Agreement, etc.) A complete, signed Security Agreement should be sent to: School and Community Nutrition, 500 Mero Street, Frankfort, KY 40601.

Questions should be addressed to Kelley Marston or Jim Melton at 502-573-4390.

*****This security request pertains to the:

_____ On-line Application/Agreement System
_____ On-line Claim or Reimbursement
_____ Both the On-line Application/Agreement and Claim for Reimbursement Systems

Designated User Name: _____

Title: _____

School District/Sponsor: _____

SFS Director/Administrator: _____

Complete Address: _____

SFS/Sponsor Phone #: _____

SFSD/Administrator E-Mail Address: _____

Your District/Sponsor 9-Digit Code Number and Diocese/Type: _____

- Users will notify the Division of School & Community Nutrition immediately of any changes affecting staff or responsibility regarding this Security Agreement. A new Security Agreement MUST be completed if there is any change in staff using the system or the school food service director/administrator.
- Users will not provide their User ID or password to any other individual.
- Users will not use any provided technology to engage in any activity that violates local, state or federal law or policy.
- Users will not originate any information that may destroy, damage, endanger or disrupt data or services. If deliberate action results in damage to network areas, user will be held financially and legally responsible for any associated costs.
- Users who suspect that their account is being used by another individual, or that there is a possibility that their logon information has been accessed by another individual, are to report said activity immediately to the Division of School & Communication for further guidance.
- Users will not attempt to gain unauthorized access to any services or network areas or use another account, password, or other files without permission.
- The User may access only records that he/she has express permission to use as set forth in the School District/Sponsor field of this Security Agreement. Under no circumstances may a User access records of other districts/sponsors.

- Attempting to log on as a Division of School & Community Nutrition system administrator without permission will result in cancellation of privileges.
- Users identified as a security risk for having a history of violating usage policies or security agreements may be denied access.
- Users and their activities on the network may be monitored without prior consent.
- Network activity relating to or in support of illegal activities may be reported to law enforcement or supervising personnel and could result in the loss of privileges and/or prosecution under applicable criminal law.
- The school food service director/administrator is responsible for all data and network usage regardless of the identity of the designated user.

I have read the security policies and understand and will comply with the guidelines set forth by the Division of School & Community Nutrition. I understand that this agreement will expire if there is a change in staff or when I leave the food service program. I further understand that any violation of this policy may result in network privileges being revoked and/or in my being subject to the penalties set forth above as well as any other additional penalties or disciplinary actions that may be enforced. Furthermore, I understand that violations, which constitute criminal conduct, will be referred to the appropriate law enforcement agencies, and that system administrators of the Division of School & Community Nutrition shall remain the final authority on use of the network and issuance of user accounts.

I certify that, to the best of my knowledge, the information reported will be true and correct in all aspects, and executed in full accordance with the terms of the existing agreement(s); and that records will be available to support all data; and that the school food service director/administrator is responsible for receiving and analyzing meal counts to ensure accuracy.

_____	_____
Signature of SFS Director/Administrator	**Signature of Designated User (if different from SFS Director/Administrator)**
Date: _____	**Date: _____**

If you have any questions, contact the Division of School and Community Nutrition, 500 Mero Street, Frankfort, KY 40601. Phone: (502) 573-4390. Fax: (502) 573-6775. E-mail: kmarston@kde.state.ky.us.

On-Line Claims Reporting

1.1 Minimum Software/Hardware Standard Requirements

The current recommended minimum standards for districts/sponsors to access School & Community Nutrition technology projects are as follows:

- (Netscape Navigator) 4.5 version or greater: You can use Internet Explorer 5.0, but the helpdesk will NOT provide technical support.
- 17" Monitor is recommended, but not required. If a 17" or greater monitor is used, screens in On-Line Claims Reporting program will fit completely on the monitor. If a 15" monitor is used, some screens will be larger then the monitor will permit and user will have to use the scroll bars on the screen to view the screen in its entirety.
- Windows 95 or 98
- Office 2000 (recommended)
- Outlook E-mail program (recommended for public schools)
- Adobe Acrobat Reader
- Winzip (or any unzipping utility for .zip files is recommended)
- Monitor "Desktop Area Display" must be set at 800 X 600 pixels (see Troubleshooting Section for instructions).

The above standards are subject to change as recommended by USDA or Kentucky Department Education technology policies.

1.2 Connection

Connection to the On-Line Claims Reporting application will be available 24 hours a day, seven days a week; however, support will only be provided through the Help Desk Monday through Friday from 8:00am to 4:00pm Eastern Standard Time. The server will be taken down for maintenance every Friday from 12:00 pm to 1:00 pm for routine maintenance. The server may be taken down at other times for maintenance or due to network problems.

Claims are due 30 days after the close of the month and all corrections are due 45 days after the close of the month. Any action outside these timelines must be approved and completed by SCN staff. We ask that you not wait until the last day of the month to file your claim as the system only allows a limited number of users to be logged on at one time. When fully operational, we will have over 700 sponsors filing claims on-line. Remember that USDA regulations only allow us to pay one late claim during any three year period.

WARNING: When using the On-line Claims Reporting system, if you are not active for 15 minutes, you will automatically be disconnected from the server.

Note: It may be helpful to fill out a paper claim to have as a reference while learning this new system.

1.3 Connecting to the On-Line Claims Reporting Application

There are a limited number of users that can connect to the On-Line Claims Reporting application at any given time. If you attempt to connect and receive an error that "The maximum number of users has been reached", wait a few minutes and attempt to connect again.

1. Open your web browser (Netscape or Internet Explorer).
2. In the Location text area, type the web address for the On-Line Claims Reporting page (http://www.kde.state.ky.us/odss/nutrition/reporting.asp)
3. Hit Enter on your keyboard.
4. Click on the words On-Line Claims Reporting. It may take several moments for the application to load.

WARNING: Once inside the application, please do not use the Enter key on the keyboard as a replacement for clicking the buttons in this application. On screens with more than one button, the Enter key may exit you into an area other than you might assume.

Log-on

2.1 Accessing Log-on Screen (This application is not case sensitive.)

1. Click on Application on the Menu Bar.
2. Click on Run. You may see the following CESN entry screen flash by. Do not try to enter anything in this screen. It will disappear momentarily.

The following log-on screen should load automatically.

2.2 Entering User Information

In order to use the On-Line Claims Reporting application, a valid user ID and password must be entered. Remember your user ID and password and store it in a secure place. Do not share your password with anyone else, and if you believe that someone has accessed your password, contact the Division of School & Community Nutrition immediately.

WARNING: If you logon incorrectly three consecutive times, your account will be locked out and you will have to call the Help Desk to reset your account. The Help Desk number is (502) 573-0181. Use the first time user log-on instructions below if you have been locked out.

Every 30 days, the system will prompt you to change your password. When changing your password or logging on for the first time, follow the instructions below for first time users.

WARNING: You may, for various reasons, be terminated from the application during use. This could be due to the server or network crashing, routine maintenance, ISP problems, too many users overloading the system, or problems with the application itself. You can also lock yourself out of the system by not exiting according to the directions listed in this manual (see 3.6 Exiting the On-Line Claims Reporting Application).

If you are a first time user, OR if the system requests that you enter a new password OR if your password has been locked out and reset, use the following procedure to log on:

1. Type your user ID.
2. Hit your tab key on your keyboard.
3. Type your old password (BESFS if you have been locked out).
4. Hit your Tab key to go to the New field.
5. Type a new password (6-8 characters - one must be numeric).
6. Click on the Submit button*. This will take you back to the log-on screen.
7. Type your new password again.
8. Click the Submit button*. This will now be your new password.

If you have logged on before, and do not meet any of the criteria in the other column, use the following procedure to log-on:

1. Type your user ID.
2. Hit your tab key on your keyboard.
3. Type your password.
4. Click on the Submit button.

*First time users may not see the submit button on the Log-on screen. If this is the case, hit the Enter key on your keyboard in lieu of the Submit button.

IMPORTANT NOTE: Every 30 days, you will be prompted by the system to enter a new password. When entering a new password, you cannot reuse the last two passwords you have previously used. It is recommended that you choose a single password and number the password (i.e., Kelsey1). The next time you change your password, change the number (i.e., Kelsey2). Once you have numbered up to 3, you can start over with your original password. This will help you keep track of your passwords. In the event that you forget your password, this will help you keep from being locked out of your account because it could only be one of the three possibilities.

2.3 Application Selection Menu

PRODUCTION is the actual PRODUCTION DATABASE you will be using when you are ready to file an actual claim.

TRAINING is the TRAINING DATABASE application you will use during training and for further practice entering or reviewing claims. This application will not effect the Production Database in any way.

Selecting the Correct Application

1. Click your mouse on the PRODUCTION button (or click on the TRAINING button while in training or practicing). A welcome screen will appear.
2. Click on the Clear button. The CESN screen will appear.
3. Type CESN and click the OK button. A second log-on screen will appear.
4. Type your UserID.
5. Hit the tab key.
6. Type your password and click the Submit button. The BFM7 screen appears.
7. Type BFM7 and click the OK button.

2.4 Main Menu

From the Main Menu, click your mouse on the number of the option you wish to access:

- Option 1. Program Approval/No. of Schools is used for viewing only. Select option if you want to verify approvals, new schools or closed schools (see Section 3.1).
- Option 2. Claims is used for adding reimbursement claims, updating claims or inquiring about claims (see Sections 3.2, 3.3, 3.4 and 3.5).
- Option 3. Exit will exit the system and return you to the CESN screen (see Section 3.6).

National School Lunch (NSL)

3.1 Inquiring Program Approvals (only SCN staff have the authority to change approval screens)

1. From the Main Menu, click option 1 (Program Approval/No. of Schools).
2. Type the letter I in Action Code.
3. Type your site number.
4. The Diocese and Type codes have been listed for you in the Additional Information section.
5. Type the Diocese code.
6. Type the Type code.
7. Type the Fiscal Year you wish to view.
8. Click option 1 (National School Lunch). **NOTE**: Through the Inquire mode, you can view all four screens of a claim; however, no editing can be done when you are in the inquire mode. This code is for viewing only.
9. When you are finished viewing, you may click the Return button to return to the Main Menu.

3.2 Adding National School Lunch Claims

1. From the Main Menu, click on option 2 (Claims). The Claims Menu will appear.
2. Click in the Action Code text box.
3. Type the letter A.
4. Type in the 9-digit agreement number that has been assigned to you. The Diocese and Type codes have been listed for you in the Additional Information section.
5. Type in the appropriate Diocese Code.
6. Type in the appropriate Type Code.
7. Type in the 2 digit number for the claim month (i.e., 08 = August).
8. Type the four digit year. **NOTE:** Leave the field "When Update NSL Enter Screen #" blank. You will only type a number in this field when using the update feature.
9. Verify that all data is correct and click on option 1 (National School Lunch). If any errors appear in the lower left hand corner of the screen, consult the Troubleshooting section.

10. Click in or tab through the text boxes and enter information if appropriate. (Shift + Tab will move backwards through the fields).
11. When Section I is complete, click the Next Screen button. This will take you to Section 2.
12. Fill in the appropriate text boxes.
13. Click the Next Screen button. This will take you to Section 3.
14. Fill in the appropriate text boxes. NOTE: Some tabs may move down and some may move across depending on which screen you are viewing.
15. Click the Next Screen button. This will take you to Section 4.
16. Fill in the appropriate text boxes.
17. Click in the Authorization Code text box and type your authorization code. **NOTE**: You must enter your authorization code before you click on the Submit button. This code takes the place of your signature on the paper claim.
18. Click the Submit button. Your claim will be submitted and you will be taken to the Update Claims screen (see next section).
19. Click the Return button to go back to the Main Menu.

NOTE: There are a total of 4 screens when you add a claim. You must go through all 4 screens before the claim will be added, even if you do not have information to fill out on all of the screens.

3.3 Updating a Claim

1. From the Main Menu, click on option 2, (Claims).
2. Click in the text box next to Action Code and type the letter U.
3. Type in the 9-digit agreement number that has been assigned to you. The Diocese and Type codes have been listed for you in the Additional Information section.
4. Type in the appropriate Diocese Code.
5. Type in the appropriate Type Code.
6. Type in the 2-digit number for the claim month that you want to add (i.e. 08 = August).
7. Type the 4-digit year.
8. Choose a screen to update by typing a number 1-4 in the When Update NSL Enter Screen Number field. If you are unsure of which screen you want to update, start at screen 1. There are a total of 4 screens, defined by sections (i.e. screen 1 is section 1, screen 2 is section 2, etc.)
9. Verify that all data is correct and click on the option 1 (National School Lunch). If any three-digit errors appear in the lower left hand corner of the screen, consult 3.5 Errors.
10. From the Update screen, click in the text box of the area you want to update and replace the fields with the correct information.
11. Click in the Authorization text box and type your authorization code. **NOTE**: The authorization code MUST be entered for you to update a screen. Your authorization code is the middle three numbers of your 9-digit agreement number (i.e., XXX-YYY-ZZZ, your authorization code would be YYY).
12. Click the Submit button. **NOTE:** If you want to continue to another section without making changes, remove the Continue Processing check mark and use the down arrow to select the Next Screen, then click the Submit button. Because you are not asking the system to save changes, you do not need to authorize.
13. Clicking the Return button will take you back to the Main Menu.

3.4 Errors

If there are any errors in your claim, a set of numbers (3 numbers together represent a set) will appear in the bottom left hand corner of your screen.

1. If an error appears, click on the Error Description button.
2. Read each error listed, and then click Return.
3. Move through the screens and correct the errors.
4. Click in the Authorization Code text box and type your authorization code. (You must enter your authorization code on each screen where you correct an error.)
5. Click the Submit button.
6. Repeat these procedures until there are no errors and your claim is submitted. **NOTE:** After submitting the claim, the computer will automatically take you to an update screen for Section I. You should review the Status entry in the right top corner. "U" means that the claim is unpaid, has no fatal errors and will be paid on the next scheduled payment. "F" means that the claim has fatal errors and the claim cannot be paid until the errors are corrected. You should immediately review the error messages and make necessary changes. The error messages also contain some "W"'s ("Warnings"). You should review these even though they do not have to be corrected for the claim to be paid. Errors with the status of “F” MUST be corrected or the claim will not be paid.
7. You may click Return to go back to the Main Menu.

National School Lunch Claim Error Messages

1001 F NOT APPROVED TO PARTICIPATE IN PROGRAM
1002 F LUNCH PARTICIPATION NOT APPROVED
1003 F LUNCH ADA AND/OR ADP HIGHER THAN LUNCH MEMB
1004 F LUNCH ADP HIGHER THAN LUNCH ADA OR ADA BLANK
1005 F LUNCH DAYS SERVED BLANK OR MORE THAN 24 DAYS WERE CLAIMED
1006 F LUNCH ADP HIGHER THAN LUNCH MEMB OR MEMB BLANK
1007 F LUNCH SCHOOLS MORE THAN APPROVED
1008 F FREE AND REDUCED APPLICATIONS TOTAL MORE THAN LUNCH MEMB
1009 F REDUCED APPLICATIONS LESS THAN REQUIRED FOR REDUCED LUNCH CLAIMED
1010 F FREE APPLICATIONS LESS THAN REQUIRED FOR FREE LUNCHES CLAIMED
1011 F REDUCED, FREE, AND PAID LUNCHES SERVED DO NOT EQUAL TOTAL
1016 F NEEDY BKFST SCHOOLS MORE THAN APPROVED
1021 F BKFST PARTICIPATION NOT APPROVED
1022 F BKFST ADA AND/OR ADP HIGHER THAN BKFST MEMB
1023 F BKFST ADP HIGHER THAN BKFST ADA OR ADA BLANK
1024 F BKFST DAYS SERVED BLANK OR MORE THAN 24 DAYS CLAIMED
1025 F BKFST ADP HIGHER THAN BKFST MEMB OR MEMB BLANK
1026 F BKFST SCHOOLS MORE THAN APPROVED
1027 F FREE AND REDUCED APPLICATIONS TOTAL MORE THAN BKFST MEMB
1028 F REDUCED APPLICATIONS LESS THAN REQUIRED FOR REDUCED BKFST CLAIMED
1029 F FREE APPLICATIONS LESS THAN REQUIRED FOR FREE BKFST CLAIMED
1030 F REDUCED, FREE, AND PAID BKFST SERVED DO NOT EQUAL TOTAL
1031 F SPECIAL MILK PARTICIPATION NOT APPROVED
1032 F SPECIAL MILK ADA MORE THAN MEMB OR MEMB BLANK
1033 F SPECIAL MILK ADA MORE THAN MEMB OR ADA BLANK
1034 F SPECIAL MILK DAYS SERVED BLANK OR MORE THAN 31 DAYS CLAIMED
1035 F SPECIAL MILK SCHOOLS MORE THAN APPROVED
1036 F NON-PRICING CANNOT CLAIM FREE MILK
1037 F SPECIAL MILK RATE MUST BE FOUR DIGITS OR BLANK
1038 F CANNOT MAKE OVER 10 CENTS PROFIT ON MILK
1039 F FREE AND PAID MILK DO NOT MATCH TOTAL
1040 F REDUCED, FREE, AND PAID NEEDY BKFST SERVED DO NOT EQUAL TOTAL
1041 F NEEDY BKFST NOT APPROVED
1046 F NEEDY BKFST SCHOOLS MORE THAN APPROVED
1050 F CASH FROM DAILY SALES DOES NOT EQUAL TOTAL
1051 F FEDERAL REIMB RECEIVED DOES NOT EQUAL TOTAL
1052 F OTHER INCOME DOES NOT EQUAL TOTAL
1053 F RATES ONLY CANNOT CLAIM FREE MEALS
1054 F LUNCH NOT SERVED - RELATED FIELDS MUST BE BLANK
1055 F BKFST NOT SERVED - RELATED FIELDS MUST BE BLANK
1056 F NEEDY BKFST NOT SERVED - RELATED FIELDS MUST BE BLANK
1057 F SPECIAL MILK NOT SERVED - RELATED FIELDS MUST BE BLANK
1058 F NEEDY BKFST CAN BE EQUAL TO BUT NOT GREATER THAN REGULAR BKFST
1059 F NO MEALS SERVED - FREE AND REDUCED APPLICATIONS SHOULD BE BLANK
1060 W PRIOR CLAIM UNPAID
1061 F PRIOR CLAIM NOT FILED
1062 F PRIOR CLAIM FATAL
1065 F FREE MILK NOT APPROVED
1066 F PAID MILK NOT APPROVED
1071 F LUNCH MEMB/MEALS SERVED BLANK
1072 F BKFST MEMB/MEALS SERVED BLANK
1073 F NEEDY BKFST MEMB/MEALS SERVED BLANK
1074 F SPECIAL MILK MEMB/MEALS SERVED BLANK
1075 W NEEDY BKFST MEALS SAME AS REGULAR OR ALL SCHOOLS NOT APPROVED NEEDY
1080 F UNITS SERVED COST MUST BE REPORTED
1300 F LUNCH PARTICIPATION CODE ERROR

1301 F BRKFST PARTICIPATION CODE ERROR
1302 F SPECIAL MILK PARTICIPATION CODE ERROR
1303 F RESIDENTIAL MILK PARTICIPATION CODE ERROR
1304 F RESIDENTIAL RATES PARTICIPATION CODE ERROR
1305 F LUNCH WITH BKFST OR MILK PARTICIPATION CODE ERROR
1306 F PAYMENT CODE ERROR
1307 F LUNCH ADA ERROR
1308 F LUNCH ADP ERROR
1309 F BKFST ADA ERROR
1310 F BKFST ADP ERROR
1311 F MILK ADA ERROR
1312 F MEMB ERROR
1313 F LUNCH SITES APPROVED ERROR
1314 F BKFST SITES APPROVED ERROR
1315 F MILK SITES APPROVED ERROR
1316 F REDUCED PRICE LUNCH CHARGE ERROR
1317 F PAID LUNCH CHARGE ERROR
1318 F ADULT LUNCH CHARGE ERROR
1319 F REDUCED PRICE BKFST CHARGE ERROR
1320 F PAID BKFST CHARGE ERROR
1321 F ADULT BKFST PRICE ERROR
1322 F INDIRECT LUNCH CHARGE ERROR
1323 F INDIRECT BKFST CHARGE ERROR
1324 F COST TO THE CHILD CHARGE ERROR
1325 F COST TO SCHOOL CHARGE ERROR
1326 F COST TO ADULT CHARGE ERROR
1327 F FREE APPLICATIONS MUST BE NUMERIC
1328 F REDUCED APPLICATIONS MUST BE NUMERIC
1329 F TOTAL APPLICATIONS MUST BE NUMERIC
1330 F APPROVED APPLICATIONS DO NOT EQUAL TOTAL
1331 F SNACK PARTICIPATION CODE ERROR
1332 F SNACK ADA ERROR
1333 F SNACK ADP ERROR
1334 F SNACK SITES APPROVED ERROR
1335 F REDUCED PRICE SNACK CHARGE ERROR
1336 F PAID PRICE SNACK CHARGE ERROR
1337 F ADULT SNACK CHARGE ERROR
1338 F FREE, REDUCED, AND PAID SNACK DO NOT EQUAL TOTAL
1339 F APPROVED APPLICATIONS DO NOT EQUAL TOTAL
1400 F SNACK PARTICIPATION DAYS BLANK
1401 F SNACKS NOT SERVED - RELATED FIELDS SHOULD BE BLANK
1402 F SNACK SCHOOLS DO NOT MATCH APPROVAL
1403 F SNACK MEALS SERVED MEMB BLANK
1404 F NUMBER OF SNACK SITES SUBMITTED ON CLAIM GREATER THAN APPROVED
1500 F RECALCULATE COMPUTED CASH POSITION AND CHECK BANK DEPOSIT TOTAL
1501 W LUNCH, BKFST, MILK DO NOT EQUAL TOTAL
1510 F COST OF PURCHASED FOOD DOES NOT EQUAL TOTAL
1511 F COST OF USDA COMMODITIES DOES NOT EQUAL TOTAL
1513 F COST OF DIRECT LABOR DOES NOT EQUAL TOTAL
1515 F EQUIPMENT DEPRECIATION DOES NOT EQUAL TOTAL
1516 F OTHER DIRECT COST DOES NOT EQUAL TOTAL
1517 F INDIRECT COST DOES NOT EQUAL TOTAL
1518 F VALUE OF DONATIONS DOES NOT EQUAL TOTAL
1554 W BKFST MEMB IS HIGHER THAN LUNCH MEMB
1555 W POTENTIAL OVERCLAIM FREE MEALS – REVIEW DAILY EDIT CHECK
1556 W POTENTIAL OVERCLAIM REDUCED MEALS – REVIEW DAILY EDIT CHECK
1557 W BREAKFAST ADA > LUNCH ADA
1600 W BEGINNING APPROVAL PERIOD ERROR
1601 W ENDING APPROVAL PERIOD ERROR

3.5 Inquiring a Claim Status

In the Inquiry mode, you can view the claims and errors, but can not make any changes.

1. From the Main Menu, Click option 2 (Claims).
2. Type the letter "I" in the Action Code box.
3. Type your 9-digit agreement number. NOTE: The Diocese and Type codes have been listed for you in the Additional Information
4. section.
5. Type the Diocese Code.
6. Type the Type Code.
7. Type the month of claim in which you are inquiring.
8. Type the 4-digit year in which the month falls.
9. Click option 1 (National School Lunch). If error descriptions appear in the bottom left corner of your inquiry screen, you can view them by clicking Error Description. (See 3.4 Errors)
10. Click Next Screen to move to the next section.
11. When you finish viewing sections, click Return to go back to the Inquiry view.

3.6 Exiting the On-Line Claims Reporting Application

In order to exit On-Line Claims system, you MUST exit from the Main Menu.

1. From the main menu, click option 3 (Exit System). This will take you to the logoff screen.
2. Click on the OK button.
3. Click on the Disconnect button.
4. Click File.
5. Click Exit Application. You may receive a message asking you to confirm that you are exiting the application.
6. Click Yes

WARNING: NEVER click the X on the titlebar to exit program. This will not log you out of the system and the next time you attempt to log on, your account will appear to be locked out. Always exit the system from the Main Menu, Option 3.

You must follow the entire exit procedure. If you do not exit the application, you will still be using one of our limited connections. Even though you have logged out, someone else won't be able to log in until you exit the application.

NOTE: If something prevents you from logging off correctly you may not need to call the Help Desk. Try logging back into the system to the Main Menu and perform the logoff procedures as designated in 3.6 Exiting the On-Line Claims Reporting Application, OR go to the Application Selection Screen and type logoff in the Command entry field, then click the Submit button. You should now be able to log out by clicking File and Exit Application.

Section 4.0 -Additional Information/Troubleshooting

Help Desk

You may contact the Claims Help Desk at (502) 573-0181. When you dial this number, you will receive an automated attendant. Press 2 for help with a National School Lunch or Breakfast claim, 2 for help with a Summer claim, or 3 for help with a Child & Adult Care Food Program claim.

If staff members are busy assisting other sponsors, you may leave a voice mail message, including your name, sponsor name, 9-digit code number, phone number, or you may opt to access the SCN On-Line Help Desk located at http://www.kde.state.ky.us/odss/nutrition/help/desk.htm. Staff members may contact you if further information is needed.

Diocese / Type Codes

0A Public Schools
0B Private Schools
0C State Schools
0D Federal Schools
1B Covington Catholic
2B Louisville Catholic
3B Owensboro Catholic
4B Lexington Catholic
6B Jefferson County Fiscal Court
8B Kentucky Baptist Home for Children
6C Justice Cabinet

NSLP Participation Codes

Many error messages relate to the approved application for the sponsor. The information you completed on the Application and Agreement was transferred into our database by members of the Schools Branch and is available for you to view under item 1 on the Main Menu (Program Approval/No. of Schools). If you identify errors here, you should work with the Schools Branch to get them corrected.

Lunch

1 means participates in lunch at REGULAR rates
2 means participates in lunch and eligible for SAFETY NET rates

Breakfast

1 means participates in breakfast at REGULAR rates
2 means participates in breakfast, eligible for SEVERE NEED rates

Milk

1 means participates in lunch, breakfast and/or special milk

Resident

Code not used by public/private day schools

Other

E means public school, eligible for reimbursement for more than 23 days a month

Snack

1 means they are income eligible only
2 means they are mixed eligible or all area eligible

Questions and Answers

Question: I am having problems logging on to the program. Who do I call?
Answer: If you have any problems with the On-Line Reporting program or if you have any questions, call the Help Desk. The Help Desk number is (502) 573-0181. This number is answered from 8:00 a.m. to 4:00 p.m.

Question: After I have logged on to the On-Line Reporting program and I know that I won't be using it again for more then 15 minutes, do I need to log off?
Answer: YES. If you are not going to be using the program again for more then 15 minutes, log out (following the Exiting On-Line Claims Reporting instructions). When you are logged in, you are tying up the server and it slows other users down who are trying to use the application.

Question: Our district/agency has hired a new school food service director/administrator. Do I need to notify anyone?
Answer: YES. If the school food service director/administrator or staff member responsible for completing the On-Line Claims Reporting is replaced, you must contact the Division of School & Community Nutrition immediately so that the logon information can be updated. A new Security Agreement must also be completed if staff changes.

Question: Are the regulations different if I use the On-Line Claims Reporting application?
Answer: NO. All program regulations and requirements remain in effect no matter what process is used.

Question: I called the Help Desk and they wanted to know the status of my claim. How can I find that quickly?
Answer: There is a Status box in the upper-right corner of the Update Claim screen (Screen I) that will display the status of your claim. You can also view the status under the Error Description button.

F – Fatal
P – Paid
U – Unpaid

Printing a Copy of the Claim

The printing function of the application is not yet available. If an auditor or other official requests a copy of any claim that was filed on-line, contact the Help Desk. In the interim, you can use your paper worksheet as your backup. You will be notified via e-mail when the print function is available.

Creating a Bookmark for On-Line Reporting

You do not have to type the web address every time you want to connect to the On-Line Reporting site. You can create a "bookmark". After you have connected to the On-Line Claims Reporting web site, click Bookmark on the menu bar, then click on Add Bookmark. Each time you want to connect to this web site, click Bookmark on the menu bar and there will be a shortcut listed in the menu. Click on the shortcut. NOTE: You should only add this web site option if this is the computer you will use consistently to connect to this application.

Application Selection Errors

- "NO APPROVAL FOR THIS CLAIM" – You have typed an incorrect code (diocese and/or type code). Click in the text box of the incorrect code and retype the correct code to fix this error. Click on button 1 again to resubmit.
- "CLAIM ALREADY ON FILE" – Claim for that month has previously been added. You can only add a claim once. If you made a mistake and need to go back and make changes, type U, update the claim.
- "YOU MAY NOT ADD A CLAIM 30 DAYS PAST THE ENDING CLAIM DATE" – You can not add a claim that is more than one month old. Example, if the month is August, you can still add a claim for July but not for June.

Changing Your Password for On-Line Reporting

Every 30 days you will be automatically prompted to change your password. If you think someone has found your password or has been using your account, contact the Division of School & Community Nutrition immediately. If it becomes necessary to change your password for security reasons, complete the following instructions:

When you have reached the log-on screen for On-Line Claims Reporting:

1. Type your User ID. Hit your tab key.
2. Type your password. Hit your tab key. This will take you to the New field.
3. Type your new password.
4. Click the Submit button. This will take you back to the Log-on screen.
5. Type your new password again.
6. Click the Submit button. This will now be your new password.

You can not use the last 3 passwords that have previously been used for the On-Line Reporting program. It is recommended that you choose a single password and number the password (i.e., Kelsey1).The next time you change your password, add an additional number (i.e., Kelsey2).Once you have numbered up to 3, you can start over. This will help you keep track of your passwords. In the event that you forget your password, this will help you keep from being locked out of your account because it could only be 1 of 3 possibilities.

Reporting Snacks

Snacks are reported differently than on the former paper claim. ALL snacks are reported under the "After School Snack" column. If you have area eligible schools claiming snacks, you must indicate these free snacks under the "Area Eligible Snack" column. Snacks are reported the same as regular and needy breakfast meals. It appears that you are reporting the same free snacks twice but the computer will only generate one reimbursement per free snack. This procedure is necessary so that we can report free snacks by income eligible and area eligible schools. Use snack pre-cost to determine purchase and commodity food used; subtract this amount from total food used prior to allocation to NSLP, SBP, Milk and/or Misc/Ala Carte. Snack income from daily sales must also be shown in Section III of the claim.

Identifying the Screens

When you call the Help Desk, they will ask you to identify the screen. Look on the left side of the screen and tell them the set of letters and numbers underneath the pyramid graphic.

Changing your Monitor Settings in Windows 95

In order to change or verify the monitor settings:

1. Click on Start.
2. Click Settings.
3. Click Control Panel.
4. Double-click on Display.
5. Click the Settings tab.
6. Click and drag the bar to the right or the left so that “800 by 600 Pixels” is displayed.

Courseware Developed by: Micro Computer Solutions

CHAPTER 21.

Summer Report and Claim for Reimbursement

ON-LINE REPORTING INSTRUCTIONS
for the
Summer Food Service Program

You can access Quick Start Navigation Tips at:
http://www.kde.state.ky.us/odss/nutrition/apagree/sumapquick.htm
If you have not signed a Security Agreement, or if you are a new school food service director, please download and complete a Security Agreement from:
http://www.kde.state.ky.us/odss/nutrition/claims/securagree.htm
and mail to Division of School & Community Nutrition, 500 Mero Street, Frankfort, KY 40601 or fax to (502) 573-6775. You are not legally authorized to enter this system until a complete, signed Security Agreement is on file with the State Agency.

Once submitted, this Agreement/Application is permanent and should only be altered if program or personnel changes are made within the district. To ensure that the system can be used as designed, you should be aware of the following:

1. You can access the Application and Agreement Maintenance System 24 hours a day, 7 days a week, from the School & Community Nutrition On-line Reporting web site:
   http://www.kde.state.ky.us/odss/nutrition/reporting.asp
2. Your computer's display resolution should be set to 800 x 600 for best viewing. (In your computer's Control Panels, double-click Display, then click the Settings tab. Change the settings to 800 x 600 and press the Enter key.
3. You should be accessing the Internet with the Netscape browser (versions 4.50 through 4.74). Netscape 6 HAS NOT BEEN TESTED.
4. Your login must be entered correctly or you will receive a failed entry notice. If you have problems logging onto or using the Application and Agreement Maintenance System, refer to the Technical Assistance instructions included in this manual.
5. You must click the Post Changes button on every page. If you don't click the Post Changes button on each page, your changes will not be saved.
6. If you want a printed copy of the Application/Agreement, you must print each page separately using the Print button in your browser. Make sure you print only AFTER POSTING the page or you will not see the computer-calculated field.
7. Some fields are limited. Keep your answers and descriptions short or you will receive a posting error and have to reenter each field on that page.
8. After completion, an e-mail must be sent to **jawillia@kde.state.ky.us** to request approval (see instructions for e-mail contents). You will receive a confirmation e-mail notifying you to print a final copy, which will contain all required State Agency approval signatures.

TECHNICAL ASSISTANCE

1. If you have problems with hardware, software or logging onto the Internet, or if you experience server problems or error messages, restart your computer and try connecting again. If you cannot log on, the School & Community Nutrition server may be down temporarily. You can try to log on directly by going to http://kyeascn1.state.ky.us/agreement. If you still cannot log on within 24 hours, you may need to contact your district technology coordinator or the State Agency.
2. If you continue to receive failed entry screens or have technical questions about the Application and Agreement Maintenance System, you can receive assistance by contacting Kelley Marston at **kmarston@kde.state.ky.us**, or by phone at (502) 573-4390.
3. If you have questions or concerns regarding program regulations, calculations or specific program information, you can receive assistance by e-mailing Jaci Williams at **jawillia@kde.state.ky.us** or by phone at (502) 573-4390.

LOG-IN PROCEDURES

- Your Site ID is: your 9-digit SUMMER code number + SU (i.e., 001001999SU).
- Your User Name is: the first six digits of your SUMMER Site ID + SU (i.e., 001001SU).
- Your Password is: the word “summer”.

Before you can sign on to the Application and Agreement Maintenance System, you must be connected to the Internet and your browser must be open. The Application and Agreement Maintenance System can be accessed through the SCN On-line Reporting web site located at the following URL: http://www.kde.state.ky.us/odss/nutrition/reporting.asp

1. Type the URL referenced above into your browser and press the Enter button on your keyboard.
2. From the On-line Reporting menu, click Application/Agreement to enter the Login area.
3. Click inside the Site ID text entry area and type your SUMMER Site ID code. Your SUMMER Site ID code is your 9-digit SUMMER code number followed by your SUMMER Diocese and Type (i.e., 001001999SU).
4. Press the Tab button to move to the User Name field and type your SUMMER User Name. Your SUMMER User Name is the first six digits of your SUMMER Site ID + SU (e.g., 001001SU).
5. Press the Tab button to move to the Password field and type the word summer.
6. When your Login information is correct, click the Submit button.
7. Click Continue on the Warning screen to enter the Application and Agreement Maintenance System Main Menu. (If you receive a Security Information box, make sure that the Show This Alert Next Time box is UNCHECKED and click Continue to enter the Main Menu.)
8. If you cannot reach the WARNING screen, contact the State Agency.

PERMANENT AGREEMENT

When you've made it through the Warning screen, you will enter the Main Menu. You will only have access to approved Summer programs when logged in with the Summer Site ID, User Name and Password.

1. From the Main Menu, click the D (Summer Food Services) button to advance to the Summer Agreement Menu.
2. From the Summer Agreement Menu, click the A button to advance to the Permanent Agreement.
3. Read the Permanent Agreement, using the scroll bar on the left side of your screen to advance through the page. Near the bottom of the page, you will come to a section titled Policy Statement, which contains the first entry field (note that the Service Institution field is filled in for you.)
4. Place checkmarks in the boxes next to the type of Summer meals you plan to claim for reimbursement.
5. Complete the statement, "This Agreement shall be effective with respect to meals served during the period commencing on _____, and ending on _____." Enter two appropriate dates for these fields as to when your first program begins and your last program ends. WARNING: ALL DATE FIELDS MUST BE ENTERED IN THE FOLLOWING FORMAT: 01/01/2000. If dates are not formatted in this manner, you will receive a posting error and will have to re-enter all fields on that page.
6. Enter your Agreement Number (same as your Site ID; i.e., 001001999SU).
7. Read the "I HEREBY CERTIFY..." statement.
8. Click inside the Sponsoring Agency Signature text entry area and type the name of the authorized administrator.
9. Using the Tab button on your keyboard, advance through the fields, entering your title and today's date beneath your Signature.
10. Click the Post Changes button to submit your Agreement information. You will receive a confirmation screen noting that the Agreement has been added. If an error occurs, click the Back button in your browser and recheck your information. Post Changes again. If the error cannot be corrected, contact the State Agency.
11. From the confirmation screen, click the Application/Management Plan button to continue.

APPLICATION/MANAGEMENT PLAN

NOTE: Remember to keep your answers and descriptions as short as possible or you will get an error message after posting and you will have to re-enter all information on the page!!!

The Agreement Number and Sponsor Name have been completed for you.

On the Application/Management Plan page, click your mouse inside the Federal ID Number text area and type your FEID #. You will use the Tab key or your mouse as appropriate to complete the following information:

1. Click the mouse in the Address area and fill in the mailing address for the sponsor. Using the Tab key or mouse, enter the City, State, Zip Code, Phone number and County location of the sponsor.
2. Enter the Administrator's Name (authorized to sign Agreement), and the Administrator's Title.
3. Click to place a checkmark in the box beside the Type of Sponsor.
4. Click to place a checkmark in the box if the sponsor IS a private institution. If this box is checked, the sponsor must submit the 5013C IRS Letter to the State Agency.
5. Enter the Total Number of Sites participating in the Summer Food Service Program. Under items 5B and 5C, enter the date the first summer site opens and the date the last summer sites closes. WARNING: Dates must be written in the format 01/01/2000 and should match the dates entered on the Agreement page. Under item 5D, enter the Total Days of Operation (include total days open for all months).
6. Enter the Estimated Number of Children to be Served Daily.

7. Enter the Estimated Percentage of Attending Children from Low Income Families. DO NOT put a % sign in the box.
8. Click to place a checkmark in the box that best describes the Method by Which Meals Will be Provided. If 8B is checked, enter the Reason and School affected. If 8E is checked, explain BRIEFLY.
9. Enter all appropriate budget information. NOTE: The Total Operating Costs and Administrative Budget Total fields will be filled in by the system AFTER POSTING.
10. Enter dates and personnel responsible for conducting training sessions.
11. Select Yes if the sponsor will directly operate the program and have full financial and administrative responsibility for conducting the food service operation; otherwise, select No.
12. Select Yes if the service institution provides on-going, year-round service to the community that would be served by the Summer Food Service Program; otherwise, select No. Enter a BRIEF description/explanation in the box provided.
13. Enter the appropriate responsible or authorized representatives for A-D AND THEIR TITLES!
14. Enter personnel/management information. DO NOT list persons who prepare, serve and transfer food. If you need to list more than 5, you will have to enter the first five, finish the page, post it, and then re-enter the page where you will find an empty entry area has been added. Remember to enter the # in Position, # Hours Per Day, Salary Per Hr., Source of Salary, and Specific Food Service Duties for each Title.
15. Enter your schedule for monitoring food service operations at sites. Remember to make your answer BRIEF.
16. Enter time limits for correcting deficiencies and the method of follow-up to ensure deficiencies have been corrected. Remember to make your answer BRIEF.
17. In each area, enter the estimated number of the racial/ethnic makeup of the area to be served. Remember that this should be an actual number -- NOT A PERCENTAGE. Also enter how the estimate was derived in the text area provided. Remember to make your answer BRIEF.
18. Enter a BRIEF description of the procedure for handling civil rights complaints.
19. Read the statement that begins "I certify that the information on this application..."
20. In the Sponsor Initials area, enter the initials of the authorized administrator (first two letters of the User Name).
21. Check all information carefully to ensure that it is accurate, then click Post Changes. You will receive a confirmation screen noting that the Application has been added. Posting errors can be caused by inaccurate fields (i.e., dates not written in the correct format, descriptions too long, etc.) If a posting error occurs, use the Back button in your browser to recheck the information and try re-posting.

SITE SHEETS

The first time the Application and Agreement Maintenance System is used, you must add and complete the appropriate information for each school/site. Site sheets are added to the system ONLY ONCE. They remain until the next school year and are edited individually using their Edit (code number) button on the Summer Site Summary page.

Access the Summer Site Summary page by clicking the Site Sheet button. The Summer Site Summary page is not alterable and you will not be able to type in any of the fields on this page. Information added to this page appears from the Add or Edit functions you perform with the Add New Summer Site or Edit (code number) buttons.

To Add a New Summer Site Sheet:

1. On the Summer Site Summary page, click on the Add New Summer Site button that is located at the bottom of the page.
2. Select a school/site from the pull-down list and enter required information as detailed below. NOTE: If a site does not appear in the pull-down list, you MUST CONTACT THE STATE AGENCY. After the State Agency has activated the site, you may return to the Summer Site Summary area and click the Add New Summer Site. The school should now appear in the pull-down menu ready to Add to the Site Sheet.

Site Information

The school/site you wish to work with should appear in the pull-down menu and you will notice that once again, the Sponsor Name has been completed for you.

1. Enter the Site Name, Site Address, Site City, Site County, Site State, Site Zip Code, and Site Phone # in the appropriate text areas.
2. Click to place a checkmark in the box that best describes the type of the site. If Other is selected, enter a BRIEF description in the Specify box.

3. Enter times of meal service (beginning and ending) for the appropriate service designation for this specific site.
4. Click to place a checkmark in the box that best describes the Method by which meals will be provided. If Combination of the above is selected, use the Explain box to enter a BRIEF explanation.
5. Enter a BRIEF description of arrangements for food service in bad weather.
6. Enter a BRIEF description of the geographic area to be served by the site.
7. Enter the Beginning Date and Ending Date of the Summer Food Service Program at this specific site and in the boxes that contain month titles, enter the number of operating days in each month.
8. Enter the Estimated number of children to be served daily and how the figure was derived in the appropriate boxes.
9. Enter the percentage of children from areas of poor economic conditions and click to place a checkmark in the appropriate checkbox identifying which documentation process is used to determine areas of poor economic conditions. Contact State Agency if specified areas are checked.
10. If the site is a school cafeteria, skip this question and continue to item 11. Otherwise, select the Yes or No button as appropriate to indicate if the site has been visited by the sponsor prior to the beginning of Program operation. If Yes is checked, give date visit was conducted. Be sure to write the date in the correct format (i.e., 01/01/2000).
11. Enter all personnel working at the site (include ONLY time spent on food service). Do not list persons who prepare, serve and transfer food. For each title, remember to complete # in Position, # Hours Per Day, Salary Per Hr, Source Salary, and Specific Food Service Duties. If more spaces are needed, complete the entire page and post it, then return and there will be a blank line for another entry.
12. BRIEFLY describe the area including the feeding capacity and the system for serving meals to children.
13. BRIEFLY describe the channel of communications between the Site Supervisor and the Sponsor.
14. BRIEFLY describe the facilities and arrangements for serving meals, which are delivered in bulk and served at the site.
15. BRIEFLY describe food holding and storage facilities, including arrangements for returning excess meals to vendor or storing them until served.
16. Read the statement that begins, "I certify that this site has been visited and that the information...".
17. In the sponsor area, enter the initials of the authorized administrator.
18. Click Post Changes. You will receive a confirmation screen noting that the changes have been added. If you receive a posting error, click the Back button in your browser to recheck the information and try re-posting. WARNING: You can only ADD a site to the Site Summary area once. If you receive an error stating that the school already exists, see instructions below titled on editing site information.

To Edit Site Information:

1. From the Summer Site Summary page, scroll down to locate the site you want to edit in the list and click on its Edit (9-digit code number) button to enter the Edit Site sheet.
2. Correct information and click Post Changes. You will get a confirmation screen verifying that the changes have been added. If you get a posting error, click the Back button in your browser, recheck your information and try posting again.

To delete a site's Site Information sheet:

WARNING: DELETIONS ARE IRRETRIEVABLE!

1. From the Summer Site Summary page, scroll down to locate the school on the list and click on its Edit button (9-digit code number) to enter the Edit Site sheet for that school/site.
2. Scroll to the bottom of the Edit Site sheet and click the Delete button. A confirmation screen appears to verify that the school has been deleted.

When Site Information sheets for all schools are complete and correct, return to the Summer Site Summary page to view your changes.

PRINTING

All posting should be completed before printing occurs. If you print without posting a page, totals will not appear and certain information may not print correctly. Pages must be printed individually. Navigate through the system to each page, using the Edit button to enter individual Site Information sheets, and on each page, click the print button on your browser. Printer quality varies.

APPROVAL

WARNING: Application and Agreement will NOT be approved until the following required documentation has been submitted to the State Agency:

- Food Contract (if applicable)
- Training List
- Notification of Participation to Health Department
- Media/News Release
- 501C3 IRS Letter (private/nonprofits only if applicable)

Forward required hard copy documentation to:

Division of School & Community Nutrition
Summer Food Service Program
500 Mero Street
Frankfort, KY 40601
Attn: Jaci Williams

When your Application/Agreement is complete and changes to all pages have been posted, send an e-mail message to jawillia@kde.state.ky.us. In the e-mail, type Your District's Name and Site ID, a statement that the Application/Agreement is ready for approval, AND a phone number where you can be reached.

If you make changes to the system later, you must send an e-mail message to jawillia@kde.state.ky.us. Include your District's Name and Site ID, a statement that the Application/Agreement has been changed, AND a phone number where you can be reached. ALSO DESCRIBE the changes that have been made.

You will receive an approval by e-mail when State Agency staff have approved your Application/Agreement for the new Fiscal Year.

EXITING THE SYSTEM

When you are satisfied that your information is complete and correct and you have printed a copy for your files, return to the Summer Menu and click on the button titled Return to Main Menu. At the Main Menu, click on the Exit to KDE On-Line Reporting Page button. This will move you out of the Application and Agreement Maintenance System and back into the Division of School & Community Nutrition's web site.

Summer Claim Error Messages

3011 F INVALID LICENSE BEGINNING MONTH
3012 F INVALID LICENSE BEGINNING DAY
3013 F LICENSE BEGINNING DATE MUST BE NUMERIC
3021 F INVALID LICENSE ENDING MONTH
3022 F INVALID LICENSE ENDING DAY
3023 F LICENSE ENDING DAY MUST BE NUMERIC
3030 F INVALID PAY CODE
3040 F SITES APPROVED MUST BE NUMERIC
3105 F INVALID PREPARATION METHOD CODE
3111 F INVALID BKFST PARTICIPATION CODE
3112 F INVALID LUNCH PARTICIPATION CODE
3113 F INVALID SUPPER PARTICIPATION CODE
3114 F INVALID AM SUPPLEMENT PARTICIPATION CODE
3115 F INVALID PM SUPPLEMENT PARTICIPATION CODE
3120 F INVALID ADMIN COST CODE
3121 F CONFLICTING ADMIN COST CODE AND AMOUNT MONTH 1
3122 F CONFLICTING ADMIN COST CODE AND AMOUNT MONTH 2
3130 F INVALID EXPENDITURE CODE
3211 F INVALID MONTH OF FIRST ADMIN ADVANCE
3212 F MONNTH OF FIRST ADMIN ADVANCE MUST BE NUMERIC
3213 F AMOUNT OF FIRST ADMIN ADVANCE MUST BE NUMERIC
3221 F INVALID MONTH OF SECOND ADMIN ADVANCE
3222 F MONTH OF SECOND ADMIN ADVANCE MUST BE NUMERIC
3223 F AMOUNT OF SECOND ADMIN ADVANCE MUST BE NUMERIC
3231 F INVALID MONTH OF FIRST PROGRAM ADVANCE
3232 F MONTH OF FIRST PROGRAM ADVANCE MUST BE NUMERIC
3233 F AMOUNT OF FIRST PROGRAM ADVANCE MUST BE NUMERIC
3241 F INVALID MONTH OF SECOND PROGRAM ADVANCE
3242 F MONTH OF SECOND PROGRAM ADVANCE MUST BE NUMERIC
3243 F AMOUNT OF SECOND PROGRAM. ADVANCE MUST BE NUMERIC
3250 F ADMIN BUDGET MUST BE NUMERIC
3301 W PRIOR CLAIM UNPAID
3302 F PRIOR CLAIM FATAL
3303 F PRIOR CLAIM NOT SUBMITTED
3321 F NUMBER OF SITES EXCEEDS APPROVED SITES
3322 F SITES CLAIMED MUST BE NUMERIC
3323 F DAYS SERVED CANNOT BE BLANK OR MORE THAN 31 DAYS CLAIMED
3324 F DAYS CLAIMED MUST BE NUMERIC
3325 F ADP NOT EQUAL TO 1 THROUGH 99999
3326 F ADP MUST BE NUMERIC
3341 F ADULT PAYMENTS FOR MEALS MUST BE NUMERIC
3342 F FEDERAL MONIES USED MUST BE NUMERIC
3343 F NON-FEDERAL MONIES RECEIVED MUST BE NUMERIC
3344 F CASH DONATIONS OR GRANTS MUST BE NUMERIC
3345 F INTEREST EARNED MUST BE NUMERIC
3346 F CALCULATION OF INCOME DOES NOT EQUAL TOTAL
3350 F INCOME IS GREATER THAN COST
3351 F TOTAL INCOME MUST BE NUMERIC
3362 F CANNOT CLAIM LABOR COST
3363 F CANNOT CLAIM OTHER COST
3364 F CANNOT CLAIM FACILITY COST
3365 F CANNOT CLAIM TRANSPORTATION COST
3366 F FOOD COST MUST BE NUMERIC
3367 F LABOR COST MUST BE NUMERIC
3368 F OTHER COST MUST BE NUMERIC
3369 F FACILITIES COST MUST BE NUMERIC
3370 F TRANSPORTATION COST MUST BE NUMERIC

3371 F CALCULATED COST DOES NOT EQUAL TOTAL
3372 F ADMIN COST NOT APPROVED
3373 F ADMIN COST EXCEEDS APPROVED BUDGET
3374 F ADMIN COST MUST BE NUMERIC
3375 F TOTAL COST MUST BE NUMERIC
3381 F ADMIN ADVANCE NOT APPROVED
3382 F ADMIN ADVANCE MUST BE ENTERED ON CLAIM
3383 F ADMIN ADVANCE MUST BE NUMERIC
3387 F PROGRAM ADVANCE MUST BE ENTERED ON CLAIM
3388 F PROGRAM ADVANCE MUST BE NUMERIC
3411 F BKFST PARTICIPATION NOT APPROVED
3412 F BKFST SERVED EXCEEDS 115% ALLOWED – CHECK ADP
3413 F BKFST SERVED EXCEEDS 120% ALLOWABLE - CHECK ADP
3414 F CHILDREN BKFST MEALS MUST BE NUMERIC
3415 F ADULT BKFST SERVED MUST BE NUMERIC
3416 F OTHER ADULTS BKFST SERVED MUST BE NUMERIC
3421 F LUNCH PARTICIPATION NOT APPROVED
3422 F LUNCH SERVED EXCEEDS 115% ALLOWED – CHECK ADP
3423 F LUNCH SERVED EXCEEDS 120% ALLOWABLE – CHECK ADP
3424 F CHILDREN LUNCH MEALS MUST BE NUMERIC
3425 F ADULT LUNCH SERVED MUST BE NUMERIC
3426 F OTHER ADULTS LUNCH SERVED MUST BE NUMERIC
3431 F SUPPER PARTICIPATION NOT APPROVED
3432 F SUPPER SERVED EXCEEDS 115% ALLOWED – CHECK ADP
3433 F SUPPER SERVED EXCEEDS 120% ALLOWABLE - CHECK ADP
3434 F CHILDREN'S SUPPER MEALS MUST BE NUMERIC
3435 F ADULT SUPPER SERVED MUST BE NUMERIC
3436 F OTHER ADULTS SUPPER SERVED MUST BE NUMERIC
3441 F SUPPLEMENT PARTICIPATION NOT APPROVED
3442 F SUPPLEMENT SERVED EXCEEDS 115% ALLOWED - CHECK ADP
3443 F SUPPLEMENT SERVED EXCEEDS 120% ALLOWABLE - CHECK ADP
3444 F CHILDREN SUPPLEMENT MEALS MUST BE NUMERIC
3445 F ADULT SUPPLEMENT SERVED MUST BE NUMERIC
3446 F OTHER ADULTS SUPPLEMENT SERVED MUST BE NUMERIC
3451 F CHILDREN CALCULATED MEALS DO NOT EQUAL REPORTED TOTAL
3452 F ADULT CALCULATED MEALS DO NOT EQUAL REPORTED TOTAL
3453 F OTHER ADULT CALCULATED MEALS DO NOT EQUAL REPORTED TOTAL
3461 F MEAL TOTAL CHILDREN MEALS MUST BE NUMERIC
3462 F MEAL TOTAL ADULT MEALS MUST BE NUMERIC
3463F MEAL TOTAL OTHER ADULT MEALS MUST BE NUMERIC

CHAPTER 22.

Snacks

After-School Snacks

1. **What are "After-school snacks"?** The National School Lunch Program (NSLP) now offers cash reimbursement to help schools serve snacks to children after their regular school day ends. After-school snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.
2. **How can children benefit from the snack service?** After-school snacks help ensure that children receive the nutrition they need to learn, play and grow. Organized, structured, and supervised programs that provide snacks allow children to think and behave better, and help them make the grade!
3. **Is my after-school care program eligible?** In order for a site to participate, your school district must run the NSLP. Additionally the after-school care program must provide children with regularly scheduled educational or enrichment activities in a supervised environment.
4. **What type of snacks must be served in my program?** In order to be reimbursed, the snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; a serving of whole grain or enriched bread and/or cereal.
5. **How much money will my school get for serving snacks?** Snacks served in after-school care programs that are "area eligible" (see Question 6) will be reimbursed at the free rate, regardless of an individual student's eligibility for free or reduced price lunches. Snacks served in after-school care programs that are not area eligible will be reimbursed at the free, reduced price and paid rate depending on each individual's eligibility for free or reduced price meals. These rates are adjusted annually.
6. **How is "area eligible" defined?** An after-school care program site is "area eligible" if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced price meals. For example, if a high school with less than 50 percent free or reduced price school enrollment is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for free or reduced price meals, then the after-school care program located in the high school would be area eligible. Eligibility will be based upon the previous year's October 31 count of eligibles.
7. **If my site is not area eligible, must I take applications for individual students to determine whether they are eligible for free or reduced price benefits?** Since your school district is already participating in the NSLP, it will have free and reduced price applications on file. The eligibility determinations for those applications would apply for both the lunch and snack service under the NSLP. If an approved free or reduced price application is not on file, the school district will earn the paid rate of reimbursement for snacks served to that student unless the student makes application and is approved for free or reduced price benefits.
8. **How do I apply for after-school snacks?** Contact the Schools Branch in the Division of School & Community Nutrition.
9. **When do the reimbursements begin?** As soon as the State agency approves your application, reimbursement will be earned for snacks served.
10. **What records must be maintained?** Your school food service director can provide specific information on the reporting and record keeping requirements. They include maintenance of a roster or sign-in sheet for participating children. Additionally, if your school is area eligible, you must record and report the total number of snacks you serve each day. If your school is not area eligible, you must record and report the number of snacks served each day by category of reimbursement (i.e., whether they are served free, at a reduced price or paid). You will also be required to maintain documentation of compliance with the meal pattern - a production record and menus.
11. **If I am not eligible under NSLP, what can I do?** If you are not eligible under the requirements for the NSLP, you may still qualify for snack reimbursement under the Child and Adult Care Food Program. To find out, contact the Community Nutrition branch in the Division of School & Community Nutrition.
12. **Who administers the program?** The NSLP is administered by the Kentucky Department of Education. At the local level, the program is administered by the school/school district.

Supplement to SCN-D2
Revised October 1999

Supplemental
Report and Claim for Reimbursement
After-School Snack Program

SECTION I		
Code Number _____ _____ _____ Name/Address of SFA:	Claim Period: _____ _____ Month Year	Number of Days Snacks Served: _____ Number of Days

SECTION II	AFTER SCHOOL SNACK					
_____ Number of Schools		**# of Snacks**		**Rate**		**Reimbursement**
	Reduced	_____	**X**	**$.**_____	=	**$**_____
	Free	_____	**X**	**$.**_____	=	**$**_____
	Paid	_____	**X**	**$.**_____	=	**$**_____
	Total Snacks	_____		**Total Reimbursement**	=	**$**_____

AREA ELIGIBLE SNACKS						
_____ Number of Schools		**# of Snacks**		**Rate**		**Reimbursement**
	Free	_____	**X**	**$.**_____	=	**$**_____

SECTION III		SECTION IV	
Cash Sales	$	Cost of Food Used*	$
Federal Reimbursement	$	Cost of Commodities**	$
Other Income	$		

_____ Total Monthly Snacks	X _____ Purchased Food Pre-Cost	= _____* Cost of Purchased Food Used
_____ Total Monthly Snacks	X _____ Commodity Food Pre-Cost	= _____** Cost of Commodity Food Used

I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of the existing agreement and that payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

Signature of SFA Representative:	**Title:**	**Date:**	**Telephone Number of Person Completing Claim:**

Meal Pattern for Supplemental Foods

Meal Supplemental Chart for Children	
SNACK (SUPPLEMENT) FOR CHILDREN	**CHILDREN: AGES 6 through 12**
(Select two different components from the four listed)	
Milk, fluid	1 Cup
Meat or Meat Alternate (1)	1 Ounce
Juice, Fruit or Vegetable	¾Cup
Bread and/or cereal:	
Enriched or whole grain bread or	1 Slice
Cereal: Cold dry or	¾Cup (2)
Hot Cooked	½Cup

(1) ¾cup (volume) or 1 ounce (weight), whichever is less

(2) Yogurt may be used as a meat/meat alternate in the snack only. You may serve 4 ounces (weight) or ½cup (volume) of plain, or sweetened and flavored yogurt to fulfill the equivalent of one ounce of the meat/meat alternate component.

(3) Ensure that the two food items are not milk and juice. Children should not "drink their snack" under this program.

Support Data for Claim

Month _____ School _____

_____ Income Eligible School
_____ Area Eligible School

Afterschool Snacks Daily Count & Cash Monthly Food Allocation

Date	Student Participation and Revenue								A La Carte	
	Reduced		Free		Paid		Student Total Count/Cash			
	Count	Cash	Count		Count	Cash	Total Student Count	Total Student Cash[1]	Adult Meal Count	Adult Cash Sales[2]
Totals										

Cash Sales[1]	$
Other Income[2]	$

_____ Total Monthly Snacks	X _____ Purchased Food Pre-Cost	= _____ * Cost of Purchased Food Used
_____ Total Monthly Snacks	X _____ Commodity Food Pre-Cost	= _____ * Cost of Commodity Food Used

These monthly total participation and income figures are reported on the claim form. Any snacks which are not reimbursable (i.e., to adults, seconds to students) should be reported as misc./a la carte sales. Attendance records must be kept for afterschool program. On any given day, snacks served can not exceed student eligible (reduced, free, paid).

* Amount of cost for food used by After School Snack Program assuming School Food Services purchased all foods for program.

Revised: June 2000

Month _____

Menu and Production Plan
SNACK Component

Name of School: _____

Menu Item	Food Used	Comm. Foods (X)	Est. No. to be Served/ Planned Serving Size	Amount Prepared	Number Actually Served	Comments, Leftovers, Wasted
Date: _____ Milk Meat/Meat Alternate Fruit/Veg./Juice Bread (Must Serve 2 Components)					R/P: _____ Free: _____ Paid: _____ Adult: _____ Total: _____	
Date: _____ Milk Meat/Meat Alternate Fruit/Veg./Juice Bread (Must Serve 2 Components)					R/P: _____ Free: _____ Paid: _____ Adult: _____ Total: _____	
Date: _____ Milk Meat/Meat Alternate Fruit/Veg./Juice Bread (Must Serve 2 Components)					R/P: _____ Free: _____ Paid: _____ Adult: _____ Total: _____	
Date: _____ Milk Meat/Meat Alternate Fruit/Veg./Juice Bread (Must Serve 2 Components)					R/P: _____ Free: _____ Paid: _____ Adult: _____ Total: _____	
Date: _____ Milk Meat/Meat Alternate Fruit/Veg./Juice Bread (Must Serve 2 Components)					R/P: _____ Free: _____ Paid: _____ Adult: _____ Total: _____	

Developed: June 2000

After School Snack Program
Program Review Form

First Review ☐
Second Review ☐

School districts that are claiming reimbursement for after-school snacks under the National School Lunch Program must "review each after-school care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year." The second review shall be completed prior to the close of the school year.

SFA/AGENCY NAME: _____

SCHOOL/SITE NAME: _____

Monitors Name: _____Date of Review: _____

		YES	NO
1.	Is the after school snack program a structured and supervised?		
2.	Does the after school snack program offer educational and/or enrichment activities?		
3.	Is the after school snack program operating after the close of a regular school day?		
4.	Were all snack components offered and available to students?		
5.	Were snacks offered accepted by students?		
6.	Is this site area or income eligible? Income Eligible _____ Area Eligible _____		
6a.	If Area Eligible, what is the F/RP percentage of this school?	%	
7.	Was an accurate count of free, reduced price or paid students maintained of those participating?		
8.	Was only one snack claimed, per child, per day for reimbursement?		
9.	Are menu and production plans complete?		
10.	Are menu and production plans accurate?		
11.	Does site coordinator communicate daily as to the number of snacks needed for program?		
12.	Reviewers observation: Number of snacks served, day of review: Free _____ Reduced _____ Paid _____ Adults _____ TOTAL _____		
13.	In the reviewer's opinion, is this after school snack program operating within program regulations and guidelines?		
	Comments:		

Reviewers Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHAPTER 23.

Financial Management Worksheets and Miscellaneous Forms

On-Line Claims Reporting Financial Worksheets

Financial Management data worksheets (the D-Packet) can be accessed from the SFS Directors Guidance folder of the Getting to Proficiency CD or from the SCN web site at http://www.kde.state.ky.us/odss/nutrition/nslp.htm.

On the Getting to Proficiency CD, there are worksheets for Publics/Privates, RCCI's and Special Milk. The forms in these documents include:

D2 Worksheet – NSLP/SBP/RCCI's
D2 Corrections – NSLP/SBP/RCCI's
D3-A Lunch and Breakfast Participation – NSLP/SBP: This form is designed to help you keep the daily records required by the National School Lunch and Breakfast Programs regulations. This form and other records serve as supporting documentation for reimbursement claimed and must be maintained for three years plus the current year. The participation record also represents the school's source document of daily meal counts for each category: free, reduced-price, and paid. This form is designed to help you keep the daily records required by the National School Lunch and Breakfast Programs regulations. This form and other records serve as supporting documentation for reimbursement claimed and must be maintained for three years plus the current year. The participation record also represents the school's source document of daily meal counts for each category: free, reduced-price, and paid. It can be used separately for lunch and breakfast by indicating the program at the top of the form.
D3-B Breakfast Participation (by Actual Count) – SBP
D3-B Participation (by Actual Count) – RCCI Packet
D3-C Lunch Participation (by Actual Count) – NSLP
D3-D Special Milk Program and Daily Program Income Participation (by Actual Count) – NSLP/SBP
D4-A Daily Program Income – NSLP/SBP
D4-B Other Monthly Income to be Allocated – NSLP/SBP/RCCI
D4-C Split-Session Kindergarten Milk Participation, Income, Cost Data – NSLP/SBP
D5 Daily Goods and Services Received and Other Direct Cost – NSLP/SBP/RCCI
D6 Purchased Food and Milk Inventory – NSLP/SBP/RCCI
D7 USDA Commodity Perpetual Inventory Form (KY-FD-20) – NSLP/SBP/RCCI
D8 Non-Expendable (Accountable) Equipment Depreciation Schedule (Equipment Costing $300 and Over) – NSLP/SBP/RCCI
D9 Monthly Allocation of Food, Milk and Other Cost – NSLP/SBP
D9 Allocation of Monthly Food, Milk & Other Costs (Required for RCCI's) – RCCI
D9-A Alternate Monthly Calculation of Food, Milk & Other Cost Using Meal Equivalents (ME) – NSLP/SBP
D10 Record of Expenditures (Bills Paid This Month) – NSLP/SBP
This form is designed to help you keep the records of school food service expenses as required by National School Lunch and School Breakfast Programs agreements.
D11 Record of Unpaid Bills and Financial Reconciliation – NSLP/SBP
D12 Daily Count and Cash Reconciliation – NSLP/SBP
D13 Daily CRE Edit Worksheet Lunch Meal Count (Required for RCCI's) – RCCI
D13-A Required CRE Edit Worksheet Lunch Meal Count – NSLP
Federal regulations require that prior to the submission of each monthly reimbursement claim to the State Agency for payment, that the meal counts be carefully examined for accuracy and reasonableness. To document this activity, the CRE Edit Worksheet has been provided. This process may be computerized and/or completed on locally designed forms and systems.

Commonwealth of Kentucky
Office of the Controller/Division of Accounts

DOA-63, Rev. 12/95 Agency Number _____

AUTHORIZATION FOR ELECTRONIC DEPOSIT OF VENDOR PAYMENT

(Please print or type all information.)

1. Enter the following vendor information:

Vendor Information

Vendor Number _____ Sfx (State use only) _____

Vendor Name_____

TIN Name _____

Street _____

City _____ State _____ Zip _____

Telephone # _____ Contact _____

2. Complete Section A for new enrollments or for financial institutions or account changes. **NOTE**: For new enrollments, this form is not required if the vendor has been previously enrolled by another state agency under the same account.

3. Complete Section B to cancel the electronic deposit authorization.

Section A: Enrollment or Change Authorization

Select One: ( ) New Enrollment ( ) Financial Institution or Account Change

Financial Institution Information

Bank Name _____

Branch_____
or correspondent Bank (if applicable)
City _____ State _____ Zip _____

Transit/ABA No. ☐☐☐☐☐☐☐☐☐☐☐☐

Account No. ☐☐☐☐☐☐☐☐☐

Account Type (select one): ( ) Checking Account ( ) Savings Account

I, the undersigned, authorize the Commonwealth of Kentucky to initiate accounting transactions to deposit payments directly to the account indicated above and to correct any errors, which may occur from the transactions. I also authorize the Financial Institution to post these transactions to that account. This authorization is to remain in force until the Commonwealth of Kentucky receives written notice of cancellation from me.

Signature _____ Date _____

Name Printed _____ Job Title _____

Section B: Cancellation

I, the undersigned, hereby cancel the authorization for the Commonwealth of Kentucky to originate electronic deposit entries into my checking/savings account. This cancellation is effective as soon as the State of Kentucky has reasonable opportunity to act upon it.

Signature _____ Date _____

Name Printed _____ Job Title _____

INSTRUCTIONS FOR COMPLETION OF DOA-63
AUTHORIZATION FOR ELECTRONIC DEPOSIT OF VENDOR PAYMENTS

VENDOR INFORMATION:

Vendor Number: Number	Vendor's 9-digit Taxpayer Identification Number (TIN) – either Federal Employer Identification or Social Security number.
Vendor Name:	Personal or business name of vendor.
TIN Name:	Name associated with Federal ID number, if different than vendor name.
Vendor Street, City, State, Zip:	Complete vendor address.
Telephone #:	Telephone number where vendor can be contacted during normal business hours.
Contact:	Name of individual that can be contacted at the indicated telephone number.

NOTE: MULTIPLE STATE AGENCIES MAY BE ALLOWED TO WIRE FUNDS UNDER THIS AUTHORIZATION.

Section A: Enrollment or Change Authorization: This section of the form should be completed for new enrollments or changes in financial institution information as follows:

New Enrollment or Change: Indicate in the appropriate space whether the authorization is new or a change.

Bank Name: Name of the vendor's financial institution.

Branch or Correspondent Bank: Branch Name or major bank of the vendor's financial institution, if applicable.

City, State and Zip: City, State, and Zip Code where the financial institution is located.

Transit/ABA No.: Nine-digit American Banking Association identifying number for the financial institution. This number can be obtained from the financial institution or from the check or deposit slip from the account. This number is normally the first nine digits of the electronic coding at the bottom of the check or deposit slip.

Account Number: The vendor's account number at the financial institution. The account number should be entered on the form from left to right leaving unused blocks blank.

Account Type: Indicate in the appropriate space whether the account is a checking or savings account.

Signature: Signature of the vendor or vendor designee.

Name Printed: The printed name of the individual signing the authorization.

Job Title: Job title of the individual signing the authorization.

Section B: Cancellation: This section of the form should be completed to cancel the authorization. The vendor information and the financial institution information blocks should include enough information to correctly identify the authorization being canceled.

Signature, Date, Name Printed, and Job Title: Completed the same as in Section A above.

Please complete and return to Paul McElwain, Division of School & Community Nutrition, 500 Mero Street, Frankfort, KY 40601.

ACCOUNT STRUCTURE DETAIL

Object Segment Elements for Expenditures

01XX SALARIES/PERSONNEL SERVICES

- **0110 Certified Permanent**
- 0111 Extended Day
- 0112 Extra Duty
- 0113 Other Certified (i.e., ESS)
- **0120 Certified Substitute**
- **0130 Classified Salaried/Regular Hours**
- **0140 Classified Overtime Hours**
- **0150 Classified Substitute**
- **0160 Classified/Licensed**
- **0170 Classified/Paraprofessional**
- **0180 Stipends**
- **0190 Board per Diem**

02XX EMPLOYEE BENEFITS

- **021X Group Insurance**
  - 0211 Life
  - 0212 Health
  - 0213 Liability
  - 0214 Dental
  - [0219] Other Group Insurance
- **022X Employer Social Security**
  - 0221 Employer FICA Contribution
  - 0222 Employer Medicare Contribution
- **023X Employer Retirement Contributions**
  - 0231 Kentucky Teachers Retirement Systems (KTRS)
  - 0232 County Employees Retirement Systems (CERS)
  - 0233 Other Employer Match
- **[0240] Tuition Reimbursement****
- **025X Unemployment Insurance**
  - 0251 State
  - [0252] Federal (Not used by school districts)
  - 0253 KSBA Unemployment
- **0260 Workmen's Compensation**
- **[0270] Health Benefits & COBRA**
- **029X Other Employee Benefits**
  - 0291 Sick Leave Paid
  - 0292 Retirement Plan Incentive Payments

03XX PURCHASED PROFESSIONAL and TECHNICAL SERVICES

- **0310 Administrative**
  - [0311] Tax Collection Fees
  - [0312] KSBA Policy Service
  - [0319] Other Administrative Services

0320 Educational Consultant - Non Employee

0330 Other Professional Services
- 0331 Auditing Services
- 0332 Legal Services
- 0333 Financial Services
- 0334 Medical Services
- 0335 Professional Consultant
- 0336 Architectural & Engineering Services
- 0337 Security Service
- 0339 Other Professional Services

0340 Technical Services
- [0341] Drug Testing

04XX PURCHASED PROPERTY SERVICES

0410 Utilities
- 0411 Water/Sewage
- 0412 Cable
- 0419 Other Utilities

0420 Cleaning
- [0421] Sanitation Service
- [0422] Snow Removal
- [0423] Contract Custodial
- [0424] Contract Grounds Services
- [0429] Other Cleaning

0430 Repairs and Maintenance
- [0431] HVAC & Electrical Systems
- [0432] Building
- [0433] Equipment/Machinery/Furniture&Fixtures
- [0434] Computers
- [0435] Vehicles
- [0439] Other Repairs and Maintenance

0440 Rentals
- [0441] Land or Buildings
- [0442] Equipment & Vehicles
- [0443] Copiers
- [0444] Computers
- [0449] Other Rentals

0450 Construction Services

0490 Other Purchased Property Services

05XX OTHER PURCHASED SERVICES

0510 Student Transportation
- [0511] Purchased from another District
- [0513] Bus Token - Public Conveyance
- [0512] Student Transportation purchased from out of state district
- [0514] Contract Bus Services
- [0519] Other Student Transportation

052X Insurance
- 0521 Pupil Transportation
- 0522 Property
- 0523 Fidelity
- 0524 Fleet
- [0529] Other Insurance

0530 Communications
- [0531] Postage
- [0532] Telephone

[0533] On-Line Network
[0539] Other Communications

0540 Advertising
[0541] Radio and Television
[0542] Newspaper
[0549] Other Advertising

0550 Printing and Binding
[0551] Forms ***
[0552] Posters
[0553] Publications
[0559] Other Printing

0560 Tuition
[0561] To Kentucky LEA
[0562] To Out-of-State LEA
[0563] To Private School
[0564] To Kentucky Intermediate Agency
[0565] To Other Intermediate Agency
[0569] Other Tuition Paid

0570 Food Service Management

0580 Travel
[0581] Travel - In District
[0582] Travel - Out of District
[0583] Hauling of Commodities
[0584] Travel - Out of State
[0589] Other Travel (Board approved)

0590 Miscellaneous Purchased Services
[0591] Locally Purchased Services
[0592] Service Purchased From Kentucky LEA
[0593] Service Purchased From Out-of-State LEA
[0594] Laundry Service

06XX SUPPLIES and MATERIALS

0610 General Supplies

0620 Energy
0621 Natural Gas
0622 Electricity
0623 Bottled Gas
0624 Fuel Oil
0625 Coal
0626 Gasoline
0627 Diesel Fuel
0629 Other Energy

0630 Food
0631 Catering
0633 Group Sales
0634 Extended School Service
0635 Milk
0636 In-Service
0637 Vending (Food Service)

0640 Books and Periodicals
0641 Library Books

0642 Periodicals and Newspapers

- 0643 Supplementary Books, Study Guides & Curriculum
- 0644 Textbooks
- 0645 Audiovisual Materials
- 0646 Tests
- 0647 Reference Materials
- 0648 Software
- 0649 Binding & Repairs

0660 Transportation

- [0661] Lubricants
- [0662] Tires & Tubes
- [0663] Repair Parts

0670 Student Activities

- [0671] Merchandise for Resale
- [0672] Personal Services
- [0673] Fees and Registrations
- [0674] Awards
- [0675] Organization Supplies
- [0676] Scholarships
- [0679] Other Student Activities

0680 Welfare Spending (Food, Utilities, Clothing, etc.)

0690 Other Supplies and Materials

0699 Reimbursement (use in lieu of actual expenditure code)

07XX PROPERTY

0710 Land and Improvements

0720 Buildings

0730 Other Fixed Assets

- 0731 Machinery & Equipment(Non Instructional, Non Administrative)
- 0732 Vehicles
- 0733 Furniture and Fixtures
- 0734 Computers and Related
- 0735 Other Instructional Equipment
- 0736 Other Administrative Equipment
- 0737 KISTA
- [0739] Other Fixed Assets

0740 Depreciation

08XX MISCELLANEOUS

0810 Dues, Registration and other Fees

- [0811] Permits

0820 Court Judgments against the School District

0830 Interest

- [0831] Bonds
- [0832] Leases & Long Term Loans
- [0833] Short-Term Loans
- [0834] Bank Charges
- [0839] Other Interest

0840 Contingency (Budget Account only)

- [0841] Contingent Liability Sick Leave

089X Other Miscellaneous Expenditures

- 0891 Diplomas & Graduation Expense
- 0892 Open House/ Orientation/Parent Meetings
- 0893 Uniforms
- 0894 Instructional Field Trips
- 0895 Other Student Travel

0896 Student Wages
0897 Student Liability Insurance
0898 Extra-curricular Field Trips
0899 Other Miscellaneous

09XX OTHER USES of FUNDS
0910 Debt Redemption
[0911] Bond Principal
[0920] Housing Authority Obligations NOT USED
0930 Fund Transfers
[0931] Non-Reimbursable
[0932] Reimbursable
[0933] Indirect Cost
[0934] For Debt Service
0940 Payments to Escrow Agents
0999 BEGINNING BALANCE CARRY FORWARD

1XXX REVENUE FROM LOCAL SOURCES
11XX Taxes Levied/Assessed
111X Ad Valorem Taxes
1111 General Property
1113 Public Service Co Property
1115 Delinquent Property
1116 Distilled Spirits
1117 Motor Vehicle
1118 Unmined Minerals
112X Sales and Use Tax
1121 Utilities
113X Income Taxes
1131 Occupational License Tax
1140 Penalties and Interest on Taxes
119X Other Taxes
1191 Omitted Property
1192 Excise Tax

12XX Revenue from Other Local Governmental Units
1280 Revenue in Lieu of Taxes

13XX Tuition
1310 Tuition from Individuals
1320 Tuition from In-State LEA
1330 Tuition from Out-of-State LEA
1340 Tuition from Other Sources

14XX Transportation Fees
1410 From Individuals
1420 From In-State LEA
1430 From Out-of-State LEA
144X Other Source
1441 From Non-Public Schools
1442 From Fiscal Court
[1449] Other

15XX Earnings on Investments
1510 Interest
1520 NOT USED
1530 NOT USED
1540 Rents

16XX Food Service

161X Reimbursable Programs

1611 School Lunch
1612 School Breakfast
1613 Special Milk
1614 After School Snacks

162X Non-Reimbursable Programs

1621 Lunch
1622 Breakfast
1623 Milk
1624 A La Carte
1625 A La Carte - Breakfast
1626 A La Carte - Lunch
1627 Vending Machines
1628 Juice
1629 Other

1630 Special Functions

1631 Catering
1632 Employees Purchases
1633 Groups Sales
1634 Extended School Service
1636 In-Service
1637 Vending

17XX Student Activities

1710 Admissions
1720 Sales
1730 Dues
1740 Fees
1750 Donations
1760 Board Contributions
1790 Other Student Activity Income

1800 Community Service Activities

19XX Other Revenue from Local Sources

191X Rental Income

1911 Building
1912 Bus
1919 Other

192X Contributions and Donations

1925 Private Reimbursements for Professional Development

[1930] Gain on Sale of Assets *

194X Textbooks Sales and Rentals

1941 Sales
1942 Rentals

195X Services Provided to Other LEAs

1951 In-State LEA
1952 Out-of-State LEA

[1960] Services Provided to Other Governmental Units
[1970] Services Provided to Other Funds
1980 Refund of Prior Year Expenditure
1990 Miscellaneous Revenue

1991 Transcript Fees
1992 Food Service Rebates
1994 Return for Insufficient Checks
1999 Other Miscellaneous Revenue

2XXX REVENUE from INTERMEDIATE SOURCES

[2100] Unrestricted
2200 Restricted

2213 Training/Professional Development
2226 Substitute Salary Reimbursements

3XXX REVENUE from STATE SOURCES

31XX Unrestricted
311X State Funding Programs

3111 SEEK Program
[3119] Other State Revenue

312X Other State Funding

3121 Vocational Travel
3122 Vocational Transportation
3123 State Vocational School
3124 District Vocational School
3125 Bus Driver Training
3126 Substitute Salaries
3127 Flexible Spending Refund
3128 Audit
3129 KSB/KSD Transportation

313X Expenditure Reimbursements

3131 Miscellaneous Reimbursements

3200 Restricted

4XXX REVENUE from FEDERAL SOURCES

4100 Unrestricted Direct
[4200] Unrestricted through the State
4300 Restricted Direct
4500 Restricted through the State
4550 Child Nutrition Program (Commodities)
4700 Through Intermediate Agencies
4800 Federal Reimbursements

4810 Medicaid Reimbursement

5XXX OTHER RECEIPTS

51XX Sale of Bonds

5110 Bond Principle
[5120] Bond Premium

[5130] Accrued Interest

52XX Interfund Transfers

5210 Fund Transfer
5220 Indirect Cost Transfer

53XX Sale or Compensation for Loss of Fixed Assets

531X Land & Improvements

5311 Sale
5312 Loss Compensation

533X Buildings

5331 Sale
5332 Loss Compensation

534X Machinery, Equipment, Furniture & Fixtures

5341 Sale
5342 Loss

6XXX ASSETS

61XX Current Assets

610X Cash

6101 Cash in Bank
6102 Cash in Bank - Payroll
6104 Petty Cash
6105 Cash with Fiscal Agents

611X Investments

6111 Investments
6114 Interest Receivable

6121 Taxes Receivable

6130 Interfund Receivables

6131 Special Revenue
6132 Capital Outlay
6133 Building Fund
6136 Technology Fund
6137 Construction Fund
6139 Food Service Fund
6140-
6152 Other funds as necessary

6153 Accounts Receivable

6171 Inventories for Consumption

6181 Prepaid Expenses

6199 Other Current Assets

[62XX] Fixed Assets

[6211] Sites

[6221] Site Improvements

[6222] Accumulated Depreciation on Site Improvements

[6231] Buildings and Building Improvements

[6232] Accumulated Depreciation on Buildings and Building Improvements

6241 Machinery and Equipment

6242 Accumulated Depreciation on Machinery and Equipment

6251 Construction in Progress

630X Budgeting Accounts and Other Debits

6301 Estimated Revenues
6302 Revenues Control

7XXX LIABILITIES

74XX Current Liabilities

7400 Interfund Payables
742X Other Payables
7421 Accounts Payable
7422 Judgments
743X Contracts
[7432] Retained Percentage
7433 Construction Contracts Payable
7442 Bonds Payable
745X Loans Payable
7451 Principal
7455 Interest
7461 Accrued Salaries and Benefits Payable
7462-
7480 Payroll Deductions & Withholdings
7461 Vendors
7469 Local Tax
7471 Federal Tax
7472 FICA
7473 State Tax
7474 Kentucky Teachers Retirement System
7475 Certified Employees Retirement System
7481 Deferred Revenue
7499 Other Current Liabilities

75XX Long-Term Liabilities

7511 Bonds Payable
7521 Loans Payable
7531 Lease Obligations
7590 Other Long Term Liabilities
76XX Budgeting Accounts and Other Credits
7601 Appropriations
7602 Expenditures Control
7603 Encumbrances

8XXX FUND BALANCE

871X Investment in General Fixed Assets

8710 Investment in General Fund Fixed Assets

875X Reserved Fund Balance

8751 Reserve for Inventories/Fixed Assets
8753 Reserve for Encumbrances
8755 Prior Year Encumbrances

876X Restricted Fund Balance

8760 Restricted for Site-Based Carry Forward
8761 Restricted for Federal Grant Balances
8762 Restricted for Sick Leave Payable
8763 Restricted for Technology Escrow
8764 Restricted for SFCC Escrow
8765 Restricted for Debt Service
8766 Restricted for Future Construction Projects
8767 Other Restricted Funds
8770 Unreserved Fund Balance

2XXX School and Community Nutrition - from US Department of Agriculture

201X Food Commodities or Payments in Lieu of Commodities(10.550)
203X School Breakfast (10.553)
205X National School Lunch (10.555)
206X Special Milk (10.556)
208X Child & Adult Care Food Program (10.558)
209X Summer Food Service Program for Children (10.559)
214X Nutrition Education & Training Program (10.564)

Edit Checks (D13)

Federal regulations require that prior to the submission of each monthly reimbursement claim to the State Agency for payment that the meal counts be carefully examined for accuracy and reasonableness. The regulation specifically requires a data comparison of meals reported and claimed for reimbursement to attendance adjusted eligible students. This comparison is required for each school on a daily basis. The objective of this data comparison is to ensure that monthly claims include only the number of free, reduced-price and paid lunches served on any day to children currently eligible for such lunches.

Meals claimed on a daily basis must never exceed the number of students eligible by each category: free, reduced-price and paid. In addition, attendance at school must also be considered and therefore, the edit check calls for the number of eligibles in each category to be adjusted for attendance. To obtain an attendance factor, divide the school's current average daily attendance by the latest enrollment to get the percentage of students attending. For edit check purposes, districts are only required to calculate the attendance factor once a year. However, it should be an attendance factor that most closely reflects the school's normal attendance.

Adjusted numbers are then compared to the meals claimed on a daily basis for each of the three categories of eligibility. This must be done for each school for each day of the reporting month. The actual edit or comparison may be completed at the school level or by the district at the end of the month prior to submitting the claim. As a targeting tool for identifying potential problems in a school's meal counting and claiming system, reviewers will also assess the district's responsiveness to taking corrective actions when edit checks reveal discrepancies in meal counts reported.

While the Coordinated Review Effort regulations requiring edit checks and/or the claims review process has been somewhat modified, waiving the actual documentation process for districts who have no critical area findings as a result of a CRE review, the edit check/claims review process is still recommended as a tool to ensure that claims are accurate.

Record of Program Expenditures (D-6)

The Record of Program Expenditures is designed to help you keep the records of food service expenses as required by the Application/Agreement.

Severe Need Reimbursement Eligibility

Regulations allow a school to be classified as severe need if:

1. The reimbursement rates under the regular School Breakfast Program are insufficient to cover the costs of the breakfast program.
2. The school is currently participating in or desiring to initiate a breakfast program.
3. Forty percent (40%) or more of the lunches served to students at the school in the second preceding school year were served free or at a reduced price.

Regulations limit severe need breakfast reimbursement to those schools within the district in which 40% or more of the lunches served during the second preceding school year were free or reduced in price. Schools not participating in the school lunch program during the second preceding school year are not eligible to claim severe need reimbursement.

School Breakfast Program

Food Used in Breakfast Program

It is necessary that the value of purchased food and USDA commodities used in the breakfast program be reported on the month claim. The accurate costing of the menu food items used for breakfast, by day, and totaling the daily amounts for the month will determine the cash value of food used in the breakfast program. The food production record provided for all menu options is used to record the daily breakfast food items used and calculate the cost of the food items.

Breakfast Labor Costs

Labor costs associated with the breakfast program must be reported on the monthly claim. Labor costs are allocated to the breakfast program based on the time spent by employees in breakfast preparation, service, clean-up and record keeping, etc.

To allocate labor costs to breakfast, the following method is recommended:

Conduct a two-week time study to determine the appropriate pro-ration (percentage) of time spent by employees in breakfast preparation, service, clean-up and record keeping, etc. The study should include all personnel whose salaries are involved with breakfast, including District office personnel. Example: For the two-week period, Employee 1 spent 15 of 65 hours on breakfast related activities. The 15 hours represents 23% of the total 65 hours; therefore, 23% of Employee 1's salary each month would be allocated to the breakfast program.

_____ School Food Authority

_____ Month/Year

_____ School

_____ Name of Person Completing This Form (Print)

MEALS PER LABOR HOUR BASED ON MEAL EQUIVALENTS

Conventional
Preparation Method*

I. Determining Meal Equivalent — Meal Equivalents

_____ **÷ 3 =** _____
Breakfast ADP

_____ **=** +_____
Lunch ADP

_____ **÷ 4 =** +_____
After School Snack ADP

_____ **÷ $3.00 =** +_____
Average Daily Income
For Misc. Ala Carte Sales

Total Meal Equivalents =_____

II. Calculating Meals Per Labor Hour

_____ ÷ _____ = _____
Total Meal Equivalents — Hrs. Devoted to Preparation Serving and Clean-Up (Must include at least ½ of Managers Time) — Meals Per Labor Hour (MPLH)

III. Comparison of School MPLH to Staffing Guidelines

_____ versus _____
Current MPLH — MPLH Per Guidelines (See Chart Below)

SCHOOL STAFFING GUIDELINES/SCHOOL FOOD SERVICE

1 # OF MEAL EQUIVALENTS SERVED (ME's)	2 MEALS PER LABOR HOUR (MPLH)	3 TOTAL LABOR HOURS
UP TO 100	8	9 – 12
101 – 150	9	12 – 16
151 – 200	10 – 11	16 - 17
201 – 250	12	17 – 20
251 – 300	13	20 – 22
301 – 400	14	22 – 29
401 – 500	14	29 – 35
501 – 600	15	35 – 40
601 – 700	16	40 – 43
701 – 800	17	43 – 47
801 – 900	18	47 – 51
901 – 1,200	19+	52 – 80
1,201 – 1,500	19+	63 – 100
1,501 – 1,800	19+	79 – 120
1,801 – 2,100	19+	95 - 140

KEY 1. ME's: 3 Breakfast = 1 ME; 1 Lunch = 1 ME; 4 After School Snacks = 1 ME and $3.00 of Misc. A la Carte = 1 ME
2. Recommended meals per labor hour based on meal equivalents
3. Total Labor Hours -= hours devoted to preparation, serving and clean-up employed in the kitchen

* The conventional method of preparation of food from raw ingredients on the premises (using some bakery bread, prepared pizza and washing dishes)

Revised: June 2000

_____ School Food Authority

_____ Month/Year

_____ School

_____ Name of Person Completing This Form (Print)

MEALS PER LABOR HOUR BASED ON MEAL EQUIVALENTS

Convenience Preparation Method

I. Determining Meal Equivalent — Meal Equivalents

_____ **÷ 3 =** _____
Breakfast ADP

_____ **=** **+**_____
Lunch ADP

_____ **÷ 4 =** **+**_____
After School Snack ADP

_____ **÷ $3.00 =** **+**_____
Average Daily Income
For Misc. Ala Carte Sales

Total Meal Equivalents **=**_____

II. Calculating Meals Per Labor Hour

_____ Total Meal Equivalents **÷** _____ Hrs. Devoted to Preparation Serving and Clean-Up (Must include at least ½ of Managers Time) **=** _____ Meals Per Labor Hour (MPLH)

III. Comparison of School MPLH to Staffing Guidelines

_____ Current MPLH versus _____ MPLH Per Guidelines (See Chart Below)

SCHOOL STAFFING GUIDELINES/SCHOOL FOOD SERVICE

1 # OF MEAL EQUIVALENTS SERVED (ME's)	2 MEALS PER LABOR HOUR (MPLH)	3 TOTAL LABOR HOURS
UP TO 100	9	9 – 11
101 – 150	10	11 – 14
151 – 200	12	14 – 16
201 – 250	14	16 – 18
251 – 300	15	18 – 20
301 – 400	16	20 – 25
401 – 500	18	25 – 28
501 – 600	18	28 – 34
601 – 700	19	34 – 37
701 – 800	20	37 – 40
801 – 900	21	40 – 43
901 – 1,200	22+	44 – 70
1,201 – 1,500	22+	54 – 87
1,501 – 1,800	22+	67 – 104
1,801 – 2,100	22+	82 – 121

KEY 1. ME's: 3 Breakfast = 1 ME; 1 Lunch = 1 ME; 4 After School Snacks = 1 ME and $3.00 of Misc. A la Carte = 1 ME
2. Recommended meals per labor hour based on meal equivalents
3. Total Labor Hours -= hours devoted to preparation, serving and clean-up employed in the kitchen

* The convenience method of preparation is using the maximum amount of processed foods (example: all bakery breads, pre-fried chicken, proportioned condiments and disposable dishes)

Revised: June 2000

CHAPTER 24.

Menu Requirements

Introduction

The USDA School Meals Initiative for Healthy Children underscores our national health responsibility to provide healthy school meals that are consistent with age appropriate Recommended Dietary Allowances (RDA) and caloric goals, and the Dietary Guidelines for Americans.

Healthy School Meals

The concept of a health school meal encompasses more than just meeting the Dietary Guidelines for Americans. It also means considering the following additional goals whenever possible:

1. Incorporate culinary principles of taste and presentation.
2. Focus on customers served, incorporating regional, cultural, ethnic and other preferences.
3. Provide safe meals for children.
4. Make meals accessible to all children.
5. Reinforce classroom nutrition education by providing a "learning laboratory" for healthy food choices.
6. Assist in increasing appreciation of food origins, cultural food history, variety of foods and relationship to environment and agriculture.
7. Support and teach the principles of the "social meal".
8. Provide education in the preparation and service of healthy, economical meals.
9. Serve in an encouraging environment with adequate time for meal service.
10. Link with a school nutrition policy promoting healthy food choices throughout the school.

Implementing a Menu Planning System

USDA has identified four alternative menu planning systems:

1. Enhanced Food-Based Menus
2. Traditional Food-Based Menus
3. NuMenus (Nutrient Standard Menu Planning)
4. Assisted NuMenus (Assisted Nutrient Standard Menu Planning

The choice of which system to use is up to each school district. School districts may choose more than one system to accommodate the needs of schools within the district. Menu planners are faced with tremendous challenges and opportunities for improving the health of American children. Serving healthier meals is a major step toward achieving that objective.

Meet Nutrition Goals

The objective of all four menu planning systems is to meet the following USDA School Meals Initiative for Healthy Children's nutrition goals:

- Recommended Dietary Allowances (RDA): 1/4 RDA for Breakfast and 1/3 RDA for Lunch
- Calorie Goals (age appropriate)
- Dietary Guidelines for Americans (balanced nutrient content)

The Nutrient Standards that are set for the four menu planning systems are based on the required level of calories, nutrients and dietary components; and by weighting and averaging the RDA for a specific age or grade group. Planned and offered breakfast and/or lunch menus averaged over a week should meet the nutrient standard of the age or grade group for which they are intended. Meeting these standards is the goal for all four menu planning systems.

Calories and Nutrients in the Nutrient Standards

Standards are set for:

- Calories
- 30% or less calories from fat
- Less than 10% calories from saturated fat
- Protein
- Calcium
- Iron
- Vitamin A
- Vitamin C

Other nutrients and dietary components that will be analyzed are carbohydrate, cholesterol, sodium and dietary fiber. While there are no quantity standards set for these dietary components, they must be included in the analysis except carbohydrate, which is optional. They will be surveyed over time to check on the implementation of the Dietary Guidelines to determine whether:

1. The carbohydrate level is going up.
2. Cholesterol and sodium levels are going down.
3. The dietary fiber level is going up.

Establishment of the Nutrient Standards Grade Groups

The nutrient standards for lunch and breakfast are set, at a minimum, for these grade levels:

Lunch Required Grade Groups	**Breakfast Required Grade Groups**
Preschool Grades K-6 Grades 7-12 Plus optional standard for grades K-3	Preschool Grades K-12 Plus optional standard for grades 7-12

Breakfast Meal Pattern Requirements

Planning appetizing breakfast menus requires originality and imagination. Plan breakfasts that consider students' regional, cultural, and personal food preferences. Menus should include well-liked and familiar foods. Plan for contrast in texture, flavor, size and shape of foods to create interest.

Fluid Milk: Fluid milk may be served as a beverage or on cereal or both. A variety of milk may be offered consistent with children's preferences.

Juice/Fruit/Vegetable: Fresh, canned, frozen and dried fruits may be used interchangeably. To aid in the absorption of iron from bread and cereal products, it is recommended that a fruit or vegetable high in Vitamin C be offered daily.

Grains/Breads: Use a variety of hot breads, such as cornbread, and different kinds of muffins and biscuits. Breakfast sandwiches, pancakes, waffles or French toast may be offered. Cereals may be served hot or as pre-packaged, pre-portioned dry cereals, including enriched or whole-grain wheat, corn, rice and oats. Some of the iron-fortified cereals on the market may also contain considerable amounts of sugar and should be avoided.

Meat/Meat Alternate (offering meat/meat alternate as part of the breakfast menu is optional): Plan to use a variety of meat/meat alternates, such as eggs, ground beef, turkey ham, cheese, nuts and seeds or nut and seed butters, yogurt, dried peas and beans, fish or poultry. Alternate egg dishes with other main dishes. For variety, use low-fat ingredients to prepare combination dishes, such as grits-cheese casserole, breakfast burritos, sandwiches and pizza. Mix nuts and seeds with dried fruits to serve as is or as a topping for hot cereal. Nuts and seeds can also be blended into pancake and waffle batters. Whenever possible, serve lower fat meat/meat alternates, such as fresh or frozen lean meat, poultry or fish or yogurt or cooked dry beans and peas instead of processed meats. Use cheese made from skim milk, such as mozzarella. Yogurt may be served as a refreshing alternative. Mix low-fat cottage cheese with dried fruits to use as a spread for breads in place of cream cheese or butter. Bacon cannot be credited as meat/meat alternate due to its high percentage of fat. Offer bacon seldom, if ever.

Purchased Prepared Menu Items: When used to contribute to a reimbursable breakfast, these items must be supported by a CN label or product analysis sheet.

Offering Choices: As often as possible, offer choices in breakfast foods. Offering choices even within only one component, such as fruit/vegetable, will mean increased customer satisfaction and less food waste.

Identifying a Reimbursable Breakfast for Traditional/Enhanced Food-Based Menu Planning

Menu	K-12 Student Takes:	Reimbursable Breakfast
#1 Fruit Cup (1/2 cup) Hard-Cooked Egg (1) Whole Wheat Toast (1 slice) Fluid Milk (1/2 pint)	Fruit Cup Hard-Cooked Egg	Yes. The egg counts as two food items and the fruit cup counts as one food item. Remember, in the School Breakfast Program, ½ of a large egg will fulfill the meat requirement.
#2 Orange Slices (1/4 cup) Apple Wedges (1/4 cup) Bagel (1) Fluid Milk (1/2 pint)	Orange Slices Bagel	No. The bagel counts as two food items (two grains/breads). However, in addition to the orange slices, the student would also need to take the apple wedges to fulfill the juice/fruit/vegetable requirement.
#3 Orange Juice (1/2 cup) Cheese Toast (1 oz. cheese/1 slice toast) Fluid Milk (1/2 pint)	Cheese Toast Fluid Milk	Yes. The cheese toast counts as two food items (grains/breads and meat/meat alternate). With the addition of milk, three food items have been taken.
#4 Sliced Peaches (1/2 cup) Ready-to-Eat Cereal (3/4 cup) Raisin Toast (1 slice) Crisp Bacon (1 slice) Fluid Milk (1/2 pint)	Sliced Peaches Raisin Toast Crisp Bacon	No. Only two creditable food items have been taken. The bacon is considered an "other" food that does not count toward meeting the breakfast requirement.
#5 Orange and Grapefruit Sections (1/2 cup) Pancakes (2) Fluid Milk (1/2 pint)	1 Pancake 2 Fluid Milks	No. Although a double portion of grains/breads or meat/meat alternate counts as two food items, a second portion of milk or juice/fruit/vegetable does not count toward reimbursement.

Crediting Meat/Meat Alternate Items

It is sometimes difficult to determine the contribution various meat products make toward meeting the meat/meat alternate requirement of the school lunch or breakfast by reading the label. The following important questions should be resolved regarding these meat products served in school lunches or breakfasts.

1. What percent of fat is in the meat?
2. If cooked dry beans are used, what is the volume measure? NOTE: The serving size of beans is measured by volu8me, not weight.
3. If VPP is used to contribute toward the meat/meat alternate requirement, is it used in compliance with regulations?
4. What contribution does the total product make toward meeting the meat/meat alternate requirement?

Minimum Amounts to be Credited

Small amounts (less than ¼ oz.) of meat/meat alternate used as garnishes, seasoning or in breading do not count toward meeting the meat/meat alternate requirement of the meal. Examples are grated Parmesan cheese used as a garnish over spaghetti or egg used in breading. Although use of such garnishes is encouraged to make the lunch more appealing, the amounts are not sufficient to make a real nutritional contribution to the lunch.

Using Combinations

Using combination to meet the meat/meat alternate requirement is allowed under program regulations. However, when doing so, remember that it is more difficult for the cashier to determine if a complete meal has been selected using offer versus serve. For those schools that prefer to use a combination of meat/meat alternates in the main dish and one other menu item, the lists show examples. If combinations are used, they should be merchandised together as a single item. For example, a soup and sandwich combo may be offered, encouraging students to select both items.

The minimum required serving size for students in grades K-12 is 2 oz. of meat/meat alternate. Some examples of combinations that meet the 2 oz. requirement are: • 1 oz. cooked lean meat + 1 oz. cheese • 1 oz. cooked lean meat + ¼ cup cooked dry beans • 1-1/2 oz. cooked poultry + 1 Tbsp. peanut butter • ¼ cup cooked dry peas + 1 oz. cheese • 1 oz. cooked fish + ½ large egg • ¼ cup cottage cheese + ½ large egg • 1-1/2 oz. cooked lean meat + ½ oz. cheese • 2 Tbsp. peanut butter + 1 oz. cheese
If the K-3 option is used, the minimum required serving size of meat/meat alternate is 1-1/2 oz. Some examples of combinations that meet the 1-1/2 oz. requirement are: • 1 oz. cooked lean meat + ½ oz. cheese • 1 oz. cooked lean meat + 1/8 cup cooked dry beans • 1 oz. cooked fish + ¼ large egg¼ cup cottage cheese + ¼ large egg

The meat/meat alternate must be se4rved in the main dish or in the main dish with one other menu item. This means that two menu items are the maximum number that may be used to meet the meat/meat alternate requirement. Example: 1 oz. cheese in a grilled cheese sandwich and 1 oz. of chicken in a vegetable soup.

Cooked Dry Beans or Peas

Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but cannot meet the requirement for both components in the same meal. Examples: (1) Beans in the chili served as the main dish may be credited as the meat alternate or as the vegetable component but not as both in the same meal; and (2) Beans in the burrito may not be credited as the meat alternate if beans are served as a vegetable in the same meal.

Yogurt

Yogurt may be used to meet all or part of the meat/meat alternate requirement. It may be either plain or flavored, unsweetened or sweetened. Noncommercial and/or non-standardized yogurt products, such as frozen yogurt, homemade yogurt, yogurt flavored products, yogurt bars, yogurt covered fruit and/or nuts or similar products cannot be credited. Four ounces or ½cup of yogurt fulfills the equivalent of one ounce of the meat/meat alternate requirement in the meal pattern.

Nuts and Seeds

Peanuts, soy nuts, tree nuts or seeds can only count as ½of the meat/meat alternate requirement. They must be combined in the meal with another meat/meat alternate (lean meat, poultry, fish, cheese, large egg, cooked dry beans or peas, peanut butter or other nut or seed butters) to fulfill the requirement. Example: 1 ounce of chopped nuts served in a chicken dish with 1 ounce chicken or 1 ounce of peanuts served with a sandwich containing 1 ounce of cheese fulfills the meat/meat alternate requirement.

Crediting Low-Fat and Reduced-Fat Cheeses

The Food and Drug Administration (FDA) has announced regulations/requirements for foods named by use of a nutrient content claim and a standardized term for these products. The regulations allow manufacturers to reduce the fat content of their products and call them “low-fat”, “light” or “reduced”, as appropriate, as long as the food is still nutritionally equivalent and otherwise complies with the standardized version.

In light of the FDA regulations, the Nutrition and Technical Services Division is removing its restriction and allowing low-fat and reduced-fat cheeses that fall under the FDA’s “Food Standards: Requirements for Foods Named by Use of a Nutrient Content Claim and a Standardized Term” to be credited toward meeting meal pattern requirements in the Child

Nutrition Programs on an ounce-per-ounce basis, the same as regular fat cheeses. These products can be served by themselves or in combination with regular fat cheeses. For companies to make low-fat or reduced-fat claims, this criteria must be followed: Low-fat cheese must contain 3 grams or less total fat per 50 grams of product, and reduced-fat cheese must contain at least 25% less fat per 50 grams than the regular product.

Commercially-Prepared Ready-to-Eat Foods

Meat and Poultry-Topped Pizza

The Food Safety Inspection Service's (FSIS) final rule exempting meat- or poultry-topped pizzas from federal meat inspection requirements was published on August 3, 1992, and effective upon publication.

The Principal Provisions of the Rule include:

- Meat or poultry products must have been previously inspected and passed in a cooked or cured ready-to-eat form.
- Pizzas must be served in public or private nonprofit institutions.
- Pizzas must be ready-to-eat with no further cooking or preparation needed.
- Pizzas must be transported directly to the receiving institution by employees of the preparing firm, receiving institution or food service management company employed by the receiving institution.
- Firms claiming the exemption must comply with specific provisions of the FDA's 1976 Food Service Sanitation Manual, which have been incorporated by reference into the rule. In addition, the rule establishes specific requirements for the manual or machine cleaning of utensils and equipment.
- FSIS may withdraw or modify the exemption for any firm if necessary to ensure food safety and public health. The rule establishes due process procedures for taking such actions.
- Firms claiming the exemption are now free to sell fresh meat- or poultry-topped pizzas to school food authorities participating in the National School Lunch Program.
- Under the exemption, state and local health inspection programs have primary responsibility for sanitation. FSIS also reserves the right to conduct any Inspections it deems appropriate.

Determining the Contribution of a Menu Item to the Meat/Meat Alternate Component of the School Lunch Pattern

1. Identify the product.
2. In the chart below, begin with Question 1 and proceed through Question 4, advancing until the answer is Yes.

Question 1	Question 2	Question 3	Question 4
Is the product made in a kitchen in the district "from scratch?" **OR** Do you know the total weight or measure of the ingredients contributing to the meat/meat alternate component (and the fat content when applicable)?	Is the purchased-prepared meat item 100% meat/meat alternate?	Is it possible to separate the meat/meat alternate from other ingredients in the purchased-prepared menu item?	Is the purchased-prepared menu item a combination of foods from which the meat/meat alternate cannot be separated from the other ingredients?
Examples: Kitchen-made chili con carne, tuna noodle casserole, turkey pot pie and beef patties shaped from bulk ground beef.	**Examples**: Preformed ground beef patties and fish portions that are not breaded.	**Examples**: Beef in BBQ sauce, corn dog and breaded fish portion.	**Examples**: All products containing VPP and all canned and dry cheese sauces.
If the answer is YES:	**If the answer is YES:**	**If the answer is YES:**	**If the answer is YES:**
Using the Food Buying Guide and your district's recipe for the product, determine the total amount of meat/meat alternate	Weigh the cooked product.	Separate the meat/meat alternate from the other ingredients and weigh the cooked meat/meat alternate **OR** Purchase a CN labeled product **OR** Secure a product analysis sheet.	Purchase a CN labeled product **OR** Secure a product analysis sheet.

Alternate Foods

Two alternate foods are authorized to meet part of the meat/meat alternate requirement: enriched macaroni with fortified protein and vegetable protein products (VPP).

Enriched Macaroni with Fortified Protein

Enriched macaroni with fortified protein is a macaroni product to which protein has been added. It is not the same as regular enriched macaroni. Enriched macaroni with fortified protein must be combined with meat, poultry, fish or cheese. Dry enriched macaroni with fortified protein may be used to meet no more than 50% of the meat/meat alternate requirement. Only products that appear on the USDA listing of acceptable enriched macaroni with fortified protein and have basically the following statement on the label may be used: "One ounce dry weight of this product meets ½of the meat/meat alternate requirements of lunch or supper of the USDA Child Nutrition Programs when served in combination with one or more ounces of cooked meat, poultry, fish or cheese."

Vegetable Protein Products (VPP)

Developments in food technology have created new types of Vegetable Protein Products that schools can now use. These products include isolates and concentrates. Recognition of these technological advances allows for greater flexibility in food formulation by offering school food service operators the option of using improved vegetable protein ingredients, which result in menu flexibility and increased value for their food purchase dollars.

VPP's are foods that may be used to resemble and substitute, in part, for meat, poultry or seafood. A VPP used in this manner may contain flours, concentrates or isolates, or any combination of these as ingredients along with added nutrients, colors, flavors, etc.

VPP's can be used as an alternate food in the National School Lunch Program with the following restrictions:

- VPP's must be prepared in combination with meat, poultry or seafood.
- A fully hydrated VPP may not exceed 30 parts to 70 parts uncooked meat, poultry or seafood. Products containing 30.1 percent to 100 percent VPP shall not be credited.
- Vegetable protein products may be used in the dry, partially hydrated or fully hydrated form in combination with meat, poultry or seafood.
- Vegetable protein products must resemble and substitute for meat, poultry or seafood. Substitute refers to a VPP whose presence in another food results in a smaller amount of meat, poultry or seafood. It does not refer to a VPP used to substitute for a starch. The VPP may resemble the meat, poultry or seafood at any point of preparation. If the VPP in the finished food looks like, tastes like, etc., the meat, poultry or seafood with which it is combined, the resemblance criterion is met.

VPP Product Labels

- The name of the substitute food must include the term Vegetable Protein Product in the principal display area of the label.
- The ingredient listing of the label must also state the type(s) and source(s) of VPP contained in a substitute food, along with added nutrients, colorings, flavorings, etc.
- A VPP (substitute food or VPP mix) that meets the specifications of the regulations must have a label stating, "this product meets USDA-FCS requirements for use in meeting a portion of the meat/meat alternate requirement of the Child Nutrition Programs."
- Schools may use a commercially-prepared meat, poultry or seafood product combined with VPP to meet all or part of the meat/meat alternate requirement if the product has a label containing the statement, "this item contains Vegetable Protein Product(s), which is authorized as an alternate food in the Child Nutrition Programs." This designates that the VPP used in the formulation of the meat, poultry or seafood item complies with the naming and nutritional specifications established in the regulations. The presence of this label does not ensure the proper level of hydration, ratio of substitution or the contribution that the product makes toward the meal pattern requirements. To determine the latter you may want to request additional information from the manufacturer.

Crediting Frankfurters

USDA current policy of allowing ounce-per-ounce credit for frankfurters containing no meat or poultry by-products, cereals, binders or extenders has been extended to include those frankfurters containing fortified VPP products within the following limits: 3.5 % for soy flours and soy protein concentrates and 2.0% for isolated soy protein. No other binders or extenders may be used in conjunction with the soy products to receive the ounce-per-ounce crediting. The fortified VPP used must meet the minimum nutrient requirements as stated in FCS regulations to be approved for use in Child Nutrition Programs.

To ensure that the frankfurters conform with the above requirements, the product must be labeled "Frankfurter", "Frank", "Furter", "Hotdog" or "Wiener". Products that exceed the amount of VPP listed in the preceding paragraph would have to be labeled differently and would perhaps be called a "Frankfurter with VPP" or "Imitation Frankfurter". Those products would not be acceptable for one-to-one crediting. District procurement personnel must ensure that the VPP portion of the product complies with FCS regulations or VPP's. That information can be obtained from the manufacturer.

Also, the ingredient statement of the frankfurter must reflect the common and usual name "vegetable protein product", with a sub-listing of ingredients including the nutrient fortification in parentheses. If the label uses any product name other than one of those listed previously in this section, the product must have a CN label or a valid product analysis and must be credited accordingly.

This change should allow frankfurters that may be lower in fat content to be marketed to schools, while assuring the nutritional integrity of the VPP, which will replace a portion of the meat in the frankfurter.

Basis for Crediting Meat, Poultry and Seafood Products

Meat, poultry and seafood products used in the Child Nutrition Programs are credited on the raw basis using the appropriate cooking yields listed in the Food Buying Guide. This is done to provide equity in crediting different types of products regardless of the cooking methods used or the addition of binders or extenders. This, in turn, provides for comparable nutritional value (e.g., protein content) of a product when it is cooked by several different methods. For example, ground beef patties weighing 3 ounces are cooked three different ways: (1) pan fried, (2) oven-broiled and (3) grilled. Their cooked weights are 2.20 ounces, 2.75 ounces, and 2.63 ounces, respectively. If these patties were to be credited according to their cooked weights, patty (2) would receive more credit than patties (1) and (3) even though all the patties were prepared with exactly the same amount of meat. The variation in cooked weights is due to differences in fat and water losses with only a minimal loss of nutrients.

Another illustration of differences in crediting is when 3-ounce beef patties are cooked by the same methods described above but contain 28% hydrated soy protein flour. The presence of the soy protein flour will decrease the amount of fat and water lost during cooking; therefore, the cooked weights of the beef-soy patties will be greater than the cooked weights of the all-beef patties. The nutritional value of the beef-soy patties, as served, is not greater. Their higher weights reflect an increased retention of fat and water only.

How to calculate the actual credit that these various patties receive depends not on their cooked weight but on their raw weight and appropriate cooking yield from the Food Buying Guide. In order to provide equity in crediting meat/meat alternate products, regardless of cooking methods, FCS credits meat/meat alternate products on the raw basis and uses the term "equivalent meat" for crediting.

As the above examples imply, the basic concept underlying product crediting in the Child Nutrition Programs is nutrient concentration – the amount of nutrients by weight in a finished cooked product. When a product is cooked, fat and water are lost while the essential nutrients are retained in a slightly more concentrated form.

Cheese Food and Cheese Spread Substitutes

Cheese food substitutes and cheese spread substitutes would receive the same credit as cheese foods and cheese spreads (two ounces provide one ounce of equivalent meat alternate). The chart below gives the addition to the Food Buying Guide for Child Nutrition Programs. Remember that cheese food and cheese spread are items that have a specific standard of identity. The term "cheese product" is a category name and is non-standardized, therefore any item that only has the name "cheese product" would receive no credit toward the meal pattern requirement.

Supplement to the Food Buying Guide for Child Nutrition Programs, (PA-1331) September 1996					
Food as Purchased	**Purchase Unit**	**Servings per Purchase Unit**	**Serving or Portion and Contribution to the Meal Requirement**	**Purchase Units for 100 Servings**	**Additional Yield Information**
Meat/Meat Alternates Page 31 – ADD this new data: Cheese Substitutes*					
American, Cheddar, Mozzarella or Swiss Substitute (natural or process) includes reduced fat, lite or non-fat substitutes	pound	16.0 10.6	1 oz. cheese 1-1/2 oz. cheese	6.3 9.4	1 lb.=about 4 cups shredded
Parmesan or Romano Substitute includes reduced fat, lite or non-fat substitutes	pound	16.0 10.6	¾cup serving (1 oz. cheese) 5/8 cup serving (1-1/2 oz. cheese)	6.3 9.4	1 lb.=about 5-2/3 cups shredded
Cheese Food/Spread Substitutes include reduced fat, lite or non-fat substitutes					
Cheese Food Substitute (process) and	pound	8.0	2 oz. serving (1 oz. meat alternate)	12.5	1 lb. =about 5-2/3 cups shredded
Cheese Spread Substitute (process)		5.3	3 oz. serving (1-1/2 oz. meat alternate)	18.8	

*Imitation Cheese provides no contribution to the meal pattern requirements.

½oz. of cheese substitute may be used in this example. Then, of course, 1-1/2 oz. of cooked lean meat is needed to meet the full 2 ounce meat/meat alternate requirement.

Standards for Meat and Poultry Products

USDA standards for meat and poultry products set legal requirements for content, preparation and labeling before being manufactured and sold in commerce. Standards of identity set specific (and optional) ingredients a food must contain – such as the kind and amount of meat, percent of fat or moisture and additives, if any – when a product is to be labeled or identified by a common product name.

Partially Defatted Meat Products in the Child Nutrition Programs

A question often asked by purchasing officials is why a three-ounce beef patty from one manufacturer may cost 25-30 cents less than a three-ounce beef patty from another manufacturer. One reason for this cost difference may be the ingredient composition of the beef patty. In an effort to decrease both production cost and selling price, manufacturers may formulate products that contain certain amounts of cost saving ingredients, such as meat by-products or extruders. An example of this is the use of "partially defatted beef (pork) fatty tissue" (PDBFT, PDPFT) and "partially defatted chopped beef (pork)" (PDCB, PDCP) in various beef and pork products. PD(B or P)FT or PDC(B or P) may be put into a beef patty so that the amount of lean meat used per patty may be reduced.

Many people who are involved in the manufacturing and purchasing of products for the Child Nutrition Programs have recently questioned the use of PD(B or P)FT, PDC(B or P) and meat by-products in these products.

Question: What are meat by-products?
Answer: Meat by-products are pork stomachs or snouts; beef, veal, lamb or goat tripe; beef, veal, lamb, goat or pork hearts, tongues, fat, lips, weasands and spleen; and partially defatted beef fatty tissue or partially defatted pork fatty tissue.

Question: What are variety meats?
Answer: Variety meats are defined the same as meat by-products (above) except that the term variety meats is used specifically in reference to frankfurters, hotdogs, bologna and similar cooked sausages. A label that states "Frankfurter with Variety Meats" indicates the use of meat by-products. Yields in the Food Buying Guide for frankfurters, bologna, knockwurst and Vienna sausage are based on products that contain no meat or poultry by-products, cereals or extenders. Therefore, these products, if containing "variety meats," may not be CN labeled.

Question: What is partially defatted beef (pork) fatty tissue?
Answer: Partially defatted beef (pork) fatty tissue is a by-product produced from fatty trimmings of less than 12% lean meat (contains 88% or more fat).

Question: What is partially defatted chopped beef (pork)?
Answer: Partially defatted chopped beef (pork) is prepared from fatty trimmings that contain at least 12% lean meat (may contain up to 88% fat).

Question: How are partially defatted beef (pork) fatty tissues and partially defatted chopped beef (pork) processed?
Answer: These products result from a process of low temperature rendering of fatty trimmings from beef cutting operations. These trimmings are sometimes stored before this rendering takes place and the bacterial count of the trimmings may be quite high before processing. During the defatting process, a change occurs in the character of these products. The material is finely chopped and ground until it is almost an emulsion and then rendered at 112-120 degrees F. for approximately one hour. It is during this heating period that the bacterial count rises and is one of the unfavorable features of these products.

Question: Can meat by-products, partially defatted beef (pork) fatty tissue or partially defatted chopped beef (pork) be used in hamburger, chopped beef or ground beef?
Answer: No. By their standard of identity, hamburger, chopped beef and ground beef cannot contain meat by-products, PD9B or P)FT, or PDC(B or P). In a product's ingredient statement "ground beef" or "chopped beef" indicates that no meat by-products, PD(B or P)FT, or PDC(B or P) are used in the product. A listing of "beef" in the ingredient statement indicates that meat by-products and/or PD(B or P)FT and/or PDC(B or P) may be a component of the beef ingredient.

Question: If buyers wish to purchase a product that contains no partially defatted beef (pork) fatty tissue or partially defatted chopped beef (pork), what can they do to be sure these are not contained in the product?
Answer: If buyers wish to purchase products that do not contain either PD(B or P)FT or PDC(B or P), then they must be sure to specify this request on the product specification sheet with "THIS PRODUCT SHALL NOT CONTAIN…".

Question: Does the CN Labeling Program allow the use of partially defatted beef (pork) fatty tissue and partially defatted chopped beef (pork)?
Answer: If a CN product does contain PD(B or P)FT or PDC(B or P), it must be declared in the product formulation and ingredient listing as a separate ingredient from the ground beef (pork). PD(B or P)FT or PDC(B or P) cannot be credited toward the meat/meat alternate component of the CN meal pattern requirements.

Common Problems: Meat/Meat Alternate

It is seldom noted on an administrative review that a menu did not offer a Meat/Meat Alternate (M/MA); however, it is often noted that the M/MA was offered in insufficient amounts.

1. Meat products with an unknown meat and fat content are being purchased and served as a reimbursable component of the lunch.
   SOLUTION: Secure a CN label or product analysis sheet before serving the menu item. Monitor deliveries to ensure products used are those ordered and documented. Use the USDA Standards for Meat and Poultry Products to determine the content of certain products used in the program.
2. The recipe does not include a sufficient amount of M/MA to yield the predicted number of servings.
   SOLUTION: Check all district recipes against the Food Buying Guide.
3. The menu item is served with the wrong-sized utensils, thus changing the contribution of menu item to the M/MA component.
   SOLUTION: List serving size or proper utensil to be used on production record as well as recipe card. Monitor meal service and production records for unexpected leftovers or shortages.
4. Cooked dry beans or peas are used as meat alternate and vegetable in the same meal.
   SOLUTION: When using cooked dry beans or peas as the M/MA in a menu item, such as bean burritos, remember to plan two other vegetables or fruits in sufficient amounts. (A reminder might be noted on the recipes for such menu items).

Minimum Amounts to be Credited

Small amounts (less than 1/8 cup) of vegetables/fruits used for flavoring or as an optional ingredient, such as a garnish, should not be counted toward the vegetable/fruit requirement.

Specific Requirements Regarding Dry Peas and Beans

Cooked dry beans or peas may be used as a meat alternate or as a vegetable but not as both in the same meal.

Foods That May Not Be Credited as Vegetable/Fruit

Rice, pasta, hominy and potato chips may not be counted as a vegetable to meet the vegetable/fruit requirement.

Common Problems: Vegetable/Fruit

It is often noted on an administrative review that a menu did not offer two or more Vegetable/Fruit (V/F) food items or that the items were offered in insufficient amounts.

1. Food items that do not count toward contributing to the V/F component are mistakenly used and counted. Examples of such items include pasta and rice, which actually contribute to the Grains/Breads (G/B) component, and hominy, pickle relish, potato chips and tomato catsup, which are considered "other" foods and do not contribute to the school lunch pattern.
2. **SOLUTION**: When in doubt about what contribution a particular food item makes to the school lunch patterns, always consult the Food Buying Guide, Program Aid Number 1331.
3. Juice drinks are mistakenly credited as full-strength fruit juice in contributing to the V/F component.
4. **SOLUTION**: "Juice drinks" served either in liquid or frozen form may contain only a small amount of full-strength juice. The product label may or may not indicate the percentage of full-strength juice in the product. This information is needed to determine the contribution of the product to the meal. Read the labels of all juice products used in the district and determine the appropriate portion size and contribution to the school lunch pattern accordingly. Note that some frozen sweetened juice concentrates yield a full-strength juice when diluted one to one. Read the label for directions.
5. Breaded or extruded vegetable or fruit items are served and credited before a determination of the contribution of the product to the school lunch patterns has been made. Examples of breaded items include breaded okra, onion rings and squash. Extruded items include a variety of vegetables or fruits combined with other ingredients and are often breaded.
   SOLUTION: Determine the contribution of breaded products by removing the breading of the cooked product and measuring the volume of vegetable; document findings. Determine the contribution of extruded products by obtaining a product analysis sheet before serving.

Juice and Juice Drinks

The following juice products may be used toward meeting the vegetable/fruit component when these conditions are met:

1. Full-Strength Fruit or Vegetable Juice is an undiluted product obtained by extraction from sound fruit. It may be fresh, canned, frozen or reconstituted from a concentrate and may be served in either liquid or frozen state or as an ingredient in a recipe. Examples of full-strength fruit and vegetable juice are apple (including cider), grape, grapefruit, grapefruit-orange, lemon, lime or orange, pear-apple, prune, tomato, tangerine and vegetable. The name of the full-strength fruit or vegetable juice as it appears on the label must include the word(s) "juice" or "full-strength juice" or "single-strength juice" or "100 percent juice" or "reconstituted juice" or "juice from concentrate."
2. A Juice Drink is a product resembling juice that contains full-strength juice along with added water and possibly other ingredients, such as sweeteners, spices or flavorings. A juice drink may be canned, frozen or reconstituted as from a frozen concentrate or a "juice base." It may be served in either liquid or frozen state or as an ingredient in a recipe. Examples of juice drinks are apple juice drink, grape juice drink, orange juice drink and pineapple-grapefruit juice drink. A juice drink may be used toward meeting the vegetable/fruit component of the Child Nutrition Programs under these conditions:

- It must contain a minimum of 50% full-strength juice. (NOTE: Nectars and some common juice drinks, such as lemonade and cranberry juice cocktail, do not contain sufficient quantities of full-strength juice to meet this criterion. Nectars do not commonly contain 50% juice and lemonade and cranberry juice cocktail require dilution beyond the 50% limit for palatability.)
- Only the full-strength juice portion of the juice drink may be counted toward meeting the vegetable/fruit component for the reimbursable breakfast and lunch.
- The name of the product as it appears on the label must contain words such as "juice drink" or "diluted juice beverage" and may indicate the percent full-strength juice in the product.
- The label ingredient statement must list "juice," "full-strength juice," "single-strength juice," "reconstituted juice," "juice from concentrate" or "juice concentrate."

3. A Juice Concentrate may be used toward meeting the vegetable/fruit component of the Child Nutrition Programs. When a juice concentrate or a juice drink concentrate is used in its reconstituted form, it is considered a full-strength juice or a juice drink, as appropriate, and is credited accordingly. When a juice concentrate is used in its concentrated form, it may be credited on a reconstituted basis; that is, credited as if it were reconstituted. For example, a gelatin product containing 1 Tablespoon of orange juice concentrate per serving could receive ¼ cup fruit/vegetable credit since the orange juice concentrate theoretically could be reconstituted in a ratio of one part concentrate to three parts water (1 Tbsp. concentrate + 3 Tbsp. water = 4 Tbsp. or ¼ cup credit.

   Good menu planning principles should be used in planning menus that use juices or juice drinks. For example, full-strength juice rather than a juice drink may be more desirable in order to keep the level of liquids in the mal at a reasonable level.

Extruded Vegetable Products

Meal pattern contributions of extruded vegetable products have not been determined for the Food Buying Guide. Therefore, a product analysis sheet should be used to determine the contribution extruded products make toward the meal pattern requirement.

A product analysis sheet should meet the following requirements:

1. List the product ingredients.
2. Provide an analysis of product yield and contribution to the meal pattern requirement.
3. Provide an analysis of product yield and contribution to the meal pattern requirement.
4. State the amount of cooked product that is needed in order to provide a creditable serving. For example, "If prepared in accordance with the label directions, a 3/8 cup cooked serving of XYZ provides ¼ cup."
5. Signed by a legally authorized representative for the company.

Sulfiting Agents in Food

Medical findings have linked sulfiting agents to severe adverse reaction by sensitive individuals. Individuals have been reported to suffer life-threatening respiratory distress, shock and even coma after eating food treated with sulfiting agents.

Sulfiting agents are used in many processed foods and in cafeterias and restaurants to prevent fruits, green vegetables, potatoes and salads from turning brown and to enhance their crispness.

For schools participating in the Child Nutrition Programs, the USDA recommends:

1. Prohibiting the addition of sulfites, such as "vegetable fresheners" and "potato whiteners," to any foods during meal preparation.
2. If possible, discontinue purchasing foods treated with sulfiting agents.

Any questions regarding the use of sulfiting agents should be referred to the local or State health authorities.

Vitamin A, C and Iron Rich Foods

Foods for Vitamin A	Foods for Vitamin C	Foods for Iron
¼ cup serving (about 1500 or more International Units of Vitamin A) Beet greens Carrots Cherries, red sour* Chili peppers, red Collards Kale Mangoes Mixed Vegetables Mustard greens Peas and carrots (canned or frozen) Peppers, sweet red Pumpkin Spinach Squash, winter (acorn, butternut, hubbard) Sweet potatoes Turnip greens **¼ cup serving (about 750-1500 International Units of Vitamin A)** Apricots Broccoli Cantaloupe Papayas Purple plums (canned **½ cup serving (about 750-1500 International Units of Vitamin A)** Asparagus, green Chili peppers, green Endive, curly Nectarines Peaches (except canned) Prunes Tomatoes Tomato juice or reconstituted paste or puree	**¼ cup serving (about 15-25 milligrams of Vitamin C)** Broccoli Brussels sprouts Chili peppers, red and green Orange juice Oranges Peppers, sweet red and green Cantaloupe Cauliflower Collards Grapefruit Grapefruit juice Grapefruit-orange juice Kiwi fruit* Mangoes Mustard greens papayas* Pineapple juice (canned-Vitamin C restored) Strawberries Tangerine juice Tangerines **¼ cup serving (about 8-15 milligrams of Vitamin C)** Asparagus Cabbage Honeydew melon Okra Potatoes (baked, boiled or steamed) Potatoes (reconstituted instant mashed-Vitamin C restored) Raspberries, red Sauerkraut Spinach Sweet potatoes (except those canned in syrup) Tomatoes Tomato juice or reconstituted paste or puree Turnip greens Vegetable juice*	**Meat/Meat Alternate** Dry beans and peas Eggs Meats in general, especially liver and other organ meats Peanut and other nuts and seeds and their butters* Shellfish Turkey **Vegetable and Fruit** Apricots (canned) Asparagus (canned) Beans-green, wax, ,lima (canned) Bean sprouts Beets (canned) Broccoli Brussels sprouts Cherries (canned) Dried fruits – apple, apricots, dates, figs, peaches, prunes, raisins Grapes (canned) Parsnips Peas, green Potatoes (canned) Sauerkraut (canned) Squash (winter) Sweet potatoes Tomatoes (canned) Tomato juice, paste, puree, sauce Vegetables: Dark green leafy-beet greens, chard, collards, kale, mustard greens, spinach, turnip greens Vegetable juice (canned) **Grains/Breads** All enriched or whole-grains/breads

*Addition from School Breakfast Program Guidance, USDA/FCS/NTSD, April 1989.

Vitamin A Vegetables and Fruits

The vegetables and fruits listed will supply at least 750 International Units of Vitamin A per ¼ or ½cup serving. When these vegetables and fruits are served at least twice a week in recommended amounts along with a variety of additional vegetables and fruits used to meet the vegetable and fruit requirement, the Vitamin A content of the lunch will generally meet 1/3 of the Recommended Dietary Allowance (RDA) for each age/grade group.

Vitamin C Vegetables and Fruits

The vegetables and fruits that provide 15 or more milligrams (per ¼ cup) of Vitamin C (ascorbic acid) served at least four times in a week will provide ½ of the RDA for the age/grade group. The vegetables and fruits that provide 8-14 milligrams (per ¼ cup) of Vitamin C if served in ½ cup portions at least four times in a week will provide 1/3 of the RDA for the age/grade group.

Foods for Iron

Because of the way iron is distributed among many foods (meats, vegetables and fruits, and breads), it is recommended that each lunch include several foods that are worthwhile sources of iron in sufficient quantities for the age/grade group served. The list of foods for iron includes meat and meat alternate foods that supply at least 1.0 milligram of iron per two-ounce serving of meat or alternate, breads and other foods that supply 0.6 milligram of iron per serving, and fruits and vegetables that provide at least 0.3 milligram of iron per ¼ cup serving.

The extent the body can make use of the iron in foods depends not only on the amount of iron in foods but on the source of iron, whether it comes from a meat or a non-meat source, and on the other foods that are eaten in the meal. The body can make better use of the iron in these foods if they are eaten in the same meal with a good source of Vitamin C or along with meat.

Questions and Answers

Question: May salsa be credited as a vegetable/fruit component in Child Nutrition Programs?
Answer: Yes, under certain circumstances. In recent years, salsa has become widely accepted by students, and menu planners now use it more in the role of a vegetable side dish in amounts greater than 1/8 cup. At the same time, USDA has made a commitment to maintain flexibility in all menu planning options to help program participants serve healthier meals that are lower in fat. Because salsa is no longer being used primarily as a condiment, and because there are numerous products available that contain only vegetable ingredients, the policy will allow for credit for the use of salsa in a reimbursable meal. Salsa may receive credit under the following criteria:

1. As with any vegetable/fruit component, the minimum amount that can be used to receive credit is 1/8 cup.
2. For products that contain all vegetable ingredients plus minor amounts of spices or flavorings, 100% of the product may be used to meet the volume requirement. The USDA commodity salsa fits into this category. For products that contain non-vegetable components, like gums, starches or stabilizers, only that portion of the product that is a vegetable ingredient may be counted towards the volume requirement.
3. It is the responsibility of the purchaser to maintain documentation on the percentage of vegetable in a product. This will need to be supplied and documented by the manufacturer or can be written into a product specification that goes out for bid.

Definitions

- "**Flour**" is the product derived by finely grinding and bolting (sifting) wheat or other grains. Flour includes all grains (wheat, rye, corn, etc.
- "**Meal**" is the product derived by coarsely grinding corn, oats, wheat, etc.
- "**Whole-grain**" is the edible part of wheat, corn, rice, oats, rye, barley, etc. parts of the grains such as the germ or the bran are not considered whole-grain.
- "**Cereal Grain**" is the edible part of a whole grain that has been processed for consumption.
- "**Breakfast Cereal**" is any cereal grain served in a code and dry form. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.
- "**Enriched**" means that the product conforms to the Food and Drug Administration's Standard of Identity for levels of iron, thiamin, riboflavin and niacin. The terms "enriched", "fortified" or similar terms indicate the addition of one or more vitamins or minerals or protein to a food, unless an applicable federal regulation requires the use of specific words or statements.
- "**Whole-grain**" flour or meal is the product derived by grinding the entire grain minus the husk/hull. If a flour or meal does not contain all edible parts of the grain, it is not a whole-grain.

Milk Component of the Reimbursable Lunch

All milk served shall be pasteurized fluid types of milk, all of which must meet State and local standards for each milk. The milk shall contain Vitamins A and D at levels specified by the US Food and Drug Administration and consistent with State and local standards. To meet Dietary Guidelines, it is recommended that the fluid milk with the lowest fat and sugar content be offered.

NOTE: Schools are required to offer fluid milk as a beverage. Schools are also required to offer a variety of fluid milk consistent with children's preferences in the prior year. If a specific type of milk represents less than 1% of the total amount of milk consumed in the previous year, the school may elect not to offer that type of milk for lunch.

Prohibition on Choice of Beverage

USDA has ruled that a school may not offer juice for free to students who refuse milk, while charging other students who selected milk as part of their meal, an ala carte/special sales price for juice. Such a practice is prohibited because it violates the unit pricing requirement and effectively undermines the milk component as an integral part of the reimbursable meal by offering a substitute beverage at the unit price.

A similar practice has also been observed in schools that mistakenly offer a choice among milk, tea and fruit-flavored drinks with "beverage" erroneously considered to be a meal component. As discussed above, schools are prohibited from charging extra for an alternate beverage for students who accept milk, while giving away an alternate beverage to those who refuse milk.

In the Application/Agreement, schools consent to price lunches as a unit. Thus, schools agree to offer five food items at a locally established unit price for lunch (and to offer four food items at a given breakfast unit price). The school meal patterns specify fluid milk as a component; the only substitutions allowed are for documented medical reasons.

NOTE: Regulations permit any of the following:

1. To offer milk as an integral part of the meal pattern and to charge a separate (ala carte/special sales) price for juice (or fruit-flavored drink or tea) to all students. Schools are urged to consider the offerings and the pricing structure with the goal of encouraging students to accept and consume a nutritionally balanced, reimbursable meal; or
2. To give away juice (or fruit-flavored drink or tea) to all students who request it, regardless of whether they have accepted milk as part of the reimbursable meal. That is, a school may offer another beverage in addition to milk, as long as students are aware that they may take both the milk and the other beverage as part of the unit priced meal; or
3. To incorporate juice as a creditable fruit/vegetable food item within the reimbursable meal (along with milk, grains/breads, meat/meat alternate and a second fruit/vegetable source at lunch). As always, the charge for additional servings beyond the unit-priced meal would be subject to the district's ala carte/special sales pricing policy.

The school's policy should be clearly publicized so that students understand their options. If offer versus serve is implemented, the student would still be permitted to decline any one (or two) food item(s) at lunch and one food item at breakfast and receive a reimbursable meal at the unit price. The student's decision to accept or decline the milk component, as such, cannot be used to determine whether the school will charge that student for the juice or other beverage. The regulations continue to permit the establishment of different unit prices for different choice menus, provided that all students are offered the same selection regardless of free and reduced-price eligibility. Schools are encouraged to offer choices of food items in order to increase consumption and participation.

Common Problems: Milk

1. Milk is placed on the tray of students in lower grades, thus not allowing them to make a choice.
   SOLUTION: Allow each student to select his/her own milk.
2. Milk is offered as a choice against another beverage.
   SOLUTION: There is no substitute for milk; therefore, it can never be offered as a choice against another food.
3. The school is temporarily unable to obtain a supply of milk.
   SOLUTION: If emergency conditions temporarily prevent a school from having milk available, the State Agency may approve the service of lunches during the emergency period without milk.

Milk Shakes in the Reimbursable Lunch

If a milk shake is offered as part of the reimbursable lunch, it must contain, at a minimum, eight ounces of fluid milk.

Reimbursable Meal Patterns for Infants

All of the following criteria must be met in order for infant feeding programs to be eligible to participate in the National School Lunch and School Breakfast Programs in the school:

1. The infants must be enrolled in the school district.
2. There must be an educational component in their care.
3. There must be an approved application on file for each child for which free or reduced-price reimbursement is claimed.
4. Meals served to these children must comply with the required infant meal patterns.

When planning meals for infants aged birth through 11 months, refer to the following information and use the Infant Meal Pattern.

When infants from birth through 11 months of age participate in the National School Lunch Program and/or School Breakfast Program, infant meals must be served. Foods within the infant meal patterns shall be of texture and consistency appropriate for the particular age group being served and shall be served to the infant during a span of time consistent with the infant's eating habits.

For infants 4 through 7 months of age, solid foods are optional and should be introduced only when the infant is developmentally ready. Whenever possible the school should consult with the infant's parent in making the decision to introduce solid foods. Solid foods should be introduced one at a time on a gradual basis with the intent of ensuring health and nutritional well-being.

For infants 8 through 11 months of age, the total amount of food authorized in the meal patterns must be provided in order to qualify for reimbursement. Additional foods may be served to infants four months of age and older with the intent of improving their overall nutrition.

The decision regarding which infant formula to feed a baby is one for the baby's doctor and parents/guardian to make together. A parent or guardian may elect to decline the offered infant formula and supply another formula. However, a district may not claim reimbursement for meals containing parent-provided formula as the only component.

Reimbursement for meals provided by parents allows for reimbursement for a meal that includes a substituted food item provided by a parent for medical reason, such as infant formula, as long as the school supplies at least one required meal component. A medical statement is required for all infant formulas that do not meet the definition for infant formula. According to regulations, infant formula means "any iron-fortified infant formula, intended for dietary use as a sole source of food for normal, healthy infants served in liquid state at manufacturer's recommended dilution."

Breast milk, provided by the infant's mother, may be served in place of infant formula from birth through 11 months of age. However, meals containing only breast milk do not qualify for reimbursement. Meals containing breast milk or infant formula served to infants four months of age or older may be claimed for reimbursement when the other meal component or components are supplied by the school, provided that the school offered a "formula which meets program requirements" and the decision to decline the offered infant formula was made by the parent(s)/guardian(s). Although it is recommended that either breast milk or iron-fortified infant formula be served for the entire first year, whole milk may be served beginning at eight months of age as long as infants are consuming 1/3 of their calories as a balanced mixture of cereal, fruits, vegetables and other foods in order to ensure adequate sources of iron and Vitamin C.

Kindergarten and Pre-Kindergarten Programs

The National School Lunch and Breakfast Programs may be operated in schools of high school grade and under. This means that students attending kindergarten and pre-kindergarten programs are eligible to participate in the lunch and breakfast programs. Please refer to the School Lunch Patterns for Food-Based Menu Planning when planning meals for these age groups. At the discretion of the school district, students attending school on a half-day basis may participate in the lunch and breakfast programs in operation.

The Reimbursable Lunch Under Offer versus Serve

Offer versus serve is a serving method designed to reduce food waste and food costs in the school lunch program without jeopardizing the nutritional integrity of the lunches served. It allows senior high school students and, when approved by the local school district, students in any other grade to choose fewer than all of the food items within the lunch pattern.

Schools that use this method of serving must continue to offer all five required food items of the lunch. A student may refuse one or two of the food items – those he/she does not intend to eat. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. At least three full portions of the five food items offered must be taken for a lunch to be reimbursable.

NOTE: The school may not require that certain food items be taken. The intent of offer versus serve is to allow students to refuse food items they do not intend to consume. Students must be given the opportunity to decide which three or four food items they will consume. For example, a school may not require a student to take the meat or milk.

Senior High School

Schools are required to implement the offer versus serve provision for senior high school students (grades 9-12). In senior high school, a student must be allowed to refuse those food items that he/she does not intend to eat. A lunch is reimbursable if a student takes full portions of three or more of the five creditable food items offered.

Elementary, Middle and Junior High Schools

The implementation of the offer versus serve provision in schools below the senior high school level is left to the discretion of local school districts. The school has the option of determining how offer versus serve will operate. In elementary, middle and junior high schools the local school district may decide:

1. To implement or not implement offer versus serve.
2. To allow students to decline up to two food items (as in senior high schools) or to decline only one food item.
3. In which schools and in which grades offer versus serve will be implemented. (Offer versus serve may be implemented in all or some schools in the district and in all or some grades in a school.)

Identifying Food Items

The meal requirements are specified in the school lunch pattern according to kinds and amounts of food for each of the four food components. However, you must offer a minimum of five food items in order to meet requirements (the vegetable/fruit component must come from two or more servings). Menu items are the actual foods you serve, such as tacos, fruit salad and corn.

Milk

There is no substitute for milk. In order to count milk as one food item, ½pint of fluid milk must be taken.

Pre-plate Delivery System

Schools with a pre-plate delivery system should inform the students that they may request the server to remove from their plate any item or items they do not want. The server should either plate the items the student wants or remove from the plate any item that the student does not want. An announcement by the homeroom teachers, posters in the cafeteria or other suitable announcements should be used, so that all students will understand and know that they have the privilege of refusing any pre-plated item.

Prepackage Delivery System

To allow students in schools with a prepackage delivery system some choice, these schools are allowed to implement offer versus serve to the extent that is possible as long as students take at least three full portions.

Additional Considerations

1. The three (or four) food items required to make up a reimbursable lunch must be different food items. For example: a second portion of chicken, French fries, peaches, hot rolls or milk could not count toward the reimbursable lunch.
2. In using offer versus serve, all food items specified in the school lunch pattern must be offered to all students. The quantities of each food item offered must be consistent with the minimum quantities specified for that age group. The quantity of vegetables and fruits offered must be consistent with the planned serving size for each item.
3. The lunch must be priced as a unit regardless of whether three, four or all five food items are selected. This means that those students eligible for free lunch will continue to pay nothing; students eligible for reduced-price lunch will still pay the current reduced-price charge; and all other students will pay the full lunch price.
4. Schools providing ala carte/special sales service: As long as all five food items are made available to each student, any combination of food containing the minimum three (or four) required food items of the planned school lunch may be sold at the school lunch unit price and claimed for reimbursement. If students choose less than three (or four) foods that are planned and merchandised as a part of the school lunch, they must pay the ala carte/special sales price of those items. Ala carte/special sales prices should be set to cover the total cost of each menu item.
5. Schools are not required to offer another item should a student refuse one of the food items in the meal. If a school wishes, it may elect to offer choices; for example, a choice between two meat/meat alternate items or a selection of two items from three vegetable/fruit items. There is, however, no alternate to the fluid milk component. Some schools offer one or more beverages, such as juice or juice drink in addition to milk. These choices are not interchangeable since they are in different food groups. A student must be permitted to take milk even if he has also chosen the juice or juice drink. Any menus posted or published by a school must accurately reflect this.

Required Minimum Calorie and Nutrient Levels for enhanced Food-Based, Traditional Food-Based and Nutrient Analysis Menu Planning Systems for **SCHOOL LUNCHES** by Grade Levels (School Week Averages)				
	Minimum Requirements			**Optional**
Nutrients and Energy Allowances	**Preschool**	**Grades K-6**	**Grades 7-12**	**Grades K-3**
Energy Allowance/Calories	517	664	825	633
Total Fat (as a % of actual total food energy)	Not to exceed 30% over a school week	Not to exceed 30% over a school week	Not to exceed 30% over a school week	Not to exceed 30% over a school week
Saturated Fat (as a % of actual total food energy	Less than 10% over a school week	Less than 10% over a school week	Less than 10% over a school week	Less than 10% over a school week
RDA for Protein (g)	7	10	16	9
RDA for Calcium (mg)	267	286	400	267
RDA for Iron (mg)	3.3	3.5	4.5	3.3
RDA for Vitamin A (RE)	150	224	300	200
RDA for Vitamin C (mg)	14	15	18	15

Required Minimum Calorie and Nutrient Levels for Enhanced Food-Based, Traditional Food-Based and Nutrient Analysis Menu Planning Systems for **SCHOOL BREAKFASTS** by Grade Levels (School Week Averages)				
	Minimum Requirements			**Optional**
Nutrients and Energy Allowances	**Preschool**		**Grades 7-12**	**Grades K-3**
Energy Allowance/Calories	517		825	633
Total Fat (as a % of actual total food energy)	Not to exceed 30% over a school week		Not to exceed 30% over a school week	Not to exceed 30% over a school week
Saturated Fat (as a % of actual total food energy	Less than 10% over a school week		Less than 10% over a school week	Less than 10% over a school week
RDA for Protein (g)	7		16	9
RDA for Calcium (mg)	267		400	267
RDA for Iron (mg)	3.3		4.5	3.3
RDA for Vitamin A (RE)	150		300	200
RDA for Vitamin C (mg)	14	15	18	15

CHAPTER 25.

Enhanced Food-Based Menu Planning

Enhanced Food-Based Breakfast Requirements

The School Breakfast Pattern requires that four components be offered. Each breakfast menu offered and claimed for reimbursement must confirm to one of the three combinations. These combinations are shown below:

Combination 1	Combination 2	Combination 3
8 oz. Milk ½cup Juice*/Fruit/Vegetable 2 Grains/Breads	8 oz. Milk ½cup Juice*/Fruit/Vegetable 2 oz. Meat/Meat Alternate	8 oz. Milk ½cup Juice*/Fruit/Vegetable 1 Grains/Breads 1 oz. Meat/Meat Alternate

*full-strength fruit or vegetable juice

In schools not implementing offer versus serve, a student must take full portions of all four components offered.

In schools implementing offer versus serve, students can refuse any one of the components offered and still have a reimbursable meal.

Offer Versus Serve in the Breakfast Program

School districts are allowed, but not required to implement offer versus serve in their breakfast programs at some or all grade levels. The difference in schools implementing or not implementing offer versus serve is in what a student is required to take of the offered breakfast. In schools not implementing offer versus serve, a student must take full portions of all four components offered. In schools implementing offer versus serve, students are allowed to refuse any one component that they do not intend to eat. The refused component may be any of the four components offered to the student. A student's decision to accept or refuse one of the four components does not affect the charge for breakfast.

The reimbursable offer versus serve meal selections are shown below. In schools implementing offer versus serve, students can refuse any one of the components offered and still have a reimbursable meal.

Selections from Combination 1	OR	Selections from Combination 2	OR	Selections from Combination 3
½cup Juice/Fruit/Vegetable 2 Grains/Breads **OR** 8 oz. Milk 2 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 Grains/Breads		½cup Juice/Fruit/Vegetable 2 oz. Meal/Meat Alternate **OR** 8 oz. Milk 2 oz. Meat/Meat Alternate **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate		½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate 1 Grains/Breads **OR** 8 oz. Milk 1 oz. Meat/Meat Alternate 1 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate **OR** 8 oz. Milk 2 Grains/Breads **OR** ½cup Juice/Fruit/Vegetable 2 oz. Meat/Meat Alternate **OR** ½cup Juice/Fruit/Vegetable 2 Grains/Breads

Requirements for a Reimbursable Breakfast Under Offer Versus Serve

1. All four components of the School Breakfast Pattern must be offered to all students prior to the point of service.
2. The serving size offered of those four components must be consistent with the minimum quantities specified on the School Breakfast Pattern for Enhanced Food-Based Menu Planning.
3. The student must select full-sized portions of at least three of the four offered components. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.

There are a number of points to consider when identifying components:

1. A component is different from a menu item. A menu item is any planned meat/meat alternate; vegetable, fruit, or juice; grains/breads; or milk that is named on the menu to be served on a given day. Components make up menu items. A menu item may contain only one component or it may contain more than one component. Some examples of menu items that contain more than one component include peanut butter toast and ham/biscuit/egg muffin. All of these menu items are made up of two or more components, the meat/meat alternate and the grains/breads components.
2. To count the vegetable/fruit, the total quantity taken must be ½cup for age three and over. If the menu contains two ¼ cup servings of vegetable/fruit, the student would need to select both servings to fulfill the vegetable/fruit requirement.
3. To count the grains/breads as one of the three components needed for a reimbursable breakfast, a student must take a full serving. To count a meat/meat alternate component, a student must also take a full serving. For example, if a K-12 student selected a half slice of cheese toast (1/2 oz. cheese and ½slice bread), no credit would be given for either the meat alternate or the bread. The credit would be given if the student selected the whole cheese toast (1 oz. cheese and 1 slice bread).
4. Two servings of either a grains/breads or meat/meat alternate may be offered. A double serving of the same food (grains/breads or meat/meat alternate) will count as two components toward the reimbursable breakfast. For example: two pancakes, one bagel, one egg omelet.

NOTES:

- A second serving of vegetable/fruit or juice or a second serving of milk will not count toward a reimbursable breakfast.
- Three servings of meat/meat alternate and grains/breads (in any combination) will not count as a reimbursable breakfast.
- Combination food items served as a reimbursable breakfast, such as breakfast burritos or fruit turnovers, can only be counted as two items, regardless of the size, weight or number of food items the product contains.

Sample Breakfast Menus

Food Components	Menu	Portion
Juice/Fruit/Vegetable Grains/Breads Meat/Meat Alternate Fluid Milk	Apple Juice Cheese Toast (Bread) Cheese Milk	½cup 1 slice 1 oz. 1 pt.
Juice/Fruit/Vegetable Grains/Breads Fluid Milk	Grapefruit Juice Pancakes with Syrup Milk	½cup 2 ½pt.
Juice/Fruit/Vegetable Grains/Breads Meat or Meat Alternate Fluid Milk	Cantaloupe Wedges Toasted Bagel Peanut Butter Milk	½cup ½ 2 Tablespoons ½pt.
Juice/Fruit/Vegetable Meat/Meat Alternate Fluid Milk	Fruit Cup (banana, orange, pineapple) 1 large hard-cooked egg Milk	½cup 1 large egg (2 M/MA) ½pt.
Juice/Fruit/Vegetable Grains/Breads Fluid Milk	Orange Juice or Banana Choice of Ready-to-Eat Cereal Whole Wheat Toast Milk	½cup ¾cup ½pt.

Selections from Combination 1	OR	Selections from Combination 2	OR	Selections from Combination 3
½cup Juice/Fruit/Vegetable 2 Grains/Breads **OR** 8 oz. Milk 2 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 Grains/Breads		½cup Juice/Fruit/Vegetable 2 oz. Meal/Meat Alternate **OR** 8 oz. Milk 2 oz. Meat/Meat Alternate **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate		½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate 1 Grains/Breads **OR** 8 oz. Milk 1 oz. Meat/Meat Alternate 1 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate **OR** 8 oz. Milk 2 Grains/Breads **OR** ½cup Juice/Fruit/Vegetable 2 oz. Meat/Meat Alternate **OR** ½cup Juice/Fruit/Vegetable 2 Grains/Breads

Lunch Meal Pattern Requirements

The School Lunch Pattern for Enhanced Food-Based Menu Planning provides a simple framework for planning nutritious and well-balanced lunches. The requirements and recommendations for school lunches are designed to provide approximately 1/3 of the Recommended Dietary Allowances (RDA's) for various age groups of children as specified by the National Research Council of the National Academy of Sciences. It is not expected that each lunch will provide 1/3 of the RDA's for all nutrients, but that when averaged over a period of time in which a wide variety of foods are served, the goal will be met.

To meet the requirements of the National School Lunch Program using Enhanced Food-Based Menu Planning, a school lunch must contain a specified quantity of each of the food components (meat/meat alternate, vegetable/fruit, grains/breads, and milk). The quantities vary by age/grade group. Also note that the School Lunch Pattern for enhanced Food-Based Menu Planning specifies "minimum quantities". Larger servings and other foods may be served at meals to improve acceptability, to satisfy students' appetites, provide additional energy, and if carefully chosen, to increase the nutritional quality of the lunch.

The first step toward ensuring that the menus served and claimed for reimbursement in the district meet requirements is to read and understand the school lunch pattern. Please note that on the following meal pattern chart, the meal requirements are specified according to kinds and amounts of food for each of the four food components. A minimum of five food items must be offered prior to the point of service in order to meet requirements (the vegetable/fruit component must come from two or more sources). Menu items are the actual foods served, such as tacos, fruit salad and muffins. Menu items may contain one or more components or food items. Understanding the difference between components, food items and the menu items is essential when planning menus that meet requirements.

The chart below identifies examples of each:

Components	Food Items	Menu Items
Meat/Meat Alternate Vegetable/Fruit Grains/Breads Milk	Meat/Meat Alternate Vegetable/Fruit Vegetable Fruit Grains/Breads Milk	Chicken Potato Green Beans Hot Roll Milk

Many times, a menu item will contain only one food item as in the menu items listed in the last example. Some menu items that contain two or more food items follow:

Components Menu Items	Meat/MA Food Items	Vegetable/Fruit Food Items	Grains/Breads Food Items
Hamburger (3 food items)	Beef (2 oz.)	Lettuce/Tomato (1/4 cup counts as 1 food item)	Bun
Tacos (3 food items)	Beef (1-1/2 oz. Cheese ½oz.	Lettuce/Tomato (1/4 cup counts as 1 food item)	Enriched Taco Shell (2)
Cheese Pizza (2 food items)	Cheese (2 oz.)		Pizza Crust

Enhanced Food-Based Lunch Requirements

To be counted in meeting this requirement, the following foods must be served in a main dish or in a main dish and one other menu item: 2 ounces (edible portion as served) of lean meat, poultry or fish; OR 2 ounces of cheese; OR one egg; or ½cup of cooked dry beans or dry peas; OR 4 Tablespoons of peanut butter or other nut and seed butters; OR 8 ounces of yogurt; 1 ounce of peanuts, soy nuts and tree nuts such as walnuts and nutritionally comparable seeds (not to exceed 50% of the total required amount of meat/meat alternate); or an equivalent of any combination of the above listed foods.

Questions and Answers

Question: What food products provide the best opportunities for using VPP as an alternate food?
Answer: Examples of products in which a VPP can be used as an alternate food include, but are not limited to: beef patties, chicken patties, pizza toppings, chili, meat loaf, tuna salad and taco fillings.

Question: When can VPP NOT be used as an alternate food for credit?
Answer: VPP CANNOT be used as an alternate food when substituting for a starch in foods, such as pizza crust or as a breading on a meat, poultry or seafood product. Also, VPP CANNOT be used as an alternate food when used as functional ingredients, such as binders in products (i.e., binders in meat products) and thickening agents in sauces. However, in Child Nutrition Programs, this does not prevent the use of VPP in products such a pizza crust.

Question: When VPP is used in the National School Lunch Program, is it subject to nutritional labeling regulations of the FDA?
Answer: No. Food products used in the National School Lunch Program are exempt from nutritional labeling by virtue of the fact that they are supplied for institutional food service only. However, manufacturers are required to provide the nutrition information to school food service personnel in literature or technical brochures on a current basis.

Question: Does USDA-FCS require that VPP be fortified with essential nutrients?
Answer: Yes. VPP must contain levels of nutrients per gram of protein as listed in the chart below. NOTE: Certain ingredients may not be reflected in the source ingredient statement since the naturally occurring nutrients inherent in the VPP may be sufficient to meet the requirements listed in the chart. The biological quality of the protein in the VPP must be at least 80% that of casein, determined by performing a Protein Efficiency Ratio assay or unless FCS grants an exception by approving an alternate test.

Nutrient	Amount
Vitamin A (IU)	13.00
Thiamine (milligrams)	.02
Riboflavin (Milligrams)	.01
Niacin (milligrams)	.30
Pantothenic Acid (milligrams)	.04
Vitamin B	.02
Vitamin B6 (milligrams)	.10
Vitamin B12 (milligrams)	.15
Iron (milligrams)	1.15
Magnesium (milligrams)	.50
Zinc (milligrams)	24.00
Copper (milligrams)	17.00
Potassium (milligrams)	

Question: How do you determine the hydration levels for VPP?
Answer: The regulations provide for the appropriate hydration for VPP by setting the protein quantity requirements for a product when fully hydrated at 18% by weight. The various VPP will require different amounts of water (or other liquid) for full hydration. It is expected that manufacturers will provide information on the percent protein in the VPP as purchased or adequate instructions so that the VPP can be properly hydrated. With this information, the following steps may be used to determine the hydration of any VPP for full credit:

1. Determine the ratio of VPP to water or other liquid (allowed for full hydration) using the following formula:
   % Protein in VPP as Purchased divided by 18% Minimum Protein = Total Parts Hydrated Product
2. Total Parts Hydrated Product minus 1 part VPP = Parts Water or Other Liquid for Full Hydration

The following examples illustrate the amounts of dry VPP and liquid to be used to replace each pound of raw meat in a recipe. The percent protein in each type of VPP is representative only. The ratio of dry VPP to liquid may vary depending upon the protein content of the product actually purchased.

Vegetable Protein Product – Flour (50% protein)				
Hydrated VPP Substitution Percent	**Raw Meat Pound**	**Dry VPP Pound**	**Liquid Pound**	**Total Product Pound**
30	.70	.11	.19	100
25	.75	.10	.15	100
20	.80	.08	.12	100
15	.85	.06	.09	100
10	.90	.04	.06	100
Vegetable Protein Product – Concentrate (65% protein)				
Hydrated VPP Substitution Percent	**Raw Meat Pound**	**Dry VPP Pound**	**Liquid Pound**	**Total Product Pound**
30	.70	.09	.21	100
25	.75	.07	.18	100
20	.80	.06	.14	100
15	.85	.05	.10	100
10	.90	.03	.07	100
Vegetable Protein Product – Isolate (85% protein)				
Hydrated VPP Substitution Percent	**Raw Meat Pound**	**Dry VPP Pound**	**Liquid Pound**	**Total Product Pound**
30	.70	.07	.23	100
25	.75	.06	.19	100
20	.80	.05	.15	100
15	.85	.04	.11	100
10	.90	.03	.07	100

Question: How do I determine the contribution that VPP makes toward the meal pattern requirements?
Answer: The contribution that VPP used in the dry or partially hydrated form makes toward the meat/meat alternate requirement is calculated based on the quantity by weight of VPP plus the amount of water or other liquid that would have been used to attain full hydration. When computing the preparation yield of a product containing meat, poultry or seafood and VPP, the VPP is evaluated as having the same preparation yield that is applied to the mea, poultry or seafood it replaces.

The examples of raw beef patties made with concentrate illustrates how VPP is credited:

	#1 Fully Hydrated	**#2 Partially Hydrated**
Ground Beef	2.10 oz.	2.10 oz.
Concentrate	0.26 oz.	0.26 oz.
Water (Liquid)	0.64 oz.	0.34 oz.
Portion Size	3.00 oz.	2.70 oz.

Formula: 30% level of replacement with concentrate. Ground Beef (cooking yield as stated in the Food Buying Guide for School Food Service, 1980); [Ground Beef (no more than 30% fat)—70% yield).] These formulations are for illustrative purposes only.

Both of these raw beef patties will provide the same contribution toward the meal pattern requirements. The contribution of the beef patty made with partially hydrated VPP should be calculated as if the VPP were fully hydrated as follows: 2.10 + .26 + .64 = 3.00 oz., then, 3.00 X .70* = 2.10 oz. equivalent meat/meat alternate.

Question: What are VPP mixes?
Answer: VPP mixes are dry products containing VPP along with substantial levels (more than 5%) of seasonings, bread crumbs, flavorings, etc. For example, a mix may contain 80% dry VPP and 20% seasonings. Only the VPP portion of the mix may be credited as a meat alternate in the Child Nutrition Programs. The regulations recommend that manufacturers provide information on the amount by weight of dry VPP in the package and instructions on how to use and hydrate the VPP mix.

Question: How do you credit VPP mixes?
Answer: Example: Meatloaf mix with VPP – 65% VPP (53% protein), 35% bread crumbs, seasonings – Total amount of mix used is 4 lbs.

Step 1. Determine the amount of creditable VPP: 4 lbs. X .65 = 2.6 lbs. VPP
Step 2. Determine the hydration for credit: 53% protein divided by 18% = 2.9 parts total hydrated product AND 2.9 parts – 1 part VPP = 1.9 parts liquid for hydration.
Step 3. Determine the total amount of liquid allowed for hydration: 2.6 lbs. VPP X 1.9 = 4.94 lbs. total liquid. NOTE: 4.94 lbs. of liquid used with 4 lbs. of VPP mix will provide full hydration of the VPP.
Step 4. Determine the lbs. of hydrated VPP that can be credited toward the meal requirement: 2.60 lbs. VPP + 4.94 lbs. liquid = 7.54 lbs. hydrated VPP.

Questions and Answers

Question: What is Advertising Literature?
Answer: Advertising literature is information provided by the company that may contain valuable information about one or more of the company's products, but it may not be used to support the contribution that a product makes toward the CN meal patterns.

Question: What is a CN Label?
Answer: A CN label is a product label that contains a statement that clearly identifies the contribution that the product makes toward the CN meal pattern requirements. This label carries a USDA warranty.

Question: What is a Product Analysis Sheet?
Answer: A product analysis sheet contains a statement that clearly identifies the contribution that the product makes toward the CN meal pattern requirements. This statement is based on formulation and/or laboratory testing and is signed by a high-ranking official in the company. A product analysis sheet carries no USDA warranty. On occasion, product analysis sheets have contained phrases like "to the best of our knowledge" and/or "contribution of the produce is approximately". A school food authority should not accept a product analysis sheet containing such language. Only product analysis sheets that certify the contribution of the product to the meal pattern requirements should be accepted.

Question: Who Reviews and Monitors Product Analysis Sheets?
Answer: Product analysis sheets are written, designed and distributed by the individual manufacturer. Although an officer of the company signs these sheets to attest to the printed information, school officials are trusting that the company officials are making sure that the product label and production records match the description of the product on the product analysis sheet. USDA does not monitor these documents for compliance with the product formulation or the Child Nutrition meal pattern requirements.

Question: Does a product analysis sheet claiming a meal pattern contribution carry a USDA guarantee?
Answer: No.

Question: Does a CN labeled product carry a USDA guarantee?
Answer: Yes. A CN labeled product provides a warranty against audit claims if used according to the manufacturer's directions. This warranty applies to the CN labeled product portion, not the entire meal.

Question: How can a buyer verify the accuracy of the information on a product analysis sheet?
Answer: There is no easy way to verify this information; however, independent laboratories may be used to test products.

Question: What steps can a buyer take before making a final purchasing decision?
Answer: Before purchasing any meat or poultry product:

- Request a sample of the product and the product label and be certain that product purchased with same label is received.
- Check to see if the label has percentage ingredient listing (request percent labeling on products purchased to know the product's ingredients that contribute to the meal pattern).
- Check to see if the fat content of the meat is listed on the label.
- Weigh the actual product to see if the net weight is correct.
- Check to see if the USDA statement verifying the use of the vegetable protein product (VPP) in the Child Nutrition Programs is printed on the label (if the product contains VPP). This statement is not required to appear on meat and poultry labels but often does.

Question: How can one identify and track a product referred to in a product analysis sheet?
Answer: Compare the product code and the name of the product indicated on the product analysis sheet with the label on the container of the delivered product to ensure that the two are identical. Be certain that a product analysis sheet is on file for any commercially-prepared product.

Question: Does the Nutrition and Technical Services Division (NTSD) review and monitor manufacturers' product analysis sheets?
Answer: NTSD does not review and monitor product analysis sheets on a routine basis. There is no requirement that companies send NTSD advertising literature or product analysis sheets for review. Food and Consumer Service (FCS) is not a policing agency that handles truth in advertising. Mislabeling actions are handled by the Federal Trade Commission. NTSD will review fact sheets that use the CN label statement or CN logo inappropriately and refer such matters to the appropriate inspection agency. NTSD will periodically review product analysis sheets that reference the Child Nutrition Programs:

- When a company sends NTSD a competitor's product analysis sheet and asks for a review of the content for accuracy.
- When a regional office sends NTSD a product analysis sheet for review if:
  - The school district an/or state has made an attempt to solve the problem.
  - The advertisement or product analysis sheet submitted by the region is current and the material forwarded is complete.
  - Correspondence and/or information regarding the company's response when previously contacted are included.

Vegetable/Fruit Component of the Reimbursable Lunch

The minimum required serving size of the vegetable/fruit component is ¾cup per day plus an additional ½cup per week for students in grades K-6 and one cup per day for students in grades 7-12. Two or more servings of different vegetables or fruits or both must be served in order to meet the vegetable/fruit requirement. Menu items, such as fruit cocktail and mixed vegetables, are considered as only one serving. However, large combination vegetable/fruit salads, which contain the minimum daily quantity by grade groups of vegetables/fruits in combination with a meat/meat alternate intended to fulfill the role of an entrée, such as a chef's salad or a fruit plate with cottage cheese, are considered as two or more servings of vegetable/fruit and will meet the full requirement.

Examples of combinations that meet the ¾ cup vegetable/fruit per day requirement (Grades K-6):

- 3/8 cup vegetable + 3/8 cup fruit
- ¼ cup vegetable + ¼ cup vegetable + ¼ cup fruit
- 3/8 cup vegetable + ¼ cup vegetable + 1/8 cup fruit
- 3/8 cup juice (full-strength) + 3/8 cup vegetable
- ¼ cup juice (full-strength) + ½cup vegetable

To achieve the requirement of an additional ½cup vegetable/fruit served over a week, add two servings of ¼ cup per week or one serving of ½cup per week or increase several serving sizes during the week to equal the ½cup.

Examples of combinations that meet the 1 cup vegetable/fruit requirement (Grades 7-12):

- 3/8 cup vegetable + 3/8 cup fruit + ¼ cup vegetable
- ½cup vegetable + ½cup vegetable
- ½cup vegetable + ½cup fruit
- ½cup fruit + ½cup fruit
- ½cup juice (full-strength) + ½cup vegetable
- ¼ cup vegetable + ¼ cup vegetable + ½cup fruit.

When making the decision on portion sizes of vegetables/fruits to be served, plate waste must be a factor. Decreasing the quantity of less popular vegetables/fruits and increasing the quantity of popular vegetables/fruits served would lead to increased consumption of vegetables/fruits, which is a primary goal in meeting the Dietary Guidelines. Special promotions and classroom education has been shown to increase the acceptability of unfamiliar and/or less popular vegetables/fruits.

NOTE: Full-strength vegetable/fruit juice may not be used to meet more than ½of the vegetable/fruit requirement. Any product, either liquid or frozen, labeled "juice", "full-strength juice", "single-strength juice" or "reconstituted juice" is considered full-strength juice.

Grains/Breads Component of the Reimbursable Lunch

The daily minimum lunch requirement of grains/breads for students ages three and over is a minimum of one serving per day and eight servings over a five-day week for preschoolers; 12 servings per week for grades K-6; 15 servings per week for grades 7-12; and ten servings a week for grades K-3. One dessert daily may be credited as a grains/breads serving for grades K-12. A serving may be:

- 1 slice of whole-grain or enriched flour bread.
- A whole-grain or enriched meal or flour biscuit, bagel, roll, tortilla, muffin, cracker, etc.
- A serving of cooked whole-grain or enriched cereal grains, such as rice, bulgur, oatmeal, corn grits or couscous.
- A serving of whole-grain, enriched or fortified ready-to-eat breakfast cereal.
- A serving of whole-grain, enriched or fortified cereals or bread products that are used as an ingredient in another menu item (such as crispy rice treats, oatmeal cookies or breading on meats, fish or poultry).
- A serving of cooked enriched or whole-grain macaroni or noodle products. Enriched macaroni-type products with fortified protein (as specified in Appendix A to program regulations) may be counted as meeting either the grains/breads requirement or the meat/meat alternate requirement of lunches but not both in the same meal.
- A serving of sweet dessert products such as cookies, cakes, doughnuts, toaster pastries, coffee cake, formulated grain-fruit products or sweet rolls when made with whole-grain and/or enriched meal or flour. Up to 1 grains/breads serving per day may be a dessert.
- A serving of pie crust when made from enriched or whole-grain meal or flour from dessert, meat, meat alternate or other pies.
- A serving of snack products such as hard pretzels, hard bread sticks and chips made from whole-grain and/or enriched meal or flour.

NOTE: At least one full-sized serving of grains/breads must be offered with lunch each day. Grains/Breads servings offered at breakfast cannot be counted as contributing to the grains/breads requirements for lunch.

For each day less than a five-day week, the school may decrease the servings per week by approximately 20% grains/breads (1/5). Use the chart below to help you determine the number of grains/breads servings needed.

Number of Serving Days in Week	Number Required Grains/Breads Servings		
	Grades K-6	Grades 7-12	Option K-3
5	12.0	15.0	10.0
4	9.6	12.0	8.0
3	7.2	9.0	6.0
2	4.8	6.0	4.0
1	2.4	3.0	2.0

Infant Meal Pattern

Breakfast	birth – 3 months 4-6 fl. oz. formula	4-7 months 4-8 oz. formula[1] or breast milk 0-3 Tbsp. infant cereal[2] (optional)	8-11 months 6-8 fl. oz. formula[1] or breast milk or whole milk 2-4 Tbsp. infant cereal[2] 1-4 Tbsp. fruit and/or vegetable
Lunch	4-6 fl. oz. formula [1]	4-8 fl oz. formula[1] or breast milk 0-3 Tbsp. infant cereal[2] (optional) 0-3 Tbsp. fruit and/or vegetable (optional)	6-8 fl. oz. formula[1] or breast milk or whole milk 2-4 Tbsp. infant cereal[2] and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or 1-4 oz. cottage cheese, cheese food or cheese spread 1-4 Tbsp. fruit and/or vegetable

[1]Shall be iron-fortified infant formula.
[2]Shall be iron-fortified dry infant cereal.

Identifying Food Items

The meal requirements are specified in the school lunch pattern according to kinds and amounts of food for each of the four food components. However, you must offer a minimum of five food items in order to meet requirements (the vegetable/fruit component must come from two or more servings). Menu items are the actual foods you serve, such as tacos, fruit salad and cake.

Identifying a Reimbursable Lunch

The following menus were offered to students, and several different selections of combinations of three food items were made. Selections represent a reimbursable lunch.

Menu 1

Menu Item	Food Item	Portion Size		Student									
		K-6	7-12	1	2	3	4	5	6	7	8	9	10
Chicken	Meat/MA	2 oz.	2 oz.	X	X		X		X		X		X
Potato	Veg/Fruit	½cup	½cup	X		X			X	X		X	X
Green Beans	Veg/Fruit	¼ cup	½cup	X		X	X	X			X	X	
Hot Roll	G/B	1 oz.	1 oz.		X	X	X	X	X	X			
Milk	Milk	½pint	½pint		X			X		X	X	X	X

Menu 2

Menu Item	Food Item	Portion Size		Student			
		K-6	7-12	1	2	3	4
Pizza (cheese)	Meat/MA	2 oz.	2 oz.	X	X	X	
(crust)	G/B	1.5 oz.	1.5 oz.	X	X	X	
Green Beans	Veg/Fruit	3/8 cup	½cup	X			X
Fruit Cocktail	Veg/Fruit	3/8 cup	½cup		X		X
Milk	Milk	½pint	½pint			X	X

Menu 3

Menu Item	Food Item	Portion Size		Student									
		K-6	7-12	1	2	3	4	5	6	7	8	9	10
Hot Dog	Meat/MA	2 oz.	2 oz.	X	X	X				X	X	X	X
Bun	G/B	1.5 oz.	1.5 oz.	X	X	X	X	X					
Baked Beans	Veg/Fruit	¼ cup	½cup	X			X		X		X		X
Fresh Apple	Veg/Fruit	½cup	½cup		X		X	X	X	X	X	X	
Milk	Milk	½pint	½pint			X		X	X	X		X	X

Counting Food Items

Meat/Meat Alternate

The meat/meat alternate may be served in one menu item (2 oz. sliced turkey) or in the main dish and one other menu item (1/2 ounce of beef in beef vegetable soup and 1-1/2 ounces of cheese in a grilled cheese sandwich). If the meat/meat alternate is split between menu items, both items must be taken in order for the meat/meat alternate to count as one of the five food items. If a student selects only one of the menu items containing meat/meat alternate, the lunch may still be reimbursable if it contains at least three full portions of any other food items. For example: A student could take the sandwich, a piece of fruit and milk and have a reimbursable lunch because it contains three full food items – bread in the sandwich, fruit and milk.

Vegetable/Fruit

To count the vegetable/fruit component as two food items, the total quantity taken for students in grades K-6 must be ¾ cup or more; in grades 7-12 it must be one cup or more. When the total required amount of vegetable/fruit is divided between two sources, it is counted in the following manner.

In each situation below, if the student selects one vegetable in the planned amount, it counts as one food item; if the student selects two vegetables in the planned amount, it counts as two food items.

K-6	7-12
3/8 c. french fries + 3/8 c. spinach = ¾ cup total	½ c. french fries + ½ c. spinach = 1 cup total

When the total required amount of vegetable/fruit is divided among more than two sources, it is counted in the following manner. In the situations below, if a student selects any one vegetable in the planned amount, it counts as one food item; if the student selects any two vegetables in the planned amounts, it still counts as one food item because the total required amount has not been taken. All three vegetables must be taken in the planned amounts in order to count them as two food items.

K-6	7-12
¼ c. pickles + ¼ c. tomato + ¼ c. lettuce = ¾ cup total	1/3 c. pickles + 1/3 c. tomato + 1/3 c. lettuce = 1 cup total

NOTE: In determining whether to count the vegetable/fruit selections as one or two food items, ask the following questions:

1. did the student select two or more servings of vegetable fruit?
2. Is the quantity taken at least ¾ cup for grades K-6 or 1 cup for grades 7-12?

If the answer to both questions is yes, count the selection as two food items. If one question is answered no, count the selection as one food item.

Grains/Breads

To count the bread as one food item, a full portion of bread must be taken. The bread food item may be planned so that it comes from more than one source, as in the following examples:

½ slice bread + ¼ cup spaghetti = 1 bread
1 taco shell + ¼ cup rice = 1 bread
4 saltine crackers + ¼ cup macaroni = 1 bread

Bread may be counted only once in each reimbursable meal. For example: If a student selected ½ cup spaghetti and eight crackers, it could only be counted as one food item.

Milk

There is no substitute for milk. In order to count milk as one food item, ½ pint of fluid milk must be taken.

Pre-plated Delivery System

Schools with a pre-plate delivery system should inform the students that they may request the server to remove from their plate any item or items they do not want. The server should either plate the items the student wants or remove from the plate any item that the student does not want. An announcement by the homeroom teachers, posters in the cafeteria or other suitable announcements should be used, so that all students will understand and know that they have the privilege of refusing any pre-plated item.

Prepackaged Delivery System

To allow students in schools with a prepackaged delivery system some choice, these schools are allowed to implement offer versus serve to the extent that is possible as long as students take at least three full portions.

CHAPTER 26.

Traditional Food-Based Menu Planning

Traditional Food-Based Breakfast Requirements

The School Breakfast Pattern requires that four components be offered. Each breakfast menu offered and claimed for reimbursement must conform to one of three combinations. These combinations are shown below.

Combinations Containing Required Components

Combination 1	OR	Combination 2	OR	Combination 3
8 oz. Milk ½cup Juice*/Fruit/Vegetable 2 Grains/Breads		8 oz. Milk ½cup Juice*/Fruit/Vegetable 2 oz. Meat/Meat Alternate		8 oz. Milk ½cup Juice*/Fruit/Vegetable 1 Grains/Breads 1 oz. Meat/Meat Alternate

*Full-strength fruit or vegetable juice

In schools not implementing offer versus serve, a student must take full portions of all four components offered.

The reimbursable offer versus serve meal selections are shown below. In schools implementing offer versus serve, students can refuse any one of the components offered and still have a reimbursable meal.

Selections from Combination 1	OR	Selections from Combination 2	OR	Selections from Combination 3
½cup Juice/Fruit/Vegetable 2 Grains/Breads **OR** 8 oz. Milk 2 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 Grains/Breads		½cup Juice/Fruit/Vegetable 2 oz. Meat/Meat Alternate **OR** 8 oz. Milk 2 oz. Meat/Meat Alternate **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate		½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate 1 Grains/Breads **OR** 8 oz. Milk 1 oz. Meat/Meat Alternate 1 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit Vegetable 1 Grains/Breads **OR** 8 oz. Milk ½cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alternate **OR** 8 oz. Milk 2 oz. Meat/Meat Alternate **OR** 8 oz. Milk 2 Grains/Breads **OR** ½cup Juice/Fruit/Vegetable 2 oz. Meat/Meat Alternate **OR** ½cup Juice/Fruit/Vegetable 2 Grains/Breads

Sample Traditional Breakfast Menus

Food Components	Menu	Portion
Juice/Fruit/Vegetable Grains/Breads Meat or Meat Alternate Fluid Milk	Apple Juice Cheese Toast (Bread) Cheese Milk	½cup 1 slice 1 oz. ½pint
Juice/Fruit/Vegetable Grains/Breads Fluid Milk	Grapefruit Juice Pancakes with Syrup Milk	½cup 2 (2 Grains/Breads) ½pint
Juice/Fruit/Vegetable Grains/Breads Meat/Meat Alternate Fluid Milk	Cantaloupe Wedges Toasted Bagel Peanut Butter Milk	½cup ½ 2 Tbsp. ½pint
Juice/Fruit/Vegetable Meat/Meat Alternate Fluid Milk	Fruit Cup (banana, orange, pineapple chunks) 1 large Hard-Cooked Egg Milk	½cup 1 large egg (2 M/MA) ½pint
Juice/Fruit/Vegetable Grains/Breads Grains/Breads Fluid Milk	Orange Juice or Banana Choice of Ready-to-Eat Cereal Whole Wheat Toast Milk	½cup ¾cup 1 slice ½pint

Offer Versus Serve in the School Breakfast Program

School districts are allowed, but not required, to implement offer versus serve in their breakfast programs at some or all grade levels. The difference in schools implementing or not implementing offer versus serve is in what a student is required to take of the offered breakfast. In schools not implementing offer versus serve, a student must take full portions of all four components offered. In schools implementing offer versus serve, students are allowed to refuse any one component that they do not intend to eat. The refused component may be any of the four components offered to the student. A student's decision to accept or refuse one of the four components does not affect the charge for breakfast.

All four components of the School Breakfast Pattern must be offered to all students prior to the point of service, and the serving size of those four components that is offered must be consistent with the minimum quantities specified in the Minimum Quantities for Traditional Food-Based Meal Pattern for Breakfast. The student must select full-sized portions of at least three of the four offered components. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.

There are a number of points to consider when identifying components:

1. All four components of the School Breakfast Pattern must be offered to all students prior to the point of service.
2. The serving size offered of those four components must be consistent with the minimum quantities specified in the Minimum Quantities for Traditional Food-Based Meal Pattern Breakfast.
3. The student must select full-sized portions of at least three of the four offered components. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.

There are a number of points to consider when identifying components:

1. A component is different from a menu item. A menu item is any planned meat/meat alternate; vegetable, fruit, or juice; grains/breads; or milk that is named on the menu to be served on a given day. Components make up menu items. A menu item may contain only one component or it may contain more than one components. Some examples of menu items that contain more than one component include peanut butter toast, ham biscuit and egg muffin. All of these menu items are made up of two components, the meat/meat alternate and the grains/bread components.
2. To count the vegetable/fruit, the total quantity taken must be ½cup for age three and over. If the menu contains two ¼ cup servings of vegetable/fruit, the student would need to select both servings to fulfill the vegetable/fruit requirement.
3. To count the grains/breads as one of the three components needed for a reimbursable breakfast, a student must take a full serving. To count a meat/meat alternate component, a student must also take a full serving. For example, if a K-12 student selected a half slice of cheese toast (1/2 ounce cheese, ½slice bread) no credit would be given for

either the meat alternate or the bread. The credit would be given if the student selected the whole cheese toast (1 oz. cheese, 1 slice bread).

4. Two servings of either a grains/breads or meat/meat alternate may be offered. A double serving of the same food (grains/breads or meat/meat alternate) will count as two components toward the reimbursable breakfast. For example: (a) two pancakes, (b) one bagel, (c) one-egg omelet.

Important Points

- A second serving of vegetable/fruit or juice or a second serving of milk will not count toward the reimbursable breakfast.
- Three servings of meat/meat alternate and grains/breads (in any combination) will not count as a reimbursable breakfast.
- Combination food items served as a reimbursable breakfast, such as breakfast burritos or fruit turnovers, can only be counted as two items, regardless of the size, weight or number of food items the product contains.

Traditional Food-Based School Lunch Pattern Requirements

The school lunch pattern, described in the Traditional Food-Based School Lunch Pattern for Various Age/Grade Groups, provides a simple framework for planning nutritious and well-balanced lunches. The requirements and recommendations for school lunches are designed to provide approximately 1/3 of the Recommended Dietary Allowances (RDA's) for various age groups of students as specified by the National Research Council of the National Academy of Sciences. It is not expected that each lunch will provide 1/3 of the RDA's for all nutrients, but that when averaged over a period of time in which a wide variety of foods are served, the goal will be met.

To meet the requirements of the National School Lunch Program using traditional food-based menu planning, a school lunch must contain a specified quantity of each of the food components (meat/meat alternate, vegetable/fruit, grains/breads and milk). The quantities vary by age/grade group. Please note on the Traditional Food-Based School Lunch Pattern for Various Age/Grade Groups chart that Group IV is the only lunch pattern that will satisfy all requirements if no portion size adjustments are made.

Also note that the chart specifies "Minimum Quantities". Larger servings and other foods may be served at meals to improve acceptability, to satisfy students' appetites, to provide additional energy and, if carefully chosen, to increase the nutritional quality of the lunch.

The first step toward ensuring that the menus served and claimed for reimbursement in the district meet requirements is to read and understand the school lunch pattern. Please note that the meal requirements are specified according to kinds and amounts of food for each of the four food components. A minimum of five food items must be offered prior to the point of service in order to meet requirement (the vegetable/fruit component must come from two or more sources). Menu items are the actual food served, such as tacos, fruit salad or muffins. Menu items may contain one or more components or food items. Understanding the difference between components, food items and menu items is essential when planning menus that meet requirements.

The chart below gives examples of each:

Components	Food Items	Menu Items
Meat/Meat Alternate	Meat/Meat Alternate	Chicken
Vegetable/Fruit	Vegetable/Fruit	Potato
Grains/Breads	Vegetable/Fruit	Green Beans
Milk	Grains/Breads	Hot Roll
	Milk	Milk

Many times a menu item will contain only one food item as in the menu items listed in the last example. Some menu items that contain two or more food items follow:

Components Menu Item	Meat/Meat Alternate Food Items	Vegetable/Fruit Food Items	Grains/Breads Food Items
Hamburger (3 food items)	Beef (2 oz.)	Lettuce/Tomato (1/4 cup – count as 1 food item)	Bun (2)
Tacos (3 food items)	Beef (1-1/2 oz.) Cheese (1/2 oz.)	Lettuce/Tomato (1/4 cup – count as 1 food item)	Enriched Taco Shell (2)
Cheese Pizza (2 food items)	Cheese (2 oz.)		Pizza Crust

Meat/Meat Alternate Component of the Reimbursable Lunch Requirement

To be counted in meeting this requirement, the following foods must be served in a main dish or in a main dish and one other menu item: Two ounces (edible portion as served) of lean meat, poultry or fish; or two ounces of cheese; or one egg; or ½cup of cooked dry beans or dry peas; or four tablespoons of peanut butter or other nut and seed butters; or eight ounces of yogurt; one ounce of peanuts, soy nuts and tree nuts such as walnuts and nutritionally comparable seeds (not to exceed 50% of the total required amount of meat/meat alternate); or an equivalent of any combination of the above listed foods.

Questions and Answers

Question: What is VPP?
Answer: A VPP is a food that may be used to resemble and substitute, in part, for meat, poultry or seafood. A VPP used in this manner may contain flours, concentrates or isolates, or any combination of these as ingredients along with added nutrients, colors, flavors, etc.

Question: How is VPP used as an alternate food in the school lunch program?
Answer:

- VPP's must be prepared in combination with meat, poultry or seafood.
- A fully hydrated VPP may not exceed 30 parts to 70 parts uncooked meat, poultry or seafood. Products containing 30.1% to 100% VPP shall not be credited.
- VPP's may be used in the dry, partially hydrated or fully hydrated form in combination with meat, poultry or seafood.
- VPP's must resemble and substitute for meat, poultry or seafood. Substitute refers to a VPP whose presence in another food results in a smaller amount of meat, poultry or seafood. It does not refer to a VPP used to substitute for a starch. The VPP may resemble the meat, poultry or seafood at any point of preparation. If the VPP in the finished food looks like, tastes like, etc., the meat, poultry or seafood with which it is combined, the resemblance criterion is met.

Question: What food products provide the best opportunities for using VPP as an alternate food?
Answer: Examples of products in which a VPP can be used as an alternate food include, but are not limited to, beef patties, chicken patties, pizza toppings, chili, meat loaf, tuna salad and taco fillings.

Question: When can VPP not be used as an alternate food for credit?
Answer: VPP's cannot be used as an alternate food when substituting for a starch in foods, such as pizza crust or as a breading on a meat, poultry or seafood product. Also, VPP cannot be used as an alternate food when used as functional ingredients, such as binders in products (i.e., binders in meat products) and thickening agents in sauces. However, in Child Nutrition Programs, this does not prevent the use of VPP in products such as pizza crust.

Question: When VPP is used in the National School Lunch Program, is it subject to nutritional labeling regulations of the Food and Drug Administration (FDA)?
Answer: No. Food products used in the National School Lunch Program are exempt from nutritional labeling by virtue of the fact that they are supplied for institutional food service only. However, manufacturers are required to provide the nutrition information to school food service personnel in literature or technical brochures on a current basis.

Question: How are VPP products labeled?
Answer:

- The name of the substitute food must include the term "vegetable protein product" in the principal display area of the label.
- The ingredient listing of the label must also state the type(s) and source(s) of VPP contained in the substitute food, along with added nutrients, colorings, flavorings, etc.
- A VPP (substitute food or VPP mix) that meets the specifications of the regulations must have a label stating, "this product meets USDA-FCS requirements for use in meeting a portion of the meat/meat alternate requirement of the Child Nutrition Programs.
- Schools may use a commercially-prepared meat, poultry or seafood product combined with VPP to meet all or part of the meat/meat alternate requirement if the product has a label containing the statement, "this item contains vegetable protein product(s), which is authorized as an alternate food in the Child Nutrition Programs." This designates that the VPP used in the formulation of the meat, poultry or seafood item complies with the naming and nutritional specifications established in the regulations. The presence of this label does not ensure the proper level of hydration, ratio of substitution or the contribution that the product makes toward the meal pattern requirements. To determine the latter you may want to request additional information from the manufacturer.

Question: Does USDA-FCS require that VPP be fortified with essential nutrients?
Answer: Yes. VPP's must contain the levels of nutrients per gram of protein listed below. NOTE: Certain ingredients may not be reflected in the source ingredient statement since the naturally occurring nutrients inherent in the VPP may be sufficient to meet the requirements listed in the chart. The biological quality of the protein in the VPP must be at least 80% that of casein, determined by performing a Protein Efficiency Ratio assay or unless FCS grants an exception by approving an alternate test.

Nutrient	Amount
Vitamin A (IU)	13.00
thiamine (milligrams)	.02
Riboflavin (milligrams)	.01
Niacin (milligrams)	.30
Pantothenic acid (milligrams)	.04
Vitamin B6 (milligrams)	.02
Vitamin B12 (micrograms)	.10
Iron (milligrams)	.15
Magnesium (milligrams)	1.15
Zinc (milligrams)	.50
Copper (micrograms)	24.00
Potassium (milligrams)	17.00

Question: How do you determine the hydration levels for VPP?
Answer: The regulations provide for the appropriate hydration for VPP by setting the protein quantity requirements for a product when fully hydrated at 18% by weight. The various VPP will require different amounts of water (or other liquid) for full hydration. It is expected that manufacturers will provide information on the percent of protein in the VPP as purchased or adequate instructions so that the VPP can be properly hydrated. With this information, the steps shown below may be used to determine the hydration of any VPP for full credit.

1. Determine the ratio of VPP to water or other liquid (allowed for full hydration) using the following formula:
   % Protein in VPP as purchased divided by 18% Minimum protein = Total parts hydrated product.
2. Total parts hydrated product minus 1 part VPP = parts water or other liquid for full hydration.

The following examples illustrate the amounts of dry VPP and liquid to use to replace each pound of raw meat in a recipe. The percent of protein in each type of VPP is representative only. The ratio of dry VPP to liquid may vary depending upon the protein content of the product actually purchased.

Hydrated VPP	Raw Meat	Dry VPP	Liquid	Total Product
Substitution %	**Pound**	**Pound**	**Pound**	**Pound**
Vegetable Protein Product – Flour (50% protein)				
30	.70	.11	.19	1.00
25	.75	.10	.15	1.00
20	.80	.08	.12	1.00
15	.85	.06	.09	1.00
10	.90	.04	.06	1.00
Vegetable Protein Product – Concentrate (65% protein)				
30	.70	.09	.21	1.00
25	.75	.07	.18	1.00
20	.80	.06	.14	1.00
15	.85	.05	.10	1.00
10	.90	.03	.07	1.00
Vegetable Protein Product-Isolate (85% protein)				
30	.70	.07	.23	1.00
25	.75	.06	.19	1.00
20	.80	.05	.15	1.00
15	.85	.04	.11	1.00
10	.90	.03	.07	1.00

Question: How do I determine the contribution that VPP makes toward the meal pattern requirements?
Answer: The contribution that VPP used in the dry or partially hydrated form makes toward the meat/meat alternate requirement is calculated based on the quantity by weight of VPP plus the amount of water or other liquid that would have been used to attain full hydration. When computing the preparation yield of a product containing meat, poultry or seafood and VPP, the VPP is evaluated as having the same preparation yield that is applied to the meat, poultry or seafood it replaces.

The examples of raw beef patties made with concentrate in the chart below illustrates how VPP is credited.

	Pattie #1 Fully Hydrated	**Pattie #2 Partially Hydrated**
Ground Beef	2.10 oz.	2.10 oz.
Concentrate	0.26 oz.	0.26 oz.
Water (liquid)	0.64 oz.	0.34 oz.
Portion Size	3.00 oz.	2.70 oz.

Formula: 30% level of replacement with concentrate. Ground Beef (cooking yield as stated in Food Buying Guide for School Food Service, 1980; [Ground Beef (no more than 30% fat) – 70% yield]). NOTE: The formulations are for illustrative purposes only.

Both of these raw beef patties will provide the same contribution toward the meal pattern requirements. The contribution of the beef patty made with partially hydrated VPP should be calculated as if the VPP were fully hydrated as follows: 2.10 + .26 + .64 = 3.00 oz., then, 3.00 x .70 = 2.10 oz. equivalent meat/meat alternate.

Question: What are VPP mixes?
Answer: VPP mixes are dry products containing VPP along with substantial levels (more than 5%) of seasonings, bread crumbs, flavorings, etc. For example, a mix may contain 80% dry VPP and 20% seasonings. Only the VPP portion of the mix may be credited as a meat alternate in the Child Nutrition Programs. The regulations recommend that manufacturers provide information on the amount by weight of dry VPP in the package and instructions on how to use and hydrate the VPP mix.

Question: How do you credit VPP mixes?
Answer:

Example:	**Step 1: Determine the amount of creditable VPP:** 4 lbs. x .65 = 2.6 lbs. VPP
Meatloaf Mix with VPP **65% VPP (53% Protein)** **35% Bread Crumbs, Seasonings** **Total amount of mix used is 4 lbs**.	**Step 2: Determine the hydration for credit:** 53% protein divided by 18 percent = 2.9 parts total hydrated product 2.9 parts – 1 part VPP = 1.9 parts liquid for hydration
	Step 3: Determine the total amount of liquid allowed for hydration: 1.6 lbs. VPP x 1.9 = 4.94 lbs. total liquid 1.7 Note: 4.94 lbs. of liquid used with 4 lbs. of VPP mix will provide full hydration of the VPP
	Step 4: Determine the lbs. of hydrated VPP that can be credited toward the meal requirements: 2.60 lbs. VPP + 4.94 lbs. liquid = 7.54 lbs. hydrated VPP

Vegetable/Fruit Component of the Reimbursable Lunch

Two or more servings of different vegetables or fruits or both must be served in order to meet the vegetable/fruit requirement. Menu items, such as fruit cocktail and mixed vegetables are considered as only one serving. However, large combination vegetable/fruit salads, which contain at least ¾ cup or more of vegetables/fruits in combination with meat/meat alternate intended to fulfill the role of an entrée, such as a chef's salad or a fruit plate with cottage cheese, are considered as two or more servings of vegetable/fruit and will meet the full requirement.

The minimum required serving size of vegetable/fruit component is ½ cup for students in grades K-3 or 3/4 cup for students in grades 4-12, and it must consist of two or more servings of different items. Examples of combinations that meet the ½cup vegetable/fruit requirement (grades K-3):

- 3/8 cup vegetable + 1/8 cup fruit
- 1/4 cup vegetable + 1/4 cup vegetable
- 1/4 cup vegetable + 1/4 cup fruit
- 1/4 cup fruit + 1/4 cup fruit
- 1/4 cup juice (full-strength) + 1/4 cup vegetable
- 1/8 cup vegetable + 1/8 cup vegetable + 1/4 cup fruit

Examples of combinations that meet the 3/4 cup vegetable/fruit requirement (grades 4-12):

- 3/8 cup vegetable + 3/8 cup fruit
- 1/4 cup vegetable + 1/4 cup vegetable + 1/4 cup fruit
- 3/8 cup vegetable + 1/4 cup vegetable + 1/8 cup fruit
- 3/8 cup juice (full-strength) + 3/8 cup vegetable
- 1/4 cup juice (full-strength) + 1/2 cup vegetable

When making the decision on portion sizes of vegetables/fruits to be served, plate waste must be a factor. Decreasing the quantity of less popular vegetables/fruits and increasing the quantity of popular vegetables/fruits served would lead to increased consumption of vegetables/fruits, which is a primary goal in meeting the Dietary Guidelines. special promotions and classroom education has been shown to increase the acceptability of unfamiliar and/or less popular vegetables/fruits.

NOTE: Full-strength vegetable/fruit juice may not be used to meet more than 1/2 of the vegetable/fruit requirement. Any product, either liquid or frozen, labeled "juice", "full-strength juice", "single-strength juice" or "reconstituted juice" is considered full-strength juice.

Infant Meal Pattern

	Birth – 3 Months	**4-7 Months**	**8-11 Months**
Breakfast	4-6 fl. oz. formula[1]	4-8 oz. formula[1] or breast milk 0-3 Tbsp. infant cereal 2 (optional)	6-8 fl. oz. formula[1] or breast milk, or whole milk 2-4 Tbsp. infant cereal[2] 1-4 Tbsp. fruit and/or vegetable
Lunch	4-6 fl. oz. formula[1]	4-8 oz. formula[1] or breast milk 0-3 Tbsp. infant cereal[2] (optional) 0-3 Tbsp. fruit and/or vegetable (optional)	6-8 fl. oz. formula1 or breast milk, or whole milk 2-4 Tbsp. infant cereal[2] and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or 1/2 –2 oz. cheese or 1-4 oz. cottage cheese, cheese food or cheese spread 1-4 Tbsp. fruit and/or vegetable

[1]Shall be iron-fortified infant formula.
[2]Shall be iron-fortified dry infant cereal.

Identifying a Reimbursable Lunch

The following menus were offered to students, and several different selections of combinations of three food items were made. Selections represent a reimbursable lunch.

Menu 1											
		Student									
Menu Item	**Food Item**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Chicken (2 oz.)	Meat/MA	X	X		X		X		X		X
Potato (1/2 C)	Veg/Fruit	X		X			X	X		X	X
Green Beans (1/4 C)	Veg/Fruit	X		X	X	X			X	X	
Hot Roll (1 oz.)	G/B		X	X	X	X	X	X			
Milk (1/2 pt.)	Milk		X			X		X	X	X	X

Menu 2											
Pizza – Cheese (2 oz.)	Meat/MA	X	X	X							
Crust (1.5 oz.)	G/B	X	X	X							
Green Beans (3/8 C)	Veg/Fruit	X			X						
Fruit Cocktail (3/8 C)	Veg/Fruit		X		X						
Milk (1/2 pt.)	Milk			X	X						
Menu 3											
Hot Dog (Frankfurter 2 oz.)	Meat/MA	X	X	X				X	X	X	X
Bun (1.5 oz.)	G/B	X	X	X	X	X					
Baked Beans (1/4 C)	Veg/Fruit	X			X		X		X		X
Fresh Apple (1.2 C)	Veg/Fruit		X		X	X	X	X	X	X	
Milk (1/2 pt.)	Milk			X		X	X	X		X	X

Counting Food Items

Meat/Meat Alternate

The meat/meat alternate may be served in one menu item (sliced turkey, 2 oz.) or in the main dish and one other menu item (beef vegetable soup – ½oz. beef and grilled cheese sandwich – 1-1/2 ounces cheese). If the meat/meat alternate is split between menu items, both items must be taken in order for the meat/meat alternate to count as one of the five food items. If a student selects only one of the menu items containing meat/meat alternate, the lunch may still be reimbursable if it contains at least three full portions of any other food items. For example, a student could take the sandwich, a piece of fruit and milk and have a reimbursable lunch because it contains three full food items – bread in the sandwich, fruit and milk.

Vegetable/Fruit

To count the vegetable/fruit component as two food items, the total quantity taken for students in grades K-3 must be ½cup or more; in grades 4-12 it must be ¾cup or more. When the total required amount of vegetable/fruit is divided between two sources, it is counted as described below.

In each situation below, if the student selects one vegetable in the planned amount, it counts as one food item; if the student selects two vegetables in the planned amount, it counts as two food items.

In K-3, 3/8 cup French Fries + 1/8 cup Spinach = ½cup total
In 4-12, ½cup French Fries + ¼ cup Spinach = ¾cup total

When the total required amount of vegetable/fruit is divided among more than two sources, it is counted as described below.

If a student selects any one vegetable in the planned amount, it counts as one food item; if the student selects any two vegetables in the planned amounts, it still counts as one food item because the total required amount has not been taken. All three vegetables must be taken in the planned amounts in order to count them as two food items.

In K-3, 1/8 cup pickles + 1/8 cup tomato + ¼ cup lettuce = ½cup total
In 4-12, ¼ cup pickles + ¼ cup tomato + ¼ cup lettuce = ¾cup total

NOTE: In determining whether to count the vegetable/fruit selections as one or two food items, ask the following questions:

1. Did the student select two or more servings of vegetable/fruit?
2. Is the quantity taken at least ¾cup (1/2 cup I f portion sizes are reduced for grades K-3)?

If the answer to both questions is yes, count the selection as two food items. If one question is answered no, count the selection as one food item.

Grains/Breads

To count the bread as one food item, a full portion of bread must be taken. The bread food item may be planned so that it comes from more than one source, as in the following examples:

½ slice bread + ¼ cup spaghetti = 1 bread
1 taco shell + ¼ cup rice = 1 bread
4 saltine crackers + ¼ cup macaroni = 1 bread

Bread may be counted only once in each reimbursable meal. For example: If a student selected ½ cup spaghetti and eight crackers, it could only be counted as one food item.

CHAPTER 27.

Child Nutrition (CN) Labeling Program/Product Analysis

Child Nutrition (CN) Labeling Program

The Child Nutrition (CN) Labeling Program is a voluntary Federal labeling program run by the Food and Consumer Service (FCS) of the USDA. This program is responsible for reviewing a product formulation to determine the contribution that a single serving of that product makes toward the Child Nutrition meal pattern requirements. The meal pattern requirements specify the foods and the minimum amounts that must be served in institutions participating in the Child Nutrition programs.

The CN Labeling Program has specific application to the Food-Based Menus and does not apply to menus developed under either NuMenus or Assisted NuMenus.

Federal Inspection

All CN labeled products must be produced under an appropriate USDA or US Department of Commerce (USDC) Federal inspection program to ensure that the label statement accurately reflects the amount of each ingredient used in the product. This will help protect local food service directors from misinformation and will ensure that manufacturers with CN labeled products are competing fro sales on a common basis. Federal agencies inspecting these products include:

- Food Safety and Inspection Service (FSIS) of USDA
- Agricultural Marketing Service (AMS) of USDA
- National Marine Fisheries Services (NMFS) of the USDC

Background

During the 1970's, advances in food technology and marketing increased the availability and use of commercially-prepared products, such as beef patties and combination items (burritos, pizzas, egg rolls, breaded fish portions, etc.) in the Child Nutrition Programs. These products posed a problem for food service directors. It was difficult at the point of sale to determine their actual contribution toward meal pattern requirements and to assure compliance with Federal regulations for serving specific amounts of foods. This fact, coupled with the anticipation of increased sales of these products to Child Nutrition programs, prompted USDA-FCS top form an evaluation committee. The committee would determine a means for properly evaluating the contribution of these kinds of products toward the meal requirement and establish and implement a program to review and monitor such products.

Yield data from the Food Buying Guide for Child Nutrition Programs is used for calculating a CN labeled product's contribution toward meal pattern requirements. Using yields from the Food Buying Guide will help ensure that various meat/meat alternate items, regardless of cooking methods used or the addition of other ingredients, will be nutritionally equivalent.

How to Identify a CN Label

A CN label must have this information printed on the principal display panel of the label:

- CN label statement;
- Product name;
- Ingredient listing in descending order of predominance by weight for all ingredients;
- Establishment number (meat, poultry and seafood items only);
- Manufacturer's or distributor's name and address; and
- Inspection legend for the appropriate inspection.

Label Statement

The CN label statement must be an integral part of the product label and include this information:

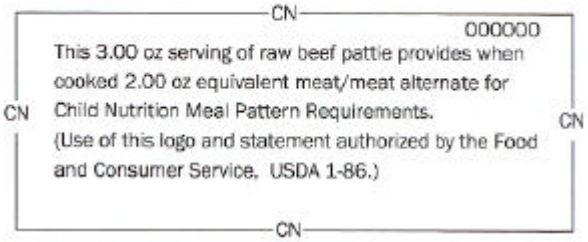
- The CN logo, which is a distinct border around the CN statement.
- A six-digit product identification number assigned by FCS, which will appear in the upper right-hand corner of the CN label statement.
- The statement of the product's contribution toward the meal pattern requirements for the Child Nutrition Programs. This identifies the contribution of a specific portion of a meat/meat alternate product toward the meat/meat alternate product toward the meat/meat alternate, grains/breads and/or vegetable/fruit components of the meal pattern requirements. It also identifies the contribution that juice drinks and juice drink products make toward the vegetable/fruit component of the meal pattern requirements.
- A statement specifying that the use of the logo and CN label statement is authorized by FCS.
- The month and year the label was approved in final by FCS.

Penalty for Misuse of CN Logo

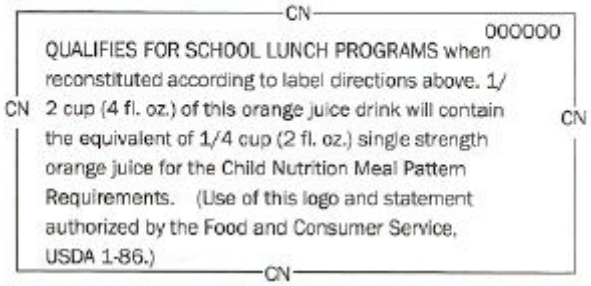
FCS has developed a logo to protect the integrity of the CN Labeling Program, to avoid possible abuse and to make the CN label statement easy to identify. The logo is a distinctive border design that surrounds the label statement. Companies will not be allowed to use the logo or statement without permission from FCS.

If a company uses the CN logo inappropriately, FCS will notify it and give it 30 days to discontinue use of the logo. If the company continues to use the label its name will be put on a list that will be sent quarterly to all FCS Nutrition and Technical Services regional offices. Regional offices will then circulate the list to the states. In addition, other actions may be taken.

Meat Product



Juice Drink Product



Advantages of Using CN Labeled Products

All CN labeled products that are federally approved and have a CN logo carry a warranty. If a school district participating in the Child Nutrition Programs purchases such a product and uses it according to the manufacturer's directions, the institution will not have an audit claim filed against it, for that CN labeled product, for noncompliance with the meal pattern requirements. If a state or Federal auditor finds that a CN labeled product does not actually meet meal pattern requirements claimed on the label, the auditor will report this finding to the FCS national office. FCS will prepare a report on the findings and send it to the appropriate division of FSIS, AMS, NMFS, Food and Drug Administration (FDA) or the Department of Justice for action against the company. That office will then be responsible for auditing production records to determine whether the product, as produced, met the conditions of the CN label statement before it left the plant.

If the audit shows that the product, as produced, does not meet the label statement, any or all of the following actions may be taken:

- The company's CN label may be revoked for a specific period of time.
- The appropriate agency may pursue a misbranding or mislabeling action against the company producing the product.
- The company's name will be circulated to FCS regional offices or FCS will require the food service program involved to notify the State office of the labeling violation.

A CN label statement does not:

- Assure that a product is good for children.
- Assure that a product is acceptable to children.
- Suggest that products without CN statements are inferior.
- Cost more.
- Assure that a product meets Dietary Guidelines.

The CN label statement tells how the labeled product can be "credited" or "counted" toward meeting the meal pattern requirements of the Child Nutrition Programs. Manufacturers must not use the CN label statement to promote a product's nutritional value or acceptability. For additional information about the CN Labeling Program, contact USDA, Nutrition and Technical Services Division, Food and Consumer Service, Room 607, 3101 Park Center Drive, Alexandria, VA 22302, (703) 305-2556.

The CN label statement should not be confused with fact sheets, nutritional analyses and letters of certification (product analysis sheets). Letters of certification are statements provided by a company official that tell a product's contribution toward the meal pattern requirements. These may contain pertinent information but are not recognized by auditors as official documentation of the product's contribution toward meal pattern requirements. These letters and fact sheets have not been reviewed by FCS and may or may not be accurate. Label statements approved at the State level for State-inspected plants also are not reviewed by FCS. State-approved labels and fact sheets are not covered by the CN label warranty.

Comparison of Nutrient Concentration in a 4-Ounce Raw Ground Beef Patty and a Patty Weighing 4-Ounces after Cooking

Nutrient	Raw Ground Beef Patty (4-oz.)*	Cooked Ground Beef Patty (4-oz.)**	Difference Between Raw and Cooked Patties
Protein	20.30 g	27.45 g	26.10% more
Iron	3.05 mg	3.62 mg	16.00% more
Thiamin	0.09 mg	0.10 mg	10.00% more
Riboflavin	0.18 mg	0.24 mg	25.00% more
Niacin	4.87 mg	6.12 mg	20.50% more
Water	15.05%	13.55%	10.00% less
Fat	24.05%	23.02 g	4.30 % less

*Ground Beef (no more than 24% fat).
**Cooking Methods: oven-broiled, pan-broiled or sautéed.
Data derived from Agricultural Handbook No. 456, *Nutritive Value of American Foods*, 1975

Throughout this explanation, protein has been used as an indicator of nutritional value. While protein is one of the primary nutrients supplied by meat/meat alternate products, there are two other important nutrients: thiamin and iron, which are supplied through these products. A 1981 USDA study, the National Evaluation of School Nutrition Programs, showed that thiamin and iron frequently fail to meet the nutritional goal of the National School Lunch Program (NSLP). The goal of the NSLP is for school lunches to meet an average of 1/3 of the Recommended Dietary Allowances for certain key nutrients. Therefore, it is important to remember that the meat/meat alternate products that are served daily provide different quantities of nutrients, in addition to protein, which contribute significantly to the overall nutritional content of the school lunch.

Advertising Literature, CN Labels and Product Analysis Sheets

Food purchasing for the Child Nutrition Programs is a difficult and specialized job. Like all buyers, one must be able to recognize value and quality in order to make reliable price comparison. Unlike other buyers, the person purchasing for Child Nutrition Programs must also purchase products that meet the Federal meal pattern requirements for the Child Nutrition Programs. One area of particular concern is the procurement of commercially-prepared meat and poultry products. It is often difficult to determine these products' contributions toward meal pattern requirements.

Important Questions to Resolve Regarding Meat Products Served in School Lunches:

- What percent of fat is in the meat?
- If cooked dry beans are used, what is the volume measure? (NOTE: Breakfast and lunch requirement for beans is measured by volume, not ounces.)
- If Vegetable Protein Product (BPP) is used to contribute toward the meat/meat alternate requirement, is it used in compliance with FNS regulations?
- What contribution does the total product make toward meeting the lunch requirement?

The CN buyer has various purchasing tools to help in this tasks. Two of these tools will be briefly discussed on the next page. Child Nutrition labels and signed product analysis sheets based on formulation and/or laboratory testing that contain meal pattern contribution statements. Each tool provides valuable information for the buyer; however, the buyer should be aware of their differences. Additionally, many manufacturers provide buyers with advertising literature that may make statements regarding the contribution of a particular product to the school breakfast and lunch patterns. **Advertising literature is not acceptable for use in supporting reimbursement claims.**

CN Label Questions and Answers

Question: What is Advertising Literature?
Answer: Advertising literature is information provided by the company that may contain valuable information about one or more of the company's products, but it may not be used to support the contribution that a product makes toward the CN meal patterns.

Question: What is a CN Label?
Answer: A CN Label is a product label that contains a statement that clearly identifies the contribution that the product makes toward the CN meal pattern requirements. This label carries a USDA warranty.

Question: What is a product analysis sheet?
Answer: A product analysis sheet contains a statement that clearly identifies the contribution that the product makes toward the CN meal pattern requirements. This statement is based on formulation and/or laboratory testing and is signed by a high ranking official in the company. A product analysis sheet carries no USDA warranty.

On occasion product analysis sheets have contained phrases like "to the best of our knowledge" and/or "contribution of the product is approximately." A school food authority should not accept a product analysis sheet containing such language. Only product analysis sheets that certify the contribution of the product to the meal pattern requirements should be accepted.

Question: Who Reviews and Monitors Product Analysis Sheets?
Answer: Product analysis sheets are written, designed and distributed by the individual manufacturer. Although an officer of the company signs these sheets to attest to the printed information, school officials are trusting that the company officials are making sure that the product label and production records match the description of the product on the product analysis sheet. USDA does not monitor these documents for compliance with the product formulation or the child nutrition meal pattern requirements.

Question: Does a product analysis sheet claiming a meal pattern contribution carry a USDA guarantee?
Answer: No.

Question: Does a CN labeled product carry a USDA guarantee?
Answer: YES. A CN labeled product provides a warranty against audit claims if used according to the manufacturer's directions. This warranty applies to the CN labeled product portion, not the entire meal.

Example of Advertising Literature

XYZ Food Products, 1200 Nowhere St., Anywhere, USA 00000

New School Lunch Products

- Fully Cooked Charbroiled Beef Patty (Product Code 0000) Ingredients: Beef, Water, Fortified Textured Soy Protein Concentrate, Seasonings Cooked Portion Size: 2.68 oz. Case Pack: 40 pcs. – 6.7 lb case
- Fully Cooked Charbroiled Pork Patty (Product Code 0000) Ingredients: Pork, Water, Fortified Textured Soy Protein Concentrate, Seasoning Cooked Portion Size: 2.65 oz. Case Pack: 45 pcs. – 7.45 lb case

Preparation Instructions: (From frozen state), Conventional Oven: Preheat oven to 375 degrees F. Cook for 50 minutes. Convection Oven: Preheat oven to 350 degrees F. Cook for 35 minutes.

Benefits

- Meet all FCS requirements. Provide 2 oz. of equivalent cooked lean meat for school lunch.
- Convenient Packaging.
- Easy Handling and Preparation.
- Reduced Sodium.

This advertising literature not only contains questionable information but also lacks necessary information to determine the product's contribution toward meeting the meal pattern requirements.

Questionable Information	Information Needed in Order to Determine the Product's Meal Pattern Contribution
1. The ingredient statement lists beef, not ground beef. This means that the patties could contain partially defatted chopped beef and/or cheek meat . The fat level is not restricted to a 30% maximum level as with ground beef. 2. The fact sheet claims that the soy protein concentrate used meets all requirements of FNS Notice 219. This automatically makes these products obsolete. Schools should only purchase products that contain VPP which meet the new fortification standards as set forth in Appendix A of the code of Federal Regulations issued January 7, 1983. 3. This fact sheet claims that the products described provide 2 ounces equivalent cooked lean meat for school lunch programs. The reader has no way of making this determination. 4. This fact sheet contains no certification statement. 5. This fact sheet is not signed by a high-ranking company official.	1. Weight of raw portion. 2. Percent fat of the raw meat. 3. Weight of raw meat. 4. Amount of dry VPP in the product if the product contains VPP. 5. Percent as purchased protein content of the VPP. 6. Proper hydration instructions and certification that the VPP used is authorized as an alternate food in the Child Nutrition Programs and meets USDA-FCS requirements.

Comparison Chart

Description	Child Nutrition Labels	Product Analysis Sheets that contain meal pattern contribution statements and are signed by a high-ranking company official	Advertising Literature
	Product label that contains a statement which clearly identifies the meal pattern contribution of the product	Document that contains a statement which clearly identifies the meal pattern contribution of the product (must be signed)	Any printed material that contains varied information about one or more products
Standard Information is Required	Yes	No	No
Reviewed & Monitored by USDA	Yes	No	No
Carried a USDA Guarantee	Yes – provides warranty	No	No
Product Identification Numbers	Each CN labeled product is assigned its own distinct 6-digit identification number	The product must be identifiable by name, code number, weight, ingredient listing, etc.	No standards
Accepted on Administrative Review	Yes	Yes	No

The CN label statement should not be confused with product analysis sheets. Product analysis sheets are documents provided and signed by a high-ranking company official that tell a product's contribution toward the meal pattern requirements. These may contain pertinent information but are not recognized by auditors or reviewers as official documentation of the product's contribution toward meal pattern requirements. These statements have not been reviewed by FCS and may or may not be accurate. Label statements approved at the state level for state-inspected plants also are not reviewed by FCS. State approved labels are not covered by the CN label warranty. For the purpose of the state administrative review, both CN labels and signed product analysis sheets will be accepted as supporting the contribution of a particular product to the reimbursable breakfast and/or lunch. However, the information provided will be reviewed for questionable statements. Unsigned advertising literature cannot be used to support the contribution of any product.

Questions and Answers

Question: How can a buyer verify the accuracy of the information on a product analysis sheet?
Answer: There is no easy way to verify this information; however, independent laboratories may be used to test products, ala carte/special sales/special sales.

Question: What steps can a buyer take before making a final purchasing decision?
Answer: Before purchasing any meat or poultry product:

- Request a sample of the product and the product label and be certain that product purchased with same label is received.
- Check to see if the label has percentage ingredient listing (request percent labeling on products purchased to know the product's ingredients that contribute to the meal pattern).
- Check to see if the fat content of the meat is listed on the label.
- Weigh the actual product to see if the net weight is correct.
- Check to see if the USDA statement verifying the use of the vegetable protein product (VPP) in the Child Nutrition Programs is printed on the label (if the product contains VPP). This statement is not required to appear on meat and poultry labels but often does.

Question: How can one identify and track a product referred to in a product analysis sheet?
Answer: Compare the product code and the name of the product indicated on the product analysis sheet with the label on the container of the delivered product to ensure that the two are identical. Be certain that a product analysis sheet is on file for any commercially-prepared product.

Question: Does the Nutrition and Technical Services Division (NTSD) review and monitor manufacturer's product analysis sheets?
Answer: NTSD does not review and monitor product analysis sheets on a routine basis. There is no requirement that companies send NTSD advertising literature or product analysis sheets for review. Food and Consumer Service (FCS) is not a policing agency that handles truth in advertising. Mislabeling actions are handled by the Federal Trade Commission. NTSD will review fact sheets that use the CN label statement or CN logo inappropriately and refer such matters to the appropriate inspection agency. NTSD will periodically review product analysis sheets that reference the Child Nutrition Programs:

- When a company sends NTSD a competitor's product analysis sheet and asks for a review of the content for accuracy.
- When a regional office sends NTSD a product analysis sheet for review if:
    - The school district and/or State Agency has made an attempt to solve the problem.
    - The advertisement or product analysis sheet submitted by the region is current and the material forwarded is complete.
    - Correspondence and/or information regarding the company's response when previously contacted are included.

Example of a Product Analysis Form

This product analysis form is an example of one that provides information to assist the purchaser in determining the extent to which a product is purported to contribute to the meal pattern requirement in addition to providing nutrient analysis information.

New Product: _____ Product Currently on Bid: _____ (If yes, bid item #): _____

Product Name: _____

Product Code Number: _____

CN Label #: _____ CN Label Crediting: M/MA _____
Bread _____
Fruit/Veg _____

Establishment Number: _____

Package Size: _____ lbs. _____ oz. _____ fl. oz. _____ grams

Number of Servings per Package: _____ Serving Size: _____

Product Description:

Ingredients:

Preparation Instructions (to include ingredients to be added and amounts, cooking methods, time and temperature):

*List variety(ies) and cuts of meat used in product:

*Weight of raw meat per portion (list each variety separately):

*Percent of fat in raw meat (list fat in each variety separately):

*Weight/measure (as appropriate) of meat alternates (specify):

**Source (e.g., soy, peanut), type (e.g. flour, isolate, concentrate), and percent of protein in VPP as purchased:

**Weight of dry VPP in one portion of product: _____

**Weight of water (liquid) to fully hydrate dry VPP in one portion of product: _____

Total weight per portion of product as purchased): _____

I certify that the above information is true and correct, and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of cooked lean meat/meat alternate when prepared according to directions.

I further certify that any VPP used in this product is authorized as an alternate food in the Child Nutrition Programs and its use conforms to Food and Consumer Service regulations (7 CFR Part S210, 225 or 226).

_____ _____

Signature Title

_____ _____

Printed Name Date

*This information is required to be completed for processed meat/meat alternate items with no CN label.
**This information is needed if a creditable Vegetable Protein Product (VPP) is used in the product and counted toward meeting the meat/meat alternate requirement, and the product has no CN Label.

Manufacturer:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Broker/Manufacturer Representative:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Manufacturer's Product Nutrition Information

Product Name: _____

Brand Name: _____

Product Code Number: _____

Data submitted for this product are on (check one):

"AS SERVED" basis: _____ "AS PURCHASED" basis: ____

A value must be entered for each nutrient. If the food item does not contain a specific nutrient, enter zero (0).

Analysis based on _____ ounce(s) or _____ gram(s) serving size.

Nutrient	**Amount per _____ oz. Serving**
Calories	kcal
Protein	gm
Total Fat	gm
Saturated Fat	gm
Carbohydrate	gm
Dietary Fiber	gm
Calcium	mg
Phosphorous	mg
Iron	mg
Sodium	mg
Potassium	mg
Vitamin A	RE**
Thiamin (Vitamin B1)	mg
Riboflavin (Vitamin B2)	mg
Niacin (Vitamin B3)	mg
Ascorbic Acid (Vitamin C)	mg
Cholesterol	mg

**Retinol Equivalents = 1/5 International Units

Fat Change (+/-) _____%
Moisture Change (+/-) _____%

What source of information was used to calculate the nutrient analysis?

_____1. Laboratory Analysis (Analytical)
_____2. Handbook 8 Calculations (Calculated)
_____3. Combination of 1 and 2.
_____4. Nutrient Label
_____Other (please specify): _____

CHAPTER 28.

Grains/Breads

Grains/Breads Component of the Reimbursable Lunch

The daily minimum lunch requirement of grains/breads for students ages three and over is a minimum of one serving per day and eight servings over a five-day week.

A serving may be:

- 1 slice of whole-grain or enriched flour bread.
- A whole-grain or enriched meal or flour biscuit, bagel, roll, tortilla, muffin, cracker, etc.
- A serving of cooked whole-grain or enriched cereal grains, such as rice, bulgur, oatmeal, corn grits or couscous.
- A serving of whole-grain, enriched or fortified ready-to-eat breakfast cereal.
- A serving of whole-grain, enriched or fortified cereals or bread products that are used as an ingredient in another menu item (such as breading on meats, fish or poultry).
- A serving of cooked enriched or whole-grain macaroni or noodle products. Enriched macaroni-type products with fortified protein (as specified in Appendix A to program regulations) may be counted as meeting either the grains/breads requirement or the meat/meat alternate requirement of lunches but not both in the same meal.
- A serving of meat/meat alternate pie or turnover crust when made from enriched or whole-grain meal or flour.
- A serving of snack products such as hard pretzels, hard bread sticks and chips made from whole-grain and/or enriched meal or flour.

NOTE: At least one full-sized serving of grains/breads must be offered with lunch each day. Grains/breads servings offered at breakfast cannot be counted as contributing to the grains/breads requirements for lunch.

For each day less than a five-day week, the school may decrease the servings per week by approximately 20% grains/breads (1/5). Use the chart below to help you determine the number of grains/breads servings needed.

Number of Serving Days	Number Required Grains/ Breads Servings in Week
5	8
4	6.4
3	4.8
2	3.2
1	1.6

Criteria for Determining Acceptable Grains/Breads

The following criteria were used as a basis for crediting items to meet the grains/breads requirement:

1. The item must be whole-grain or enriched or made from whole-grain or enriched meal or flour; or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.
2. The label must indicate that the product is enriched or whole-grain; made from enriched or whole-grain meal or flour as well as bran and/or germ; or fortified. If it is enriched, the item must meet the US Food and Drug Administration's Standards of Identity for enriched bread, macaroni and noodle products, rice, cornmeal or corn grits.
3. The item must be provided in quantities specified in the regulations and in minimum serving sizes as specified in the Grains/Breads for Child Nutrition Programs chart.

Criteria for Determining Equivalent Minimum Weight of a Serving

The following criteria must be used in determining the minimum weight of grains/breads items. In calculating the reference servings in the Grains/Breads for Child Nutrition Programs chart, the amounts of key nutrients for each item were averaged from the available data for items of that type. It was determined that the key nutrients in the items were basically furnished by the enriched flour and/or whole-grain ingredient. Food items have been divided into groups according to the product weight, which will yield the enriched flour and/or whole-grain equivalent of a 25 gram (or 0.9 oz.) slice of white bread. Within each group, all items have approximately the same nutrient and grain content per serving. The minimum weight of each group is based on the enriched flour and/or whole grain content of the product (exclusive of fillings, toppings, etc.).

1. Crediting of foods will be determined by the total amount of enriched flour and/or whole-grain in the recipe divided by the number of servings the recipe yields. Bran and germ are calculated in the same manner as enriched or whole-grain meal and flour.
2. For the types of food items listed in Groups A-G of the Grains/Breads for Child Nutrition Programs chart, to count as one full serving, an item must contain no less than 14.75 grams (0.52 ounces) of enriched or whole-grain meal and/or flour.
3. For the types of food items listed in Groups H-I of the Grains/Breads for Child Nutrition Programs chart, to count as one full serving, the weights and volumes listed must be used.
4. One-fourth (1/4) of a serving is the smallest amount allowable to be credited toward the grains/breads requirement.

NOTE: Enriched macaroni products with fortified protein may be used to meet a part of the meat/meat alternate requirement or to meet the grains/breads requirement but not both in the same meal.

Common Problems: Grains/Breads

It is often noted on an administrative review that a menu did not offer one serving of Grains/Breads (G/B) per day and/or eight servings of G/B per week.

1. Purchased-prepared (or partially-prepared) G/B items are served and credited as contributing to the school lunch pattern before it has been determined whether the items are enriched an/or whole-grain. Examples of purchased-prepared G/B items include frozen pancakes and waffles, refrigerated rolls, taco shells, tortillas and tortilla pieces, dry biscuit and muffin mixes and prepared pizza crusts.
   SOLUTION: Secure an ingredient statement from the individual product wrapper, bulk packing container, or manufacturer demonstrating that the item contains whole-grain and/or enriched flour and/or meal. Each serving must contain at least 14.75 grams of enriched flour and/or meal or whole-grain to be credited as one full serving of grains/breads or each serving must meet the minimum serving sizes identified on the Grains/Breads for Child Nutrition Programs chart.
2. A smaller-sized portion of the menu item being credited daily as G/B is served in the lower grades thus reducing the serving size to less than one full serving. Examples of G/B menu items for which the serving sizes might be commonly reduced for students in the lower grades include rice, macaroni and spaghetti, taco shells and crackers.
   SOLUTION: When reducing the portion size of a G/B menu item to less than a full-sized serving for students in the lower grades, be certain that the item is not the sole source of G/B in the daily menu. Less than a full-sized serving of G/B may be counted toward the weekly G/B requirement, but the daily minimum requirement is one full serving of G/B.

Additional Reminders Regarding Grains/Breads

1. Do not include G/B food items offered at breakfast as contributing to the required number of servings of G/B per week required by the school lunch pattern.
2. When a choice of two different menus, which may include a self-serve bar are offered, credit for the larger sized G/B should be given for the day. In the following example the day should be counted as offering two G/B.

Salad Bar 8 Square Saltine Crackers = 1 G/B	OR	Hamburger on Bun = 2 G/B

Foods That Do Not Qualify as Grains/Breads

Snack-type foods, such as non-enriched chips or potato chips, do not qualify as G/B and may not be credited toward meeting the bread requirement in meals served under the Child Nutrition Programs.

NOTE: When any cereal grain is used as an ingredient in a G/B product, use the serving size given for the appropriate bread group. For example, a serving of oatmeal bread should weight 25 grams (Group B).

FORMULA: WEIGHT OF FLOUR OR WHOLE GRAIN IN RECIPE

14.75 gm. of flour or enriched or whole grain equivalent is required to meet the bread/grain requirement . (Enhanced Food Based Menu System for lunch only)

Take # cups of flour or grain in recipe X gm. equivalent (standard gm per cup)
Divide by # servings in recipe
Equals gm of flour per serving

Example: Peanut Butter Cookie recipe makes 50 cookies
4 cups flour in recipe
1 cup flour = 137 gm.
4 X 137 = 548 divided by 50 servings = 10.96 gm. of grain per cookie
(equals 3/4 of a grain serving)

Most common items used in desserts:

wheat bran--	**1 C = 56 gm.**	**1 oz. = 28 gm.**	
oat bran--	**1 C = 84 gm.**	**1 oz. = 28 gm.**	**1/3 C = 1 oz.**
wheat germ-- (toasted)	**1 C = 112 gm.**	**1 oz. = 28 gm.**	**1/4 C = 1 oz.**
oatmeal-- (dry instant)	**1 C = 84 gm.**	**1 oz = 28 gm.**	**1/4 C = 1 oz.**
corn flakes	**1 C = 28 gm.**	**1 oz. = 28 gm.**	
Cheerios	**1 C = 22.4 gm.**	**1 oz. = 28 gm.**	**1 1/4 C = 1 oz.**
bran flakes	**1 C = 35 gm.**	**1 oz. = 28 gm.**	**3/4 C = 1 oz.**
Rice Krispies	**1 C = 28 gm.**	**1 oz. = 28 gm.**	

Note: All grains/breads items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.

When sweet foods are permitted, no more than 1 grains/breads serving a day may be a dessert and sweet snack foods should not be served as part of a snack more than twice a week. (One-quarter (1/4) of a serving is the smallest amount allowable to be credited toward the minimum quantities of grains/breads specified in program regulations.)

Refer to the Food Values Book for any item not listed.

Grains/Breads Requirement for the Food-Based Menu Planning Alternatives in the Child Nutrition Program

The food-based menu planning alternatives in the Child Nutrition Programs contain a requirement that all meals offered include grains/breads or bread/bread alternate food item(s), hereafter termed "grains/breads". Program regulations set forth the minimum quantities of grains/breads required for breakfasts, lunches, suppers and supplements (snacks) to be reimbursable. this instruction sets forth the criteria to be used to determine acceptable grains/breads, the criteria to be used to determine equivalent minimum servings sizes, and examples of foods that qualify as grains/breads for meals served under the food-based menu planning alternatives in all Child Nutrition Programs.

Criteria for Determining Acceptable Grains/Breads under the Food-Based Menu Planning Alternatives

The following criteria are to be used as a basis for crediting items to meet the grains/breads requirements under the food-based menu planning alternatives.

1. All grains/breads items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.
2. The label must indicate that the product is enriched or whole-grain; made from enriched or whole-grain meal or flour as well as bran and/or germ; or fortified. If it is enriched, the item must meet the Food and Drug Administration's Standards of Identity (21 CFR Sub-sections: 136, 137, & 139) for enriched bread, macaroni and noodle products, rice, or cornmeal.
3. The item must be provided in quantities specified in the regulations. One-quarter (1/4) of a serving is the smallest amount allowable to be credited toward the minimum quantities of grains/breads specified in program regulations.

Criteria for Determining Equivalent Minimum Serving Sizes

The Grains/Breads for Food-Based Menu Planning Alternatives in the Child Nutrition Programs Exhibit A, contains the equivalent minimum serving sizes for a wide variety of purchased food items.

In lieu of using the minimum serving sizes listed in the chart, the contribution of a grains/breads in a recipe may be calculated to determine the number of grains/breads servings the recipe provides. The crediting of a food item as a grains/breads serving is determined by the total amount of enriched or whole-grain meal and/or flour in the recipe divided by the number of servings the recipe yields. Bran and germ are calculated in the same manner as enriched or whole-grain meal and flour.

For the types of food items listed in Groups A-G of Exhibit A to count as one full serving, an item must contain no less than 14.75 grams (0.52 oz.) of enriched or whole-grain meal and/or flour. For the types of food items listed in Groups H and I of Exhibit A to count as one full serving, the weights and volumes listed therein must be used.

Foods That Quality as Grains/Breads

Foods that qualify as grains/breads for the Child Nutrition Programs are foods that are enriched or whole-grain or made from enriched or whole-grain meal or flour. Bran and germ are credited the same as enriched or whole-grain meal or flour. such foods include, but are not limited to:

1. **Breads** that are enriched or whole-grain.
2. **Biscuits, bagels, rolls, tortillas, muffins, or crackers** made with enriched or whole-grain meal or flour.
3. **Cereal grains (cooked)** such as rice, bulgur, oatmeal, corn grits, wheat, or couscous that are enriched or whole-grain.
4. **Ready-to-eat breakfast cereals** that are enriched, whole-grain or fortified.
5. **Cereals or bread products that are used as an ingredient in another menu item** such as crispy rice treats, oatmeal cookies or breading on fish or poultry when they are enriched, whole-grain or fortified.
6. **Macaroni or noodle products (cooked)** made with enriched or whole-grain meal or flour. Program regulations for the National School Lunch and Summer Food Service Programs allow enriched macaroni products that have been fortified with protein to be counted to meet either a grains/breads or meat/meat alternate requirements but not as both in the same meal.

7. **Sweet foods** such as toaster pastries, coffee cake, doughnuts, sweet rolls, cookies, cakes, or formulated grain-fruit products (authorized under Appendix A of 7 CFR, Part 220) when made with enriched or whole-grain meal or flour and served, as grains/breads serving per day may be a dessert and sweet snack foods should not be served as part of a snack more than twice a week.
8. **Pie crust** made with enriched or whole-grain meal or flour and served, as permitted under Exhibit A.
9. **Non-sweet snack products** such as hard pretzels, hard bread stick, and chips made with enriched or whole-grain meal or flour.

Source: Sections 210.10, 210.10a, 220.8, 220.8a, 225.16, and 226.20

Grains/Breads for Food-Based Menu Planning Alternatives in the Child Nutrition Programs

FCS Instruction 783-1, Rev. 2, Exhibit A

Group A Foods	Minimum Serving Size for All Group A Foods
Bread-type coating Bread sticks (hard) Chow mein noodles Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) **NOTE**: Weights apply to bread in stuffing	1 serving = 20 grams or 0.7 ounce ¾serving = 15 grams or 0.5 ounce ½serving = 10 grams or 0.4 ounce ¼ serving = 5 grams or 0.2 ounce
Group B Foods	**Minimum Serving Size for All Group B Foods**
Bagels Batter-type coating Biscuits Breads (white, wheat, whole-wheat, French, Italian) Buns (hamburger and hotdog) Crackers (graham crackers, animal crackers) Egg roll skins English Muffins Pita bread (white, wheat, whole-wheat) Pizza crust Pretzels (soft) Rolls (white, wheat, whole-wheat, potato) Tortillas (wheat or corn) Tortilla chips (wheat or corn) Taco shells	1 serving = 25 grams or 0.9 ounce ¾serving = 19 grams or 0.7 ounce ½serving = 13 grams or 0.5 ounce ¼ serving = 6 grams or 0.2 ounce
Group C Foods	**Minimum Serving Size for All Group C Foods**
Cookies[2] (plain) Cornbread Corn muffins Croissants Pancakes Pie Crust (dessert pies[2], fruit turnovers[3], and meat/meat alternate pies) Waffles	1 serving = 31 grams or 1.1 ounces ¾serving = 23 grams or 0.8 ounce ½serving = 16 grams or 0.6 ounce ¼ serving = 8 grams or 0.3 ounce
Group D Foods	**Minimum Serving Size for All Group D Foods**
Doughnuts[3] (cake and yeast raised, unfrosted) Granola bars[3] (plain) Muffins (all except corn) Sweet roll[3] (unfrosted) Toaster pastry[3] (unfrosted)	1 serving = 50 grams or 1.8 ounce ¾serving = 38 grams or 1.3 ounce ½serving = 25 grams or 0.9 ounce ¼ serving = 13 grams or 0.5 ounce
Group E Foods	**Minimum Serving Size for All Group E Foods**
Cookies[2] (with nuts, raisins, chocolate pieces, and/or fruit purees) Doughnuts[3] (cake and yeast-raised, frosted or glazed) French Toast Grain fruit bars[3] Granola bars[3] (with nuts, raisins, chocolate pieces and/or fruit) Sweet rolls[3] (frosted) Toaster Pastry[3] (frosted)	1 serving = 63 grams or 2.2 ounces ¾serving = 38 grams or 2 ounces ½serving = 25 grams or 0.9 ounce ¼ serving = 13 grams or 0.5 ounce

Group F Foods	Minimum Serving Size for All Group F Foods
Cake[2] (plain, unfrosted) Coffee Cake[3]	1 serving = 75 grams or 2.7 ounces ¾serving = 56 grams or 2 ounces ½serving = 38 grams or 1.3 ounce ¼ serving = 19 grams or 0.7 ounce
Group G Foods	**Minimum Serving Size for All Group G Foods**
Brownies[2] (plain) Cake[2] (all varieties, frosted)	1 serving = 115 grams or 4 ounces ¾serving = 86 grams or 3 ounces ½serving = 58 grams or 2 ounces ¼ serving = 29 grams or 1 ounce
Group H Foods	**Minimum Serving Size for All Group H Foods**
Barley Breakfast cereals[4] (cooked) Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (enriched whit or brown	1 serving = ½cup cooked or 25 grams dry
Group I Foods	**Minimum Serving Size for All Group I Foods**
Ready-to-eat breakfast cereal (cold, dry)[4]	1 serving = ¾cup or 1 ounce, whichever is less

1 Some of these foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.
2 Allowed only for desserts under the enhanced food-based menu planning alternative specified in 210.10 and supplements (snacks) served under NSLP, SFSP and CACFP.
3 Allowed only for desserts under the enhanced food-based menu planning alternative specified in 210.10 and supplements (snacks) served under NSLP, SFSP and CACFP, and for breakfasts served under the SBP, SFSP and CACFP.
4 Refer to program regulations for the appropriate serving size for supplements served to children ages 1-5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1-5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

Product Analysis (Product Formulation) Information to Provide for a Grains/Breads Product

(Place on company letterhead.)

Product Name: _____ Code No.: _____

Manufacturer: _____

Case Weight and Pack/Count: _____

Volume and Weight of One Serving of Product: _____

Grain Ingredient(s) in Product: _____
(**NOTE**: Primary grain ingredient must be enriched or whole grain flour or meal.)

Weight of Grain (gram weight) in One Serving of Product: _____

(**NOTE**: It takes 14.75 grams of whole grain or enriched flour or meal, bran or germ, or an equivalent amount of cereal as provided in FCS Instruction 783-1, Rev. 2, to equal one serving of Grains/Breads. Grains/Breads may be credited in ¼ serving increments.)

I certify that the above information is true and correct and that one serving of the above product (ready-to-eat) contains

_____ serving(s) of Grains/Breads.

_____	_____
SIGNATURE	TITLE
_____	_____
PRINTED NAME	DATE

CHAPTER 29.

Nutrient Standard Menu Planning

Nutrient Standard Menu Planning (NuMenus)

NuMenus is a computer-based menu planning system which allows menus to be planned that meet nutrition standards. Software specifically designed to comply with all program requirements provides technical support to analyze and modify menus if they do not comply with the standards. Because the software allows direct measurement of the nutrient content of the meals, it is not necessary to have food component or quantity requirements. In order to facilitate identification of those meals that are eligible for federal reimbursement, meals must contain at least three menu items: an entrée, fluid milk and a side dish. There is considerable flexibility to determine what constitutes an entrée and a side dish.

Assisted Nutrient Standard Menu Planning (Assisted NuMenus)

Assisted NuMenus is designed for those schools that do not have the technical resources to implement NuMenus but want to take advantage of some of its features. This option allows districts to use the expertise of outside entities, such as other school districts, the State Agency or a consultant, to develop a menu cycle, recipes, procurement specifications and preparation methods that will allow the school to produce meals that meet the nutrition standards. Meals must be produced according to the specifications developed by the outside entity. Any changes made by the school district need to be reanalyzed to assure that the nutrient standards are met. NuMenus: A Resource Guide, developed by USDA, consisting of five-week cycle menus for lunch and breakfast is available from USDA. This resource includes production records, preparation and pull lists, recipes, product specifications and nutrient analyses for the cycle menus.

Program Requirements – NuMenus and Assisted NuMenus

NuMenus and Assisted NuMenus allow any foods in any quantities to meet the nutrition goals. With food-based menus, foods from specific food groups and in specific quantities must be offered. The nutrition goals require meeting the Recommended Dietary Allowances (RDA) for breakfast (1/4 RDA) and lunch (1/3 RDA), age appropriate calorie goals and the Dietary Guidelines for Americans.

Nutrient Standards for lunch are set for these grade groups:

- Preschool
- Grades K-6
- Grades 7-12
- Plus an optional standard for grades K-3

School lunches shall provide the minimum calorie and nutrient levels for each of the required grade groups. These minimums should be achieved in meals averaged over a school week.

The Nutrient Standards for breakfast are set for these grade groups:

- Preschool
- Grades K-12
- Plus an optional standard for grades 7-12

Optional Age Groups

Schools have the option to provide the calorie and nutrient levels for lunches and breakfast for these age groups:

- Ages 3-6
- Ages 7-10
- Ages 11-13
- Ages 14-17

Optional Age Nutrient Standard for NuMenus – LUNCH				
Nutrients and Energy Allowances	**Ages 3-6**	**Ages 7-10**	**Ages 11-13**	**Ages 14 and Above**
Energy Allowance/Calories	558	667	783	846
Total Fat (as a percent of actual total food energy)	(1)	(1)	(1)	(1)
Satu8rated Fat (as a percent of actual total food energy)	(2)	(2)	(2)	(2)
RDA for Protein (g)	7.3	9.3	15.0	16.7
RDA for Calcium (mg)	267	267	400	400
RDA for Iron (mg)	3.3	3.3	4.5	4.5
RDA for Vitamin A (RE)	158	233	300	300
RDA for Vitamin C (mg)	14.6	15.0	16.7	19.2

(1) Not to exceed 30% over a school week.
(2) Less than 10% over a school week.

Optional Age Nutrient Standard for NuMenus – BREAKFAST				
Nutrients and Energy Allowances	**Ages 3-6**	**Ages 7-10**	**Ages 11-13**	**Ages 14 and Above**
Energy Allowance/Calories	419	500	588	625
Total Fat (as a percent of actual total food energy)	(1)	(1)	(1)	(1)
Satu8rated Fat (as a percent of actual total food energy)	(2)	(2)	(2)	(2)
RDA for Protein (g)	5.5	7.0	11.25	12.5
RDA for Calcium (mg)	200	200	300	300
RDA for Iron (mg)	2.5	2.5	3.4	3.4
RDA for Vitamin A (RE)	119	175	225	225
RDA for Vitamin C (mg)	11	11.25	12.5	14.4

(3) Not to exceed 30% over a school week.
(4) Less than 10% over a school week.

Selecting the Correct Nutrient Standard

Not all schools' grade structures will match the Nutrient Standard grade or age groups.

Districts may develop their own customized nutrient standard groups corresponding to the age or grade groups in their school(s). At least two Nutrient Standards should be used with any school that has grades K-12. Where such a broad spectrum of ages and grades are present, the standard should be changed at or right above the sixth grade level.

If only one age or grade is outside the specified group, a school or group of schools may use the Nutrient Standard level for the majority of children. However, when more than one grade or age is outside of the specified group, the menu planner should use two of the required groups or develop a customized age/grade group.

Example 1: Somewhere Elementary School serves grades K-8. Two nutrient standards should be used for this school. The K-6 nutrient standard would be used for the grades K-6 and the 7-12 nutrient standard would be used for grades 7 and 8.
Example 2: Somewhere Middle School serves students in grades 5-8. Two nutrient standards should be used for this school. The K-6 nutrient standard would be used for grades 5 and 6, the 7-12 nutrient standard would be used for grades 7 and 8.
Grades K-7 or grades 6-9 schools could include the one grade outside the group using the K-6 nutrient standard and 7-12 grade groups nutrient standard respectively. If the district plans centralized menus for several schools with grades within the K-6 range, even though the schools have varying age or grade groups, all of the menus may be planned for the grades K-6 nutrient standard.

Example: Anywhere School District plans the menu for all three of the elementary schools in the district. One school serves students in grades K-6; one pre-K-4; and the one K-5. Menus for these schools can be planned using the nutrient standard for grades K-6; however, if each school is allowed to plan its own menu, then menu planning and nutrient analysis will need to be done for each school site.

Optional Age Groups

For schools using the age grouping chart, the groups are adjusted by creating additional Nutrient Standards for other age categories by weighting, combining and/or averaging the RDA for different age groups.

Special Consideration at Age 11

The greatest differential in caloric needs occurs between ages 10-11 or between grades 5-6. A one-year age difference does not make a great difference in the RDA requirements for each nutrient when weighted for the predominant group. However, when several ages are added in on either side of the 10-11 age break, either too few nutrients and calories will be provided for those 11+ years or too many calories and fat will be provided for those 10 years and under.

The Nutrient Standards developed by the district for customized grade and age groups must be added to the approved nutrient analysis software system. However, the nutrient standards specified by USDA will already be in any software that has been approved by USDA.

Weekly Averages

Planned menus will be analyzed over a school week using an approved nutrient analysis software system based on the projected servings of each menu item.

School Week Definition

A school week is defined as a minimum of three consecutive days and a maximum of seven consecutive days. If there are fewer than three consecutive days in a week (from Sunday to Saturday), menus may be combined with either the previous or the following week. For example, when there are only two days of school during the week of Thanksgiving, those two days could be combined with either the week before or the week after Thanksgiving.

Example: For determining school week, choose:

November 14, 15, 16, 17, 18, 21 & 22 (seven days)

November				
M	**T**	**W**	**Th**	**F**
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	HOLIDAYS		
28	29	30		

November 21, 22, 28, 29, 30 and December 1, 2 (seven days)

November				
M	**T**	**W**	**Th**	**F**
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	HOLIDAYS		
28	29	30		

Weighted/Unweighted Nutrient Analysis

Planned menus will be analyzed and compared to the appropriate Nutrient Standard using weighted or unweighted (simple averages) based on the projected servings of each menu item and condiment.

Weighted nutrient analysis is an option, not a requirement. Schools may choose to analyze menus based on the number of servings panned (weighted) or they may give equal weight to each menu item (unweighted or simple average).

Unweighted Averages

If you are not weighting your menu analysis and are offering choices from food groups, you will need to determine a projected number of portions for menu items.

Use this procedure:

1. Divide the total number of projected meals by the number of food item choices in each food group.
2. Multiply the answer times the number of food items allowed to be chosen.
3. This answer becomes the "projected servings" for each food item. The number will be the same for each food item in a food group but may be different for each food group depending on the number of choices within that food group.

This procedure should be done for each food group. See the following example:

Determining Projected Servings for Unweighted (Simple Averages) Choice Menu (Projected Meals = 900)

Student Choices	Menu (Food Group)	Projected Servings	Steps Necessary to Get Projected Servings for Computer Entry
Select One	Chicken Nuggets Fish Fillet Spaghetti/Meat Sauce	300 300 300	900 projected meals divided by 3 food item choices = 300 projected servings for each food item in this food group
Select Two	French Fries Green Beans Tossed Salad Applesauce Orange Juice	360 360 360 360 360	900 projected meals divided by 5 food item choices = 180 servings 180 x 2 food item choices = 360 projected servings for each food item in this food group
Select One	Dinner Roll Hamburger Bun Garlic Bread	300 300 300	900 projected meals divided by 3 food item choices = 300 projected servings for each food item in this food group Select One
Select One	Whole Milk 1% Chocolate Milk Nonfat Milk	300 300 300	900 projected meals divided by 3 food item choices = 300 projected servings for each food item in this food group

Weighted Averages

1. The nutrition analysis program will calculate nutrients and provide a production sheet based on projected servings.
2. Estimate the number for projected servings based on past production records and meal counts.

Determining Projected Servings for Weighted Averages

Student Choice	Menu	Projected Servings
Select One	Chicken Nuggets Fish Fillet Spaghetti/Meat Sauce	600 100 200
Select Two	French Fries Tossed Salad Applesauce Orange Juice	875 325 350 250
Select One	Dinner Roll Hamburger Bun Garlic Bread	400 100 300
Select One	Whole Milk 1% Chocolate Milk Nonfat Milk	150 700 50

The school district will do weighted averaging at the district level if they use central menus. They will need a system to aggregate the data on the amounts that will be prepared for reimbursable student meals from the individual schools. If meal planning is done at the individual school level, weighting would be based on the amounts prepared for reimbursable student meals at that school.

Combining Breakfast and Lunch Nutrient Standards

NuMenus and Assisted NuMenus allow schools the option to combine the total nutrients for breakfast and lunch together in proportion to the participation in each meal. Your software system may have the capability to combine the breakfast and lunch analysis in proportion to your participation. This is an optional feature of USDA-approved software and may not be in all nutrient analysis software.

Approved Software and Database

When performing nutrient analysis in NuMenus, the school must use USDA-approved software. USDA-approved software uses the National Nutrient Database for Child Nutrition Programs (NNDCNP). A list of approved software is available from the State Agency.

Standardized Recipes and Preparation Techniques

In the planning and serving of NuMenus, standardized recipes and preparation techniques must be used. In order to qualify as a standardized recipe, a recipe must have an established and specified yield, portion size and quantity. In addition, the ingredients must be constant in measure and preparation. Examples of standardized recipes include the USDA Quantity Recipes for Schools and the New School Lunch and Breakfast Recipes…A Tool Kit for Healthy School Meals. Schools may also use local or State standardized recipes.

Processed Foods

When processed foods are used in NuMenus, the nutrient analysis of these products must either be in the National Nutrient Database for Child Nutrition Programs or entered into the district's local database. The nutrient analysis of the actual product must be used.

A Nutrient Analysis or a "Nutrient Fact Label" must be requested from the manufacturer or broker of any processed foods used when there is no comparable food already listed in the database, including commodity foods sent for processing. Request the nutrient analysis as part of your bid specifications. This nutrition information must then be added to the nutrient analysis software. (Contact the software supplier or software manual for directions on how to add this product information to your software.)

Menu Item Definition

NuMenus deal with menu items instead of food components and food items. A menu item may be any single food or combination of foods. In NuMenus, meals are required to have three menu items for lunch and for breakfast.

Lunch

The three categories of menu items for lunch are:

- Entrée
- Milk
- Side Dishes (any other food except a food of minimal nutritional value)

Example:

Hamburger on a Bun	Entrée
Fruit Salad	Side Dish
Oatmeal Raisin Cookie	Side Dish
Fluid Milk Choices	Milk

Entrée

An entrée may be a combination of foods or a single food item that is offered as the main course. Nowhere in the regulations does it state that an entrée must contribute the majority of the calories of a reimbursable meal.

An entrée is a menu item that is a combination of foods or a single food that is served as the main course. To determine if an entrée can be counted as one menu item or more than one menu item when it consists of a combination of foods, look at the way it is served. If an entrée contains a combination of foods and some of these foods belong to different food groups (i.e., meat, bread, fruits and vegetables, milk, etc.), each food should not be counted as a separate menu item but as part of the entrée (one menu item total).

For example, if a menu planner traditionally serves turkey with gravy over mashed potatoes, then the turkey, gravy and mashed potatoes are considered the entrée (one menu item). To make two menu items, serve the potatoes on the side as a separate item.

Example:

One Item	Two Items
Hamburger served on a Bun	Hamburger Pattie served separate from Bun
Turkey and Gravy served on Mashed Potatoes	Turkey and Gravy served separately from Mashed Potatoes
Burrito Grande (Tortilla, Meat, Rice, Tomato, Lettuce, Salsa) served together	Beef Burrito served separately from Spanish Rice

In the example of Turkey and Gravy on Potatoes, because this item is served as one menu item (potatoes topped with turkey and gravy), it would not count as an entrée if the potatoes were missing. If it were served as two separate menu items (turkey and Gravy and Mashed potatoes), then the turkey alone would be the entrée (however, if it is served separately, it would also be considered two menu items for offer versus serve and could affect the number of items the student would be required to choose). Gravy is considered a condiment, so the menu item would still count as an entrée if it were served without gravy.

Milk

Schools are required to offer fluid milk as a beverage. Schools are also required to offer a variety of fluid milk consistent with children's preferences in the prior year. If a type of milk represents less than 1% of the total amount of milk consumed in the previous year, the school may elect not to offer that type of milk for lunch. To assist in meeting the goal of 30% calories from fat, the serving of low-fat (2% and 1%) or skim milk is encouraged. Milk can be flavored or unflavored.

Side Dishes and Condiments

Any other menu item offered is considered a side dish unless it is a condiment. While condiments must be taken into consideration when planning and analyzing for nutrients, they are not counted as menu items for the purpose of meeting the minimum requirement of three menu items for lunch and breakfast. Condiments include such items as relishes, catsup, mustard, jelly, gravies, whipped toppings and table spreads.

In NuMenus there is no beverage menu item category – milk is the menu item. If a school district wants to offer beverages in addition to milk, these beverages must be offered as one of the side dish choices that are part of the school's unit-priced meal. They may not be offered as a choice against milk.

The school district's policy should be clearly publicized so students understand their options.

Breakfast

The three categories of menu items for breakfast are:

- Fluid milk served as a beverage
- Any two other foods except a food of minimal nutritional value.

There is no requirement for an entrée for breakfast. All menu items must be offered prior to the point of service.

Example:

Egg Stratta	Menu Item 1
Orange Juice	Menu Item 2
Fluid Milk Choices	Milk

Foods of Minimal Nutritional Value

Schools using NuMenus or Assisted NuMenus are required to comply with the foods of minimal nutritional value rule.

Inclusion in Nutrient Analysis

If a food of minimal nutritional value is a part of a menu item, the nutritional contribution can be counted when the nutritional analysis of the meal is calculated. For example: marshmallows on sweet potato casserole). The food of minimal nutritional value should only be a garnish or incidental part of the menu item; in no case can it be more than 50% of the menu item.

Theme Bars

Salad bars and other theme bars such as pasta bars, taco bars, potato bars, etc., may be served in NuMenus and are considered reimbursable lunches when they consist of:

An entrée or menu item that is the main course.
Fluid milk, served as a beverage.
Side dishes (any other food except a food of minimal nutritional value).

For ease of analysis menu planners should make an analysis of their salad/theme bar as a recipe. Schools that have more than one typical salad/theme bar need to make several averaged analyses (one for each type of bar) so that each one is represented. The theme bar recipes are treated as another menu choice and averaged into the weekly nutrient analysis based on projected servings.

Field Trips

Menus for field trip lunches may be incorporated into the menu analysis of the day they are served along with the regularly scheduled menu items. The field trip meals will be averaged into the overall week's menu analysis just as if they were meals served on a school campus.

Requirements for Reimbursable Meals Under Offer Versus Serve (NuMenus)

Offer versus serve is a serving method designed to reduce food waste and food costs in school meal programs without jeopardizing the nutritional integrity of the meals served.

National School Lunch Program

- Minimum of three menu items offered.
- Required in grades 9-12;optional below that level.
- Must select at least two items, one of the items must be an entrée.
- If four or more items are offered, the student may decline no more than two.

School Breakfast Program

- Minimum of three menu items must be offered (of those, one must be milk).
- Must select at least two items.
- Decline a maximum of one item.

Offer versus serve is determined by school district.

The breakfast/lunch must be priced as a unit regardless of the number of menu items selected by the student. Under offer versus serve, a student may decline food items that he/she does not intend to eat. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.

Counting Menu Items for Offer Versus Serve

Students may be offered a variety of menu items and choices for each menu item at each meal. The meal planner establishes what constitutes a reimbursable meal from among the various menu items and choices in menu items that are offered.

Example: A senior high school offers these menu items at lunch.

	Student					
Entrees (students select one)	**A**	**B**	**C**	**D**	**E**	**F**
Lasagna	X			X		
Macaroni and cheese			X		X	
Chicken nuggets		X				X
Side Dished (students select one)						
Green beans	X					
Oven-baked fries				X		X
Corn		X				
Rice					X	
Milk (students select one)						
1% Chocolate			X			X
2% Unflavored				X		
Skim	X				X	
Bread (side dished – students select one)						
Rolls			X			
Garlic bread				X		
Bread sticks						
Desserts (side dishes-students select one)						
Rice pudding						
Fruit cup					X	
Oatmeal cookies		X				

The menu planner determines that the entrée, milk, one serving each of a side dish, bread and dessert (five menu items) constitute a reimbursable meal. Under offer versus serve, since more than three menu items are offered, the student may only decline two items. Therefore, the student must select at a minimum, three menu items (the entrée and two other menu items) to have a reimbursable meal.

Choices

While multiple choices may be offered for various menu items, the number of choices does not affect the number of menu items that the menu planner establishes as comprising a reimbursable lunch or breakfast. The meal planner must assure that daily lunch or breakfast menu meet the requirement of having the correct number of menu items. The weekly menu must meet the requirements of the Nutrient Standards.

Students cannot select two of the same menu items under offer versus serve (i.e., two entrees or two servings of the same vegetable) and have it count toward a reimbursable meal. Each menu item must be different.

Nutrition Goals

Menu planning is designed to meet or exceed the minimum nutrient levels for the various age groups. There are no minimum quantities established by the regulations for any menu item. The menu planner establishes what the entrees are and the serving sizes of the menu items.

Point-of-Service Identification

For the purpose of identifying a reimbursable meal at the point-of-service, the menu planner will need to provide students and cashiers with details about the various combinations of menu items (including the various entrees) that may constitute a reimbursable meal.

If the school has a salad bar, the students may be able to make an “entrée salad” or a “side salad” (a side dish menu item) from the various ingredients. For example, students and cashiers need to be informed that the entrée salad consists of two scoops of tuna or chicken salad plus a bowl of lettuce and other items. The side salad/menu item could be a bowl of lettuce and other vegetables or a bowl of fruit salad.

Substitutions

Occasionally it is necessary to make a substitution to a planned menu cycle for various reasons such as effective use of leftovers, food shortage or improper delivery from vendors. The use of substitutions may change the nutrient content of the meal and meals may no longer meet the Nutrient Standard.

When food substitutions are made due to an emergency situation (i.e., food shortage), it is impractical for menu planners to revise menus and recalculate nutrient amounts. If the need for service of a substitute item or leftovers occurs two weeks before the week the original menu item is to be served, the week’s menus will be reanalyzed and the Nutrient Standards (for the week) must be met with the substituted item. The two-week time span is the two-week period before the day of the menu item substitution.

If the need for a substitution is known two weeks or more before the menu date, reanalyze and meet the Nutrient Standard.	If the need occurs within two-weeks of date of meal service, no reanalysis is required and you should try to use a similar food as the substitute.

If a food is substituted that is not a similar food according to the definition in this section, a reanalysis may be done but it is not required.

For the purposes of NuMenus, a similar food will mean that at the site level, the substitution plays the same role in the meal (entrée, milk, side dish) and is from the same food group

Menu planners are encouraged to monitor the substitutions and reanalyze if in their judgment the Nutrient Standards would no longer be met.

Example 1: The September 14 menu calls for orange wedges. No oranges are available. Your produce purveyor calls August 30 to inform you of the need to change and you decide to use apple wedges. Do you need to reanalyze the menu?

Yes. Since you know of the change prior to the two weeks before serving, you should reanalyze the menu.

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August						30	31
September	1	2	3	4	5	6	7
	8	9	10	11	12	13	14

Example 2: On September 18 there are 20 servings of rice left over. The cook freezes the leftovers. On September 24, the school runs out of rolls to serve with Baked Chicken. The cook reheats the leftover rice and serves it with chicken. Do you need to reanalyze the menu?

No. This was an emergency substitution of a similar food. There is no need to reanalyze.

Example 3: The September 29 menu calls for Beef and Bean Burritos. The delivery arrives from the distributor on September 27. You have been shorted two cases of burritos, but they send two cases of Chicken and Bean and Cheese Quesadillas as a substitution. Do you need to reanalyze the menu?

No. Because the menu planner did not know about the substitution two weeks in advance of the date of the menu and a similar food was served, there is no need to reanalyze.

September	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

Example 4: On October 14, the menu calls for Peach Cobbler. The day before the baker burns the cobbler and it must be thrown out. The manager knows there needs to be another menu item, but only has ice cream to substitute for the cobbler. Do you need to reanalyze the menu?

No. The substitution occurred within the two week period. Although the menu item substituted is not a similar food, the menu does not need to be reanalyzed.

Questions and Answers

Question: Is it acceptable for a school to exceed the required nutrient standards?
Answer: Yes. USDA regulations specify the minimum nutrient level requirements for school lunches under Nutrient Standard Menu Planning. Assisted Nutrient Standard Menu Planning. Enhanced Food-Based Menu Planning and Traditional Food-Based Menu Planning options, respectively. School districts may plan menus under the Nutrient Standard, Enhanced Food-Based Menu Planning or Traditional Food-Based Menu Planning options, which exceed nutrient levels in the grade/age appropriate group (with the exception of nutrient levels for total fat and saturated fat, which are maximums based on the total calories planned). It is, however, important for schools to recognize the grade/age related nutrient needs of children and plan menus with appropriate levels of nutrients.

Question: If a school is using NuMenus, can they also use NuMenus for the Summer Food Service Program?
Answer: Yes, they can. Any district that is using NuMenus and also operates the Child and Adult Care Food Program and/or the Summer Food Service Program may, at its option and with State Agency approval, prepare meals provided for these programs using the NuMenus alternative.

Question: When using NuMenus, can a school combine preschool with grades K-7 and serve everyone the same amount of food?
Answer: No, this cannot be done. When more than one grade or age is outside of the established levels, the menu planner should use two of the required groups or develop a customized age group. When using NuMenus, the required grade groups for lunch include: Preschool, Grades K-6, Grades 7-12, plus an optional standard for grades K-3. The required grade groups for breakfast include: Preschool, Grades K-12, plus an optional standard for grades 7-12. Schools may also choose to use these optional age groups: Ages 3-6, Ages 7-10, Ages 11-13, and Ages 14-17. If only one age or grade is outside the established levels, a school or group of schools may use the Nutrient Standard levels for the majority of children. In the situation above, it is recommended that the preschool students be added to grades K-6 and another standard be used for students in Grades 7-12, since the calorie and nutrient requirements of students in grades 7-12 are higher. There are also several other ways that this situation could be handled:

1. The school district could choose to use the USDA age groupings for menu planning: Ages 3-6 (for preschool through first grade), ages 7-10 (for second through fifth grades), and ages 11-13 (for sixth and seventh graders), to provide caloric and nutrient levels that are most appropriate to the children's nutritional needs; or
2. The school district could customize age grouping (there are plenty of options for custom age groupings). For example, they might choose ages 3-8 (preschool through third grade) and ages 9-12 (fourth grade through seventh grade).

Question: Can a student who does not eat meat select a meat alternate as an entrée when it is offered by the school as a side dish? If so, can a menu item serve as both an entrée and a side dish?
Answer: No. A student is required to take an entrée and may not choose a side dish in lieu of the entrée. All school districts should consider planning meatless entrees if members of the student body are interested in having this type of meal. School districts could also offer beans, eggs or cheese. In addition, they could offer entrees containing 100% Vegetable Protein Product (VPP) or entrees without meat in them (for example, Pasta with Tomato Sauce).

The second part of this question asked if a menu item could serve as both an entrée and a side dish. It is possible for a school to serve macaroni and cheese as an entrée and then to also offer a smaller portion of macaroni and cheese as a side dish. IF the school chose to do this, they would have to provide training to both students and school food service staff so that they would understand that the student could not choose macaroni and cheese as both an entrée and as a side dish and have it count as two of the required menu items for offer versus serve (menu items must be different to be counted toward offer versus serve; two of the same item count only as one item).

Question: Can a school use Food-Based Menu Planning for some meals and NuMenus for other meals?
Answer: Yes and no. That is, school districts can use different menu planning systems for different schools in the district but cannot mix systems within a school (except under certain circumstances). For example, the school district has central menus; they use NuMenus for elementary school menus (K-6) and Enhanced Food-Based Menu Planning for high school menus (7-12). They can use the two systems in a K-12 school provided that meal service to the two groups is completely separate.)

CHECKLIST FOR SCHOOLS UNDERGOING A NUTRIENT ANALYSIS BY THE STATE

_____1. Production plans are filled out completely, including all condiments and fats.

_____2. Production plans reflect planned portions to be prepared.

_____3. Recipe numbers, recipes or CN labels are on file and easily retrievable for all foods prepared.

_____4. Data submission forms from vendors are on file and readily available.

_____5. Any substitutions made in the menu are recorded on the production plan.

_____6. Bid sheets or co-op bids are readily available for reference from the latest bid period.

_____7. If local FSD has done the nutrient analysis, the analysis for one week is printed out for verification of meeting Dietary Guidelines and Nutrient Standards.

_____8. If more than one choice is offered within components, the planned number of portions for each choice is noted on the production plan.

Checklist for Computer Analysis

District_____ School_____
Menu Dates_____
Analysis completed by_____

DAILY MENU ENTRIES: PRINTED MENU & PRODUCTION PLANS	Yes	No	Notes
All planned/standard menu items are entered			
All condiments are entered			
Selections from Database			
Cooked weight/serving size was correct			
Correct form of item was entered (frozen, fresh, etc.)			
Correct packing medium was selected (light, juice)			
Purchased product selected matches item planned and has been added to database			
Standardized recipe is the one planned and has been added to the database			
Appropriate Measurements			
Fluid ounces and weight ounces are entered correctly			
Serving sizes entered match sizes planned, recipe yields and vendor products			
Serving sizes reflect edible portion per USDA's Buying Guide			

WEEKLY AVERAGE PRINTOUT REVIEW	Yes	No	Notes
The correct age/grade group was selected			
All nutrients for menu accountability were printed			
The analysis meets the nutrient standards/targets			
A percent nutrient-to-standard is listed for each nutrient			
Percent of calories from fat and saturated fat meets the standard			
The weekly average is within normal range			

RECOMMENDATIONS:

CHAPTER 30.

Special Needs

Meal Substitutions for Medical or Other Special Dietary Reasons

Child Nutrition Programs regulations require participating school districts to offer to all participants breakfasts, lunches, suppers, supplements and milk that meet the meal requirements identified in the program regulations. Departmental regulations further require substitutions to the standard meal requirements for participants who are considered handicapped and whose handicap restricts their diet and permit substitutions for other participants who are not handicapped but are unable to consumer regular program meals because of medical or other special dietary needs. The provisions requiring substations for handicapped participants respond to the requirements of Section 504 of the Rehabilitation Act of 1973 and to the USDA's implementing regulations, 7 CFR Part 15b.3, which provide that no otherwise qualified handicapped individuals shall, solely on the basis of handicap, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

School districts are required to offer program meals to participants with handicaps whenever program meals are offered to the general populations served by the programs. School districts should be aware that the Individuals with Disabilities Education Act (IDEA) imposes requirements on state that may affect them, including the service of meals even when such service is not required by the Child Nutrition Programs.

For example, the individualized education program developed for a student under the IDA may require a meal to be served outside of the regular meal schedule for program meals or may require a breakfast to be served in a school that does not participate in the School Breakfast Program. While the school may not claim these meals, it may use the same food service facilities or food service management company to provide these meals as it uses to provide program meals, and program funds may be used to pay for the costs associated with the IDA-required meals.

Handicapped Participants

"Handicapped person" is defined as any person who has "a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
"Major life activities" are defined as "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working." School districts participating in the Child Nutrition Programs are required to make substitutions or modifications to the meal requirements for those participants with handicaps who are unable to consume the meals offered to non-handicapped participants.

Determinations of whether a participant has a handicap that restricts his/her diet are to be made on an individual basis by a licensed physician. The physician's medical statement of the participant's handicap must be based on the regulatory criteria for "handicapped person" and contain a finding that the handicap restricts the participant's diet. In the cases where school district staff have consulted with the physician issuing the statement and it is still unclear whether the statement meets the regulatory criteria, the school district may consult the Kentucky Department of Education, Division of School & Community Nutrition.

Medical statements must include:

1. The participant's handicap and an explanation of why the handicap restricts the participant's diet.
2. The major life activity affected by the handicap; and
3. The food or foods to be omitted from the participant's diet, and the food or choice of foods that must be substituted. If the handicap would require caloric modifications or the substitution of a liquid nutritive formula, for example, this information must be included in the statement. If the handicapped participant requires only textual modification(s) to the regular program meal, as opposed to a meal requirement modification, the medical statements is recommended but not required. In such cases, the purpose of the statement is to assist the school district in providing the appropriate textual modifications. Unless otherwise specified by the physician, the meals modified for texture will consist only of food items and quantities specified in the regular menus.

The school district should provide parents/guardians with 7 CFR Part 15b.3, so that their physicians may correctly assess whether an individual's handicap meets the regulatory criteria. It is suggested that school districts consider the use of the services of a Registered Dietitian to assist in implementing the medical statement, as appropriate.

Generally, participants with food allergies or intolerances, or obese participants, are not “handicapped persons”, and school districts are not required to make substitutions for them. However, if a physician assesses that food allergies may result in severe, life-threatening reactions (anaphylactic reactions) or the obesity is severe enough to substantially limit a major life activity, the participant then meets the definition of “handicapped person”, and the food service personnel must make the substitutions prescribed by the physician.

Participants with Other Special Dietary Needs

A school district may, at its discretion, make substitutions for individual participants who are not “handicapped persons” but are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case-by-case basis when supported by a statement signed by a recognized medical authority. In these cases, recognized medial authorities may include physicians, physician assistants or nurse practitioners.

For these non-handicapped participants, the supporting statement shall include:

1. An identification of the medical or other special dietary need that restricts the participant’s diet; and
2. The food or foods to be omitted from the participant’s diet and the food or choice of foods that may be substituted.

School districts are not required to make substitutions for participants whose conditions do not meet the definition of “handicapped person”. For example, individuals who are overweight or have elevated blood cholesterol generally do not meet the definition of “handicapped person”, and thus school districts are not required to make meal substitutions for them. In fact, in most cases, the special dietary needs of non-handicapped participants may be managed within the normal program meal service when a well-planned variety of nutritious foods is available to students, and/or offer versus serve is available and implemented.

Reimbursement and Availability of Substitutions

Reimbursement for meals served with an authorized substitute food to handicapped participants or to participants with other special dietary needs shall be claimed at the same reimbursement rate as meals that meet meal requirements. Furthermore, there shall not be a supplementary charge for the substituted food item(s) to either a handicapped participant or to a participant with other special dietary needs. In providing food services, recipients of federal financial assistance “may not discriminate on the basis of handicap” and “shall serve special meals, at no extra charge, to students whose handicap restricts their diet.” While any additional costs for substituted foods are considered allowable program costs, no additional Child Nutrition Program reimbursement is available. Sources of supplemental funding may include special education funds (if the substituted food is specified in the student’s individualized education program), the general account of the school district or the nonprofit school food service account.

Accessibility

Where existing food service facilities are not completely accessible and usable, recipients may provide aides or use other equally effective methods to serve food to handicapped persons. The school district is responsible for the accessibility of food service sites and for ensuring the provision of aides where needed. As with additional costs for substituted foods, any additional costs for adaptive feeding equipment or for aides are considered allowable costs. However, no additional Child Nutrition Program reimbursement is available. Sources of supplemental funding may include special education funds (if specified in the student’s individualized education program), the general account of the school district or the nonprofit school food service accounts. Furthermore, recipients must be provided all food service in the most integrated setting appropriate to the needs of the handicapped person(s).

The program must ensure that handicapped persons participate with non-handicapped persons to the maximum extent appropriate to the Needs of the handicapped person in question.

Cooperation

When implementing these guidelines, food service personnel should work closely with the parent(s) or responsible family member(s) and with all other school, child care, medical and community personnel who are responsible for the health, well-being and education of participants with handicaps or with other special dietary needs to ensure that reasonable accommodations are made to allow such individuals’ participation in the meal service.

Questions and Answers

Question: Does the definition of handicapped person include students with allergies, food intolerance and obsess students?
Answer: We interpret the definition of handicapped person to mean that students with the above conditions are generally not considered handicapped unless the student's condition substantially limits one or more major life activities. It is up to the child or his/her parent /guardian to request the special meals and to provide medical certification, as described above, from a medical doctor.

Question: Where can a food service manager in a school or institution participating in the Child Nutrition Programs obtain assistance in planning appropriate foods for handicapped students with special dietary needs?
Answer: The director of public health nutrition in each state's health department and the state's special education director are excellent sources of information on feeding students with special dietary needs. They will be able to provide direct assistance or refer the food service manager to a local source of assistance.

Question: After the special meal has been provided, who is responsible for assisting with feeding if the student cannot feed himself/herself?
Answer: Assistance with feeding is the school's responsibility. It is not the responsibility of the food service manger. Many schools and institutions will already have aides available to provide this service as part of the student's total care plan.

Question: If a handicapped student's meal requires special preparation, equipment or feeding utensils, who is responsible for the purchase of such equipment?
Answer: Section 504 specifies that program administrators must serve special meals at no extra charge to handicapped students whose handicap restricts their diet. Furthermore, there is not provision for additional federal reimbursement for the added expense. However, these costs are legitimate program costs that can be paid for out of the general food service funds that include regular federal reimbursement. If the administering agency is unable to absorb the costs, program administrators should investigate funding sources at the state and local agency level, such as vocational rehabilitation agencies.

CHAPTER 31.

Miscellaneous Service Information

Equal Access for All Students

When a school offers a selection of more than one type of meal that is claimed for reimbursement or when it offers a variety of foods and fluid milk for choice within the meal requirements, the school must offer all students the same selection regardless of whether the students are eligible for free, reduced-price or pay the full price for meals set by the school. If certain items are not made available to all students, including those receiving free or reduced-price meals, those items may not be counted toward reimbursable meals.

NOTE: Meals served on an all-cash line may never be claimed for reimbursement, even though the same items are offered on another serving line. If certain lines are not made available to all students, including those receiving free or reduced-price meals, meals served on those lines may not be claimed.

When planning for special functions, parties, field trips, etc., the food service department should be involved in the process to ensure that students are not denied meals, free and reduced-price students are not overtly identified, and that meals claimed for reimbursement meet requirements. For instance, when field trips are planned, the food service department can make sack lunches for those students that request one. This would include free, reduced-price and paid student requests. Request forms used for field trips must not include eligibility status. By allowing all students to request a lunch if desired, overt identification is prevented.

Meal Times

Breakfast and Lunch

Regular meal times specified in regulations for the National School Lunch Program have been identified as 10:00 a.m. to 2:00 p.m. Breakfast hours would be identified as meal service prior to 10:00 a.m., in most circumstances. Districts are encouraged to allow students to eat breakfast when they are late arriving at school; however, this is not a requirement.

Evening Hours

Some schools have requested alternative feeding times. The following information provides guidance about meal times other than the regular 10:00 a.m. to 2:00 p.m. hours specified in regulations.

The National School Lunch Program regulations state that midday means between 10:00 a.m. and 2:00 p.m., and that reimbursable lunches would normally need to be served between these hours. It is further specified that evening meals cannot be considered lunch and that such meals should not be reimbursed. However, exemptions may be allowed on a case-by-case basis if they are approved by the Food and Nutrition Service (FNS), but under no circumstances can evening meals served to students in adult education courses or in delayed diploma programs be considered reimbursable. It is important to determine that schools are serving traditional high school students at a nontraditional time.

Requests must be made in writing to the Division of School & Community Nutrition, of the Kentucky Department of Education stating that the alternative time period activity is recognized as a school activity. The program should be described, including the time of day. Requests will be forwarded to the USDA Southeast Regional Office, and FNS Headquarters will review these requests on a case-by-case basis.

Guidance for Year-Round Schools

USDA has determined that school districts participating in the National School Lunch Program and the School Breakfast Program as part of their year-round program, may provide meals through these programs to students who are not in school because of school breaks or vacations if the students are engaged in school-sponsored educational activities. Year-round schools may claim reimbursement for eligible meals through the NSLP and SBP, but they must ensure that students are enrolled in school in an educational unit and that systems are in place to identify off-track students from other school students.

Off-Site Meal Consumption

National School Lunch and School Breakfast Programs authorizing legislation and regulations clearly intend that meals prepared under the programs are to be served and consumed in the cafeteria or other designated eating areas. Therefore, meals may not be prepared for off-site consumption for students or adults. Examples include meals given to students to eat on the bus, take home with them due to early dismissal, etc.

Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are served and consumed as part of a school-related function. Meals served during such field trips should be subject to especially stringent sanitary and precautionary measure to avoid food contamination and spoilage.

Sometimes circumstances exist for students who are enrolled in one school but attend another work-study site for the part of the day that includes the meal hour. When the work-study site does not participate in the programs, takeout school meals meeting program requirements may be served to such students and claimed for reimbursement by their home-base school.

Kindergarten and Pre-Kindergarten Programs

The National School Lunch and Breakfast Programs may be operated in schools of high school grade and under. This means that students attending kindergarten and pre-kindergarten programs are eligible to participate in the lunch and breakfast programs. Please refer to the School Lunch Requirements, when planning meals for these age groups. At the discretion of the school district, students attending school on a half-day basis may participate in the lunch and breakfast programs in operation.

A la Carte/Special Sales Service

If a school provides an a la carte/special sales service and has implemented offer versus serve, any combination of foods that would comprise the minimum required food items of the planned school meal may be sold at the unit price for school breakfast or lunch. The meal may be claimed for reimbursement as long as all required food items are made available to each student for lunch and breakfast. Also, in this case a la carte/special sales items would have to be made available to students eligible for free and reduced-price meals. If students choose fewer than the required number of food items, a la carte/special sales prices should be charged and no reimbursement claimed. Also, if additional foods not offered as part of the school meal are selected, ala carte/special sales prices should be charged for those items.

A la Carte/Special Sales Service Provided by a Commercial Food Establishment

A school or school district is prohibited by federal regulations from contracting with a food service management company (or commercial enterprise) to operate an ala carte/special sales food service unless the company agrees to offer free, reduced-price and paid meals to all eligible students. This rule applies regardless of whether the commercial food service is operated in the cafeteria or in other campus locations.

Questions and Answers

Question: May a la carte/special sales items be grouped and totaled to equal the price charged for a full-price lunch or breakfast and claimed for reimbursement, such as five juices at 20 cents = $1.00 (the price of the lunch) or three milks at 25 cents = .75 (the price of breakfast)?
Answer: No. Only when the required food items are offered and the students select the required number of food items can a reimbursable meal be claimed.

Question: May salads that are priced per ounce be claimed for reimbursement?
Answer: No. The meal must be priced as a unit and all students must be allowed to choose the meal at the unit price.

Meal Schedules – Adequate Time to Eat

A school is required to serve lunches that meet the meal requirements as prescribed by USDA during a period "designated as the lunch period". The same is true for school breakfast. School administrators determine lunch schedules.

Consideration in scheduling meal periods should include the following:

1. According to nutrition experts, a rushed environment decreases chances for optimal food intake. The time allocated for students to eat must allow for obtaining their meal, finding a place to sit, eating, socializing and discarding waste. Students probably need a minimum of 15-20 minutes from the time they are seated to eat, talk a little and experience the meal without rushing.
2. Student focus groups representing several school districts in South Carolina commented on the amount of time allocated for lunch. They considered anything less than 25 minutes inadequate. Many skip lunch rather than stand in line and rush to eat.
3. The most common complaint received at the state level from parents is in regards to the inadequate time students are provided for lunch.
4. In high schools, it has been demonstrated that lower participation occurs when there is only one lunch period. In addition, some high schools have discovered that they experience fewer discipline problems by scheduling more lunch periods and releasing fewer students at one time.

At the present time, the National Food Serviced Management Institute is studying this issue with the intent to issue guidance.

Self-Serve/Theme Bars

In an effort to promote good nutrition and to provide an alternate menu choice for students, salad and other types of self-serve/theme bars have been added to the service available in many school cafeterias.

The self-serve/theme bar may be priced on an ala carte/special sales basis or as a reimbursable meal. One advantage of offering it as a reimbursable meal is that students receiving all levels of benefits (Free, reduced-price and paid) have access to the additional service.

The following must be accomplished to claim reimbursement for meals selected from a self-serve bar:

- All menu items of the reimbursable lunch must be offered.
- The meal must be priced as a unit.
- The self-serve/theme bar must be available to students receiving all levels of benefits (paid, free and reduced-price).
- The menu items must be taken in the required amounts. IF the school has offer versus serve, the minimum required number of menu items must be taken.
- Cashiers must be trained to recognize a reimbursable meal and the meal must be counted at the point-of-service.
- Food production records must be maintained on the self-serve/theme bar.

Commercially-Prepared Ready-to-Eat Meat and Poultry-topped Pizza

The Food Safety Inspection Service's (FSIS) final rule exempting meat- or poultry-topped pizzas from federal meat inspection requirements was published on August 3, 1992, and effective upon publication.

The principal provisions of the Rule include:

- Meat or poultry products must have been previously inspected and passed in a cooked or cured ready-to-eat form.
- Pizzas must be served in public or private nonprofit institutions.
- Pizzas must be ready-to-eat with no further cooking or preparation needed.
- Employees of the preparing firm, receiving institution or food service management company employed by the receiving institutions, must transport pizzas directly to the receiving institution.

- Firms claiming the exemption must comply with specific provisions of the Food and Drug Administration's 1976 Food Service Sanitation Manual that have been incorporated by reference into the rule. In addition, the rule establishes specific requirements for the manual or machine cleaning of utensils and equipment.
- FSIS may withdraw or modify the exemption for any firm if necessary to ensure food safety and public health. The rule establishes due process procedures for taking such actions.
- Firms claiming the exemption are now free to sell fresh meat- or poultry-topped pizzas to School Food Authorities participating in the National School Lunch Program.
- Under the exemption, state and local health inspection programs have primary responsibility for sanitation. FSIS also reserves the right to conduct any inspections it deems appropriate.

CHAPTER 32.

Foods of Minimal Nutritional Value (As Defined by USDA)

Foods of Minimal Nutritional Value

School districts have the authority to establish rules or regulations as are necessary to control the sale of foods in competition with meals served under the National School Lunch and School Breakfast Programs. Such rules or regulations must prohibit the sale of foods of minimal nutritional value in the food service area during the breakfast and lunch periods. The four food categories of minimal nutritional value (soda water, water ices, chewing gum, certain candies) are further defined on the following page. These restricted foods may be sold, at the discretion of local school officials, in other areas of the school campus throughout the school day.

Food Service Area Defined

USDA policy defines food service areas as "areas on school premises where program meals are either "served or "eaten" and sale of minimal nutrition value foods including carbonated beverages are prohibited in these areas. Student access to these items in areas where meals are provided is considered a violation of the Competitive Food Rule.

Expenditures for Competitive Food Sales

When competitive foods are purchased from the school food service account, a separate accounting must be maintained to provide a clear audit trail. Program funds must not be commingled with the sale revenues or expenditures for foods of minimal nutritional value.

Non-restricted Foods

Please note that, although they are competitive foods ice cream, ice milk and water ices that include fruit or fruit juice are not restricted. Also, certain beverages that do not contain soda water (carbonation) are not restricted. "Chips" are not restricted; neither are flavored (chocolate, strawberry, vanilla, etc.) candies that may contain any of the following: nuts, peanut butter, caramel, coconut, nougat centers, milk-based fillings or other similar ingredients. Competitive foods other than the four categories indicated in this section under Restricted Foods may be sold, at the discretion of local school officials, in the cafeteria, during the lunch and breakfast periods. However, revenues from such sales must accrue to the benefit of the nonprofit school food service or student organizations approved by the school.

Further Clarification Regarding Soda Water

Numerous questions have been received from schools and industry regarding whether specific carbonated water products are classified as a "Food of Minimal Nutritional Value".

All beverages that are carbonated (produced from either natural or artificial means) with or without any amount of natural or artificial flavoring(s), artificial sweetener(s), added nutrient(s), juice concentrate(s), or single strength juice(s) are classified as a "Food of Minimal Nutritional Value". Carbonated beverages include those products named SPARKLING WATER, SELTZER WATER, CLUB SODA or NATURALLY CARBONATED WATER. For exempted products, see Exemptions later in this section.

Restricted Foods

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the food service area during mal periods. The foods that are restricted from sale to students are classified into four categories:

Soda Water – Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.

Water Ices – any frozen, sweetened water such as "…sickles" and flavored ice with the exception of products that contain fruit or fruit juice.

Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

Certain Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

- **Hard Candy:** A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.
- **Jellies and Gums:** A mixture of carbohydrates that are combined to form a stable gelatinous system of jelly-like character and are generally flavored and colored, and include gum drops, jelly beans, and jellied and fruit-flavored slices.
- **Marshmallow Candies:** An aerated confection composed of sugar, corn syrup, invert sugar, 20% water and gelatin or egg white to which flavors and colors may be added.
- **Fondant:** A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
- **Licorice:** A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
- **Spun Candy:** A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- **Candy-Coated Popcorn:** Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

Exemptions

Several products have been exempted from the category of foods of minimal nutritional value. This means these products can be sold during the meal period in a school food service area. It does not mean these products are approved or endorsed by the Food and Nutrition Service (FNS) of the USDA or indicate they have significant nutritional value. In addition, this exemption should not be perceived as encouragement to purchase these products.

The exemption of one product does not extend to similar products or a family of products. School district personnel should check the ingredient statement of each exempted food on the list to differentiate between exempted products and similar non-exempted products.

Exempted Products (revised 3-30-98)

The Popcorn Explosion
Peanut Butter Honey Popcorn – Ingredient statement: Roasted peanuts, popcorn, brown sugar, water, butter, honey, corn syrup solids, natural flavor.

Knudson and Sons, Inc.
Orange Passion fruit Spritzer – Ingredient statement: Sparkling water; white grape, passion fruit, and orange juice concentrates; natural flavors.
Orange Spritzer – Ingredient statement: Sparkling water, concentrated white grape and orange juices, natural flavor.
Jamaican Style Lemonade Spritzer – Ingredient statement: Sparkling water, white grape and lemon juice concentrates, natural flavors.

FJ Fizz
Grape-flavored sparkling fruit juice beverage from concentrates – Ingredient statement: Sparkling water, concentrated white grape and concord grape juice, concentrated aerial cherry puree, natural flavors.
Cherry-flavored sparkling fruit juice beverage from concentrates – Ingredient statement: Sparkling water; concentrated apple, cherry, pineapple and plum juices; natural flavors; concentrated aerial cherry puree.
Strawberry-flavored sparkling fruit juice beverage from concentrates – Ingredient statement: Sparkling water; concentrated white grape, apple, strawberry and pineapple juices; concentrated aerial cherry puree; natural flavors; grape skin extract (for color).
Raspberry-flavored sparkling fruit juice beverage from concentrates – Ingredient statement: Sparkling water, concentrated white grape and raspberry juices, natural flavors, concentrated aerial cherry puree.
Orange-flavored sparkling fruit juice beverage from concentrates – Ingredient statement: Sparkling water; concentrated white grape, orange and apple juices, orange oil.
Cherry-Cola-flavored sparkling fruit juice beverage from concentrates – Ingredient statement: Sparkling water, concentrated white grape and cherry juices, natural flavors, concentrated aerial cherry puree.

Great Brands of Canada, Ltd. "all Canadian" Brand
Sparkling Spring Water with natural fruit flavors (Strawberry, Black Cherry, Raspberry, Peach, Orange, Watermelon, Lemon-Lime) – Ingredient statement: Spring water, high fructose corn syrup, citric acid, concentrated fruit juice (Caribbean cherry and/or kiwi), natural flavors, sodium benzoate, potassium sorbet (as a preservative), ascorbic acid (as antioxidant), carbon dioxide.

Farley Foods, USA
Farley's THE ROLL Cherry Fruit Roll slp – Ingredient statement: Fruit (pears, oranges, cherries) sucrose, maltodextrin, partially hydrogenated vegetable oil (cottonseed, soybean), malic acid, citric acid, glycerol monosterate, natural and artificial flavor, pectin, ascorbic acid (Vitamin C), alphatocopherol acetate (Vitamin E), beta carotene (Vitamin A, red 40).

Farley's THTE ROLL Strawberry Fruit Roll slp – Ingredient statement: Fruit (pears, oranges, strawberries), sucrose, maltodextrin, partially hydrogenated vegetable oil (cottonseed, soybean), malic acid, citric acid, glycerol monosterate, natural and artificial flavor, pectin, ascorbic acid (Vitamin C), alphatocopherol acetate (Vitamin E), beta carotene (Vitamin A, red 40).

General Mills, Inc.
FRUIT by the FOOT (SPECIAL EDITION)
Color by the Foot, Triple Fruit Punch – Ingredient statement: Orange juice from concentrate, grapes from concentrate, sugar, maltodextrin, pears from concentrate, corn syrup, partially hydrogenated cottonseed oil, carrageenan, citric acid, monoglycerides, sodium citrate, malic acid, acetylated mono and diglycerides, xanthan gum, Vitamin C (ascorbic acid), locust bean gum, potassium citrate, red 40.
Strawberry Punch Fruit by the Foot – Ingredient statement: Orange juice from concentrate, grapes from concentrate, sugar, maltodextrin, corn syrup, strawberries, partially hydrogenated cottonseed oil, carrageenan, citric acid, natural and artificial flavor, monoglycerides, sodium citrate, malic acid, acetylated mono and diglycerides, xanthan gum, Vitamin C (ascorbic acid), locust bean gum, potassium citrate, red 40.

FRUIT ROLL-UPS (SPECIAL EDITION)
Strawberry Punch Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, strawberries, partially hydrogenated cottonseed oil, citric acid, sodium citrate, natural flavor, pectin, monoglycerides, malic acid, Vitamin C (ascorbic acid), red 40.
Crazy Color Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, partially hydrogenated cottonseed oil, citric acid, sodium citrate, pectin, monoglycerides, malic acid, Vitamin C (ascorbic acid), natural flavor, yellow 5, red 40, blue 1.
Screamin' Green Hot Color Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, partially hydrogenated cottonseed oil, citric acid, sodium citrate, pectin, monoglycerides, malic acid, Vitamin C (ascorbic acid), natural flavor, high fructose corn syrup, yellow 5, blue 1, and other color added.
Electric Yellow Hot Color Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, partially hydrogenated cottonseed oil, citric acid, sodium citrate, pectin, monoglycerides, malic acid, Vitamin C (sodium ascorbate), natural flavor, high fructose corn syrup, yellow 5, and other color added.
Sizzling Red Hot Color Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, partially hydrogenated cottonseed oil, citric acid, sodium citrate, pectin, monoglycerides, malic acid, Vitamin C (ascorbic acid), natural flavor, high fructose corn syrup, red 40, and other color added.
Tropical Cherry Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, partially hydrogenated cottonseed oil, citric acid, sodium citrate, pectin, monoglycerides, malic acid, Vitamin C (ascorbic acid), natural flavor, red 40.
Blazin' Blue Hot Color Fruit Roll-Up – Ingredient statement: Pears from concentrate, maltodextrin, orange juice from concentrate, sugar, corn syrup, partially hydrogenated cottonseed oil, citric acid, sodium citrate, pectin, monoglycerides, malic acid, Vitamin C (ascorbic acid), natural flavor, high fructose corn syrup, blue 1, and other color added.

FRUIT STRING THING (SPECIAL EDITION)
Sneaky Stripes – Double Berry Punch-Flavored – Ingredient statement: Orange juice from concentrate, grapes from concentrate, sugar, corn syrup, modified corn starch, pears from concentrate, dried corn syrup, partially hydrogenated cottonseed oil, citric acid, carrageenan, sodium citrate, monoglycerides, malic acid, Vitamin C (ascorbic acid), high fructose corn syrup, potassium citrate, natural flavor, yellow 6, blue 1.
Strawberry Punch – Ingredient statement: Orange juice from concentrate, grapes from concentrate, corn syrup, sugar, modified corn starch, pears from concentrate, dried corn syrup, partially hydrogenated cottonseed oil, citric acid, carrageenan, sodium citrate, monoglycerides, malic acid, Vitamin C (ascorbic acid), potassium citrate, natural flavor, red 40.

Canada Pure Water Company LTD., Sparkling Refreshers
Natural Wildberry Flavor – Ingredient statement: Concentrated strawberry juice, spring water from Canada, natural flavors, citric acid, potassium sorbet (to preserve freshness), CO_2.
Black Cherry – 'Ingredient statement: Red cherry concentrate, carbonated spring water from Canada, fructose, citric acid, potassium benzoate (to preserve freshness).
Peach – Ingredient statement: Peach concentrate, carbonated spring water from Canada, fructose, citric acid, potassium benzoate (to preserve freshness).
Natural Lemon Flavor – Ingredient statement: Lemon concentrate, carbonated spring water from Canada, fructose, citric acid, potassium benzoate (to preserve freshness).
Natural Lime Flavor – Ingredient statement: Lime concentrate, carbonated spring water from Canada, fructose, citric acid, potassium benzoate (to preserve freshness).
Natural Orange Flavor – Ingredient statement: Orange concentrate, carbonated spring water from Canada, fructose, citric acid, potassium benzoate (to preserve freshness).
Raspberry – Ingredient statement: Raspberry concentrate, carbonated spring water from Canada, fructose, citric acid, potassium benzoate (to preserve freshness).

Clearly Canadian Beverage Corporation Quencher
Grape, Apple, Tropical Lime, Fruit & Berry – Ingredient statement: Carbonated water, high fructose corn syrup, natural flavor, concentrated kiwi juice, citric acid, sodium benzoate (to conserve freshness).

Brach & Brock, Confections, Inc.
Hi-C Fruit Snack – Ingredient statement: Fruit juice concentrates (orange, gape, strawberry, apple, cherry and lemon), corn syrup, sugar, gelatin, sorbitol, malic acid, ascorbic acid (Vitamin C), sodium citrate, natural and artificial flavors, mineral oil, carnauba wax, red 40, y ellow 6, yellow 5, blue 1.

North Face Beverages, SPLASH Thirst Quencher
Cherry – Ingredient statement: Carbonated spring water, fructose, corn syrup, lemon, orange, cherry and grape juice concentrates, citric acid, natural flavors, sodium benzoate, potassium sorbet, red 40.
Lemon-Lime – Ingredient statement: Carbonated spring water, fructose, corn syrup, lemon and lime juice concentrates, citric acid, natural flavors, sodium benzoate, potassium sorbet, yellow 5, blue 1.
Grapefruit – Ingredient statement: Carbonated spring water, fructose, corn syrup, lemon, grapefruit juice concentrate, citric acid, potassium citrate, natural flavors, sodium benzoate, potassium sorbet.
Mountainberry – Ingredient statement: Carbonated spring water, fructose, corn syrup, lemon, grape, strawberry and raspberry juice concentrates, citric acid, natural flavors, sodium benzoate, potassium sorbet, red 40.
Orange – Ingredient statement: Carbonated spring water, fructose, corn syrup, orange and lemon juice concentrates, citric acid, potassium citrate, natural flavors, sodium benzoate, potassium sorbet, yellow 6.
Strawberry-Kiwi – Ingredient statement: Carbonated spring water, corn syrup, lemon, kiwi, strawberry and grape juice concentrates, citric acid, natural flavors, sodium benzoate, potassium sorbet, red 40.

CHAPTER 33.

KENTUCKY
Competitive Food Rule

EDUCATION AND HUMANITIES CABINET

Department of Education

Office of Administration and Finance

702 KAR 6:090. Competitive food and beverage sales and service requirements.

RELATES TO: 42 U.S.C. 1751 to 1769b, 42 U.S.C. 1771 to 1789, KRS 156.010, 156.031, 156.035 156.160, 156.200, 7 CFR 210.11

STATUTORY AUTHORITY: KRS 156.031, 156.035, 156.070, 156.160, 7 CFR 210.11

NECESSITY AND FUNCTION: This regulation is promulgated under the authority of the State Board for Elementary and Secondary Education's statutory mandates to implement federal education assistance programs and to protect the physical welfare and safety of public school children, and is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto. This regulation is necessary to ensure that students have an opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind.

Section 1. (1) This regulation deals with the sale and service of food and beverages in competition with the School Breakfast Program or the National School Lunch Program, by reason of such being conducted by student or parent organizations or school personnel through food sales, snack bars, or vending machines on the school campus.

(2) The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period.

Adopted: March 14, 1990

CHAPTER 34.

Coordinated Review Effort (CRE)

Definitions of CRE Terminology

ADMINISTRATIVE REVIEW: The initial comprehensive on-site evaluation of all School Food Authorities participating in the Program in accordance with 7 CFR Part 210.18. The term "administrative review" is used to reflect a review of both critical and general areas in accordance with paragraphs (G) and (H) of 7 CFR Part 210.18, and includes other areas of Program operations determined by the State Agency to be important to Program performance.

ATTENDANCE FACTOR: Percent developed no less than once each school year, which compares the difference between enrollment and attendance.

ATTENDANCE ADJUSTED ELIGIBLE: The number of free , reduced-price, and paid eligible, times an attendance factor.

AVERAGE DAILY PARTICIPATION: The average number of children, by (ADP) eligibility category, participating in the Program each operating day.

BENEFIT ISSUANCE: Methods used by the school to identify the eligibility category of students. Examples are:

1. Roster or masterlist
2. Ticket, token or student ID.

CATEGORICAL ELIGIBILITY: Households that submit a complete application including a valid food stamp/K-TAP case number for the child.

CERTIFICATION: Eligibility determinations made by the SFA/School through applications submitted by households.

CRITICAL AREAS: The following two performance standards described in detail in paragraph (G) or 7 CFR, Part 210.18, which serve as measures of compliance with Program regulations:

1. **PERFORMANCE STANDARD 1 – Certification/Counting/Claiming:** All free, reduced-price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced-price and paid lunches, respectively, and counted, recorded, consolidated and reported through a system which consistently yields correct claims.
2. **PERFORMANCE STANDARD 2 – Components:** Lunches claimed for reimbursement within the School Food Authority contain food items/components as required by Program regulations.

DOCUMENTED CORRECTIVE ACTION: Written notification required of the School Food Authority to certify that the corrective action required for each violations has been completed and to notify the State Agency of the dates of completion.

FISCAL ACTION: Overclaim.

INCOME ELIGIBILITY: Households that submit a complete application indicating total household income at or below the income limits for free or reduced.

NONSYSTEMIC ERRORS: If the contributing factors are unusual (not part of the normal operating procedure), and the system does not have to be changed to achieve results.

OFFER VERSUS SERVE (OVS): A provision which allows students to decline up to two of the five required food items offered in the reimbursable lunch (unless implementing NuMenus) and one of the four required food items offered in the reimbursable breakfast.

OVERCLAIM: The portion of a School Food Authority's claim for reimbursement that exceeds the Federal financial assistance that is properly payable.

OVERT IDENTIFICATION: When students receiving free or reduced-price benefits are openly or physically identified by students or adults other than those responsible for collecting and accounting for meals served.

PARTICIPATION FACTOR: The percentage of children approved by the school for free, reduced-price and paid lunches, respectively, who are participating in the Program.

PERFORMANCE STANDARD 1 (PS 1) CERTIFICATION/COUNTING/CLAIMING: All free, reduced-price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced-price and paid lunches, respectively, and counted, recorded, consolidated and reported through a system which consistently yields correct claims.

PERFORMANCE STANDARD 2 (PS 2) COMPONENTS: Lunches claimed for reimbursement within the School Food Authority, contain food items/components as required by Program regulations.

POINT OF SERVICE (POS): That point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to an eligible child.

PROCUREMENT: Process of obtaining commodities (food and supplies) for use in Child Nutrition Programs.

SATELLITE SITE: Meals are transported to a feeding site located off campus.

SITE: The physical location where program meals are served to children.

SYSTEMIC ERRORS: If any of the contributing factors are built into the process and would likely reoccur if the process is not changed.

VERIFICATION: Confirmation of eligibility for free or reduced-price benefits under the National School Lunch Program or School Breakfast Program.

CRE Pre-Review Information Request

Please complete the following information and return to STEVE SMITH on or before _____

A. School Selection Worksheet: (Complete columns A-E and return by date requested).
B. Current School Calendar: (Complete the enclosed school calendar form marking through the dates that school was not held or in session. Ensure all months are completed. Enter number of days in space provided.
C. Submit a copy of schools Labor Analysis for current school year, using October information.
D. Does your district utilize MUNIS financial accounting system? (Y/N) _____ (if yes, attach a copy of your SFS chart of accounts for Code 51). If you are a public school district, does the school food service director have access to Fund 51 runs? (Y/N) _____
E. Complete all information requested below:

1. SFA/Agency Name: _____
2. Street Address _____
_____
3. Superintendent: _____
4. SFS Director: _____
5. Telephone Number: _____
6. Name/Title of all Central Office SFS Personnel:

a. _____ e. _____
b. _____ f. _____
c. _____ g. _____

7. Check (X) where the following activities occur and the location where records are kept: (indicate N/A where necessary):

ACTIVITY	SFA	SCHOOL
a. Free/Reduced Price Application Approval:	_____	_____
b. Applications maintained at:	_____	_____
c. Direct Certification:	_____	_____
d. Direct Certification Records Maintained:	_____	_____
e. F/RP Verification:	_____	_____
f. Summary of F/RP Verification:	_____	_____
g. Menu Planning:	_____	_____
h. Edit Checks (D13's):	_____	_____
i. Claims Submitted to State Agency:	_____	_____

8. Check with programs SFA/Agency participates:

a. NSLP _____ d. SBP _____
b. SMP _____ e. RCCI _____
c. CACFP _____

9. Provide three (3) preferred times for Entrance Conference (1 preferred to 3 least preferred)
a. _____ b. _____ c. _____

10. Preferred location of Entrance Conference: (i.e. Supt. Office, C.O. Board Room, etc.)
_____

11. Name/Title of local personnel planning to attend Entrance Conference:

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Selection Criteria

COORDINATED REVIEW OPTIONAL

SCHOOL SELECTION WORKSHEET

SFA:	Month: **Use OCTOBER Data**

A Type (*School Grades)	B. School Name	C. # Serving Days for Month	D. Highest # Students Eligible Free for Month	E. Total Free Lunches Only Claimed for Month	F. Free ADP (E) ÷ (C)	G. ADP% (F) ÷ (D)	H. Reason for Selection

All schools, with free average daily participation of 100 or more and a free participation factor of 100 percent or more must be reviewed. Selection of additional schools to meet the minimum number of schools to review must be based on the following criteria:

1. Elementary schools with a free ADP of 100 or more and free participation of 97% or more (*schools whose grades include PS through 8);

2. Combination schools with free ADP of 100 or more and free participation of 87% or more (*schools whose grades include PS through 12); and

3. Secondary schools with a free ADP of 100 or more and free participation of 77% or more (*schools whose grades are 9 through 12).

CRE Alternative School Selection

School Food Authority:

Number of Schools to be Reviewed:

Number of Schools Pre-selected: Additional # of Schools Needed:

Was CRE Selection Work Sheet Completed?: Attached:

Criteria for Additional Selection:

Amount of time since last review
PS 1 Problems on last review
PS 2 Problems on last review
Problems on most recent audit
New School
New Manager
Request from SFA
Previous review findings/concerns

Additional School Selection Notes:

Additional School(s) Selected:

Review Techniques - Administrative

- Contact SFA at least one week prior to review to schedule entrance conference.
- Fieldwork will take 2-4 days to complete in average school district.
- Use criteria established by USDA to select schools for review or alternate State Agency Selection criteria.
- Discuss preliminary review findings at the exit conference.
- Issue final report upon completion and 2nd party review by Frankfort office.
- If you have a Breakfast Program and/or After School Snack program, we will conduct an on-site review in those schools reviewed.

Free and Reduced Applications and Verification

Subject

Correctly determine each child's eligibility for free and reduced price meals and verify that the correct number of applications were verified by December 15.

Objectives

- The School Food Authority (SFA) must ensure all free and reduced applications are approved correctly by the determining official(s). Check your free and reduced price policy statement.
- The SFA must ensure that the samples of free and reduced applications are verified correctly with follow-ups and any necessary changes in benefits.

Action

Review the basic information required to properly approve each free and reduced application and ensure the correct number of applications have been verified with timely changes in benefits.

Participation

Train the determining officials on the basic information required to approve each application.

Develop and implement a two to three-party checking system. Involve your superintendent with reinforcement of the importance of proper implementation of your system.

The SFA must ensure that all free and reduced-price applications are approved correctly by the Determining Official(s).

Three Types of Applications:	Common Application Errors:
• Foster Child • K-TAP/Food Stamp • Income (Working Household)	• Income Conversion Incorrect • Misclassified • Roster/Application Do Not Agree

Errors resulting from only missing social security numbers and adult signatures will not result in fiscal action if they are obtained before the field work portion of the review is complete. Errors in Certification can result in a Performance Standard 1 Violation.

Common Errors Made During Certification

- Incomplete or missing food stamp numbers
- Household members missing from the application
- Miscategorized (ex. Reduced application approved free)
- Duplicate applications
- No application on file
- Adult signature and social security numbers missing
- Incorrectly counting the numbers of eligibles by category

Common Administrative Errors

- Applications are not completely approved by the SFA.
- Follow-ups do not occur on temporarily approved applications.
- Adult signature and social security number are missing but obtained at the time of review.

Application Tips

- Ensure all free and reduced eligibles have an application on file.
- When parents indicate weekly, biweekly, semi-monthly, and yearly salaries, document your calculations.
- Ensure all determining officials accept correct numbers for K-TAP/Food Stamp Numbers.
- Ensure names of students are listed in the household.
- Reconcile the number of eligibles with current school data.

Current school data includes district or school attendance records.

Fiscal Action

Eligibility/Certification: Fiscal Action starts from the 1st day of the review period until the date of corrective action, or the 1st withdrawal date of the student.

Missing Information: Start from 1st serving day of the review period until the date of corrective action.

Verification

Verify the correct number of applications by December 15. (Exclude Direct Certification)

The SFA must ensure that the required number of free and reduced applications are verified correctly with follow-ups and any necessary changes in benefits.

The Two Sample Methods of Verification

1. Random Sampling - 3% of all approved applications on file.
2. Focused Sampling - For applications approved based on income information: 1% of total number of all approved applications in the SFA or 1,000 applications, whichever is less (the calculation includes applications approved based on food stamp eligibility).
   Select the 1% from applications that were approved based on household size and income information and that indicate total household income within $100 ($1200 yearly) of the Income Eligibility Guidelines (IEGs); **PLUS**

Applications Approved Based on Food Stamp Eligibility

- One-half percent (.005) of the total number of applications in the SFA approved based on **food stamp** eligibility or 500 applications, whichever is less. Select the .5% from the applications approved based on **food stamp** eligibility.
- A sample of all applications on file as of what date? **October 31**

General Areas of Verification to be Reviewed

- The number of free and reduced applications to be verified.
- Rounding errors for verifying applications - round-up.
- Selection of application for verification.
- Notification and response of household to verification.
- Documentation received from household. (Current information)
- Letters sent for adverse action.
- Changes in benefits on a timely basis of the household.

NOTE: Household includes siblings attending/participating in other schools in the district.
Errors noted during verification were mainly due to changes in benefits.

Timing Changes in Benefits

Timing Tips

- Increase benefits as soon as possible or within three (3) operating days.
- Decrease benefits after providing ten (10) calendar days for notification; this notification must occur by December 15.

Fiscal Action

Fiscal action is calculated when changes occur as a result of incomplete verification procedures. This occurs when a reduction in a students benefit level is not made or information submitted by a household is incomplete or not updated properly.

Review Techniques for Certification and Verification

- Review 100% of the applications for approval.
- Count all applications to determine the number of eligibles.
- Determine if all duplicate applications and withdrawn or transferred students were counted to obtain the school's number of eligibles.
- Review SFA procedures and determine total number of free and reduced applications on file as of October 31.
- Review Free and Reduced Priced applications selected for Verification and the determinations made by the SFA's based on information provided by those households.

Benefit Issuance Document (Master Roster)

Subject

Have a system to issue benefits and to update the eligibility of children approved for free and reduced price lunches.

Objectives

- The SFA must ensure all applications are listed correctly according to their categories on the Master Roster (Benefit Issuance Document).
- The SFA must review the Benefit Issuance Document to ensure changes are timely and correct.
- Ensure these benefits are issued according to category without overt identification when using number, tickets, tokens, student ID Cards, etc.

Action

- The SFA must reconcile all approved free and reduced applications (Certification) to the Master Roster (Benefit Issuance Document) to ensure correctness and changes in categories.
- Use school district documents to update new students, withdrawals, and transfers from the master roster.
- Review the system to safeguard tickets, tokens, etc., and validate issuance according to the free and reduced price policy that indicates students eligible for free meals are receiving these benefits.

Participation

- Use determining officials to review samples (10% or more) from the master roster for any discrepancies.
- Develop communication with principals, counselors, and superintendent for submission of updated school documentation.
- Develop training that stresses the proper use of tickets, tokens, and consequences of misuse.

The SFA must ensure all applications are listed correctly according to their categories on the master roster.

The SFA must reconcile all approved free and reduced applications (Certifications) to the Master Roster (Benefit Issuance Document) to ensure correctness and changes in categories.

Common Errors Made Between Certification and Master Roster

- Applications approved correctly but incorrectly listed on the master roster.
- Students listed on the master roster as eligible to receive benefits without a free and reduced application on file.
- Duplicate listings of students on the master roster.
- Inactive students not updated on the master roster.
- Verification changes not completed.

SFA Tips

Use the determining officials to review samples (10% or more) from the master roster for any discrepancies; errors may be minimized. If discrepancies are noted, the SFA should expand the review of the master roster.

Computer Generated Rosters

Be sure these rosters are:

- Updated.
- Designated for review periods.
- Same as on-line rosters in schools.
- Signed by determining officials.

The SFA must review the Benefit Issuance Document to ensure changes are timely and correct.

Use school district documents to update new students, withdrawals, and transfers from the master roster.

The use of school district data such as attendance records, transfers and withdrawal reports can assist the SFA in updating students' eligibility and benefits and prevent the following errors:

- Duplicate listings of students on the master roster.
- Withdrawn students listed as active on the roster.
- Differences in the number of eligibles (certification) and the number listed on the Benefit Issuance Document (Master Roster).

Ensure these benefits are issued according to category without overt identification when using numbers, tickets, tokens, student ID cards, etc.

Review the system to safeguard tickets, tokens, etc., and validate issuance according to the free and reduced price policy that indicates students eligible for free and reduced meals are receiving these benefits.

Ask yourself the following questions. If your answers are yes, your procedures for issuing benefits contain the basics for a good system.

1. Are all free and reduced students currently enrolled included on the master roster?
2. Are procedures in place to ensure all lost or stolen tickets/tokens are replaced and updated on the master roster?
3. Are on-line rosters reconciled with the district's master roster to ensure correct eligibility?
4. Does the district office provide you with documents for updates to make changes in each school's roster?
5. Do the numbers assigned coincide with the free and reduced price policy and the master rosters?
6. Has the school reconciled each student's eligibility with the master roster?
7. Does the system prevent overt identification of free/reduced price students?

Fiscal Action

The two types of benefit issuance errors that require fiscal action are:

- Student incorrectly listed on the Benefit Issuance Document.
- Student on the Benefit Issuance Document without a current application on file.

These errors are calculated starting from the 1st serving day in the review period that the error occurred to the date of corrective action by the SFA.

Free and Reduced Applications Verification Checklist

Check the following questions when completed.	YES	NO
1. Are all free and reduced applications on file?	_____	_____
2. Do all free and reduced applications with food stamp numbers contain the correct number for eligibility?	_____	_____
3. Are all foster children listed on the application considered a household of one?	_____	_____
4. Are all income conversion calculations noted on the applications?	_____	_____
5. Have follow-ups on temporary applications been completed? (within 30/60 days)	_____	_____
6. Have all eligibles been counted and reconciled with transfers, withdrawals, and new students?	_____	_____
7. Was the number of applications chosen for verification based on the total free and reduced applications on file?	_____	_____
8. Were eligibility determinations changed resulting from adverse action against verified applicant?	_____	_____
9. Were eligibility categories of siblings also changed?	_____	_____
10. Were all benefit changes made according to the 3-10, 10-10 rule of verification?	_____	_____

Review Techniques for Benefit Issuance

- Review master rosters for any required eligibility changes resulting from adverse action and corresponding changes to eligibility to siblings.
- Review changes in benefits based on 3-10, 10-10 rule.
- Review 10% of the master roster to detect discrepancies between master roster and free and reduced price applications.
- Compare master roster to correctly processed free and reduced price applications.

Accurate Meal Counts

Subject

Base claims for reimbursement on accurate lunch counts taken, by category, at the point of service according to your District's Free/Reduced Price Policy.

Objectives

- To ensure that the Master Roster on file is updated and that each child listed on the roster is in the correct category (Free, Reduced or Paid), based on eligibility standards, to avoid a possible review violation and/or overclaim.
- To ensure the meal count system in place obtains a correct total of meals by category at the **point of service**, being careful to avoid overt identification, a possible review violation and/or overclaim.

Action

The SFA should observe the meal service to ensure that the meal count system in place is in accordance with the District's policy, that it is being used properly and that the following possible situations are not occurring:

- Absentee students being claimed
- Deleted students (dropped students) being claimed
- Duplicate number being claimed

Participation

- Provide additional training for all individuals involved in the meal counting process at each site in the district.
- Involve individuals in your system (Superintendent, School Principals, Cafeteria Manager) to assist you in the correct implementation of your meal count system.
- Install a dual checking system to ensure that you are obtaining accurate meals counts by category.

For your point of service meal count procedure to be effective it must identify reimbursable meals, by type, each day, without overtly identifying free or reduced price students.

Exercise 1

Susan is the manager at Brooklyn Heights High School. She has a coded roster of student names. Each day as the students come through the cafeteria line, the cashier determines if each student has a reimbursable meal. She then makes a mark with the blue pen if the student is eating a free lunch, a red pen if the student is eating a reduced lunch or a black pen if it is a paid lunch.

Is this a correct meal count system? If no, why not and what changes should be made to this system to correct it?

Exercise 2

Duplicate Numbers (refer to next page - develops duplicate example)

Free 1-199
Reduced 200-399
Paid 400-599

Calculate Category Totals

Answer is:

_____ Free
_____ Reduced
_____ Paid

DAILY MEAL COUNT Date: _____

0	**10**	**20**	**30**	**40**	**50**	**~~60~~**	**70**	**80**	**~~90~~**
1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	**~~34~~**	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99

100	**110**	**120**	**130**	**140**	**150**	**160**	**170**	**180**	**~~190~~**
101	111	121	131	141	151	161	171	181	191
102	112	122	132	142	152	162	172	182	192
103	113	123	133	143	153	163	173	183	193
104	**~~114~~**	124	134	144	154	164	174	184	194
105	115	125	135	145	155	**~~165~~**	175	185	195
106	116	126	136	146	156	166	176	186	196
107	117	127	137	147	157	167	177	187	197
108	118	128	138	148	158	168	178	188	198
109	119	129	139	149	159	169	179	189	199

~~200~~	**210**	**220**	**230**	**240**	**250**	**260**	**270**	**280**	**~~290~~**
201	211	221	231	241	251	261	271	281	291
202	212	222	232	242	252	262	272	282	292
203	213	223	**~~233~~**	243	253	263	273	283	293
204	214	224	234	244	254	264	274	284	294
205	215	225	235	245	255	265	275	285	295
206	216	226	236	246	256	**~~266~~**	276	286	296
207	217	227	237	247	257	267	277	287	297
208	218	228	238	248	258	268	278	288	298
209	219	229	239	249	259	269	279	289	299

Meal Count Error Examples

- Meal Counts not taken at the point of service.
- Duplicate numbers.
- Cashier counting eligibility from memory.
- Cashier overriding computer system.
- Inactive numbers.

Review Techniques for Master Roster

We will obtain a copy of the master roster kept/used at point of service and verify 10% of students listed on Master Roster for Eligibility Verification.

Meal Counting System

- We will observe how each cashier identifies and counts meals by category during the entire meal service. We will obtain a 25% count of children from the total meals served on the day of the review.
- We will observe the on-line procedure for counting charged meals and the procedure for handling lost or stolen tickets/ID's.
- We will observe the count/collection system in use to see if it is the same as that outlined in the policy statement.
- We will recount the meals after the staff has counted the meals to see if the meals can be reconciled.
- We will ask the cashiers about the meal count system to ensure that they understand the procedure.

Recording, Consolidating and Reporting Lunch Counts

Subject

Correctly record, consolidate and report lunch counts on the Report and Claim for Reimbursement.

Objective

To ensure that the meal counts reported for reimbursement are recorded and consolidated correctly from each school in the district to avoid a possible review violation and/or overclaim.

Action

Observe the process in place from the time the meals are counted and consolidated to the time they are recorded on the monthly Report and Claim for Reimbursement.

Participation

- Provide additional training for all individuals involved in the meal counting process at each site in the district. This will ensure that they realize the importance of the process.
- Install a dual checking system to ensure that all meals are recorded and reported correctly by category.

Review Techniques for Consolidating

- We will obtain a copy of the meal counts for the review month and see if they can be reconciled to the meal totals reported on the monthly Report and Claim for Reimbursement.
- We will also take a minimum of five (5) days from the meals reported and compare it to the source documentation to see if it agrees.
- We will compare the meal totals to the edit sheet and see if the meals claimed exceed the total eligible students by category.

Daily Edit Checks

Subject

Perform daily edit checks in accordance with prescribed Federal and State guidelines.

Objective

Prior to the submission of a monthly Report and Claim for Reimbursement, the SFA must compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.

Action

- Review the daily edit check to see that no more meals are claimed than the number of currently approved applications on file, per category.
- Review the daily edit check to ensure that the attendance factor for the claiming period is less than or equal to the factor established by local DPP.
- Research and document all potential overclaims to ensure that a meal count problem does not exist.

Participation

Involve individuals in your system to develop and implement a two-party checking system to properly implement the daily edit checks.

10/30/00

Summary Attendance Report
1999-2000 School Year

Distno	School	Reported Entry	Reported P - 12	Adjusted Report	ADA	ADM	Enroll	Member	% Attn
001	**Adair County**								
010	Adair County High School	0.0	117,018.0	########	701.4	747.7	820.0	715.0	93.08
095	Colonel William Casey El	19,163.5	85,044.5	91,551.8	561.7	648.9	666.0	657.0	95.60
170	John Adair Middle School	0.0	86,535.5	84,047.0	515.6	537.5	558.0	543.0	95.84
240	Knifley Elementary	2,091.0	24,043.0	24,135.8	148.1	160.5	162.0	169.0	96.85
435	Shepherd Elementary	4,817.0	33,047.5	34,466.0	211.4	237.7	240.0	233.0	94.77
460	Sparksville Elementary	3,166.0	20,882.5	21,861.0	134.1	154.0	161.0	147.0	92.92
998	Homebound - Elementary	9.0	481.5	471.0	2.9	3.0	3.0	4.0	97.51
999	Homebound - Secondary	0.0	1,765.0	1,724.0	10.6	10.8	12.0	12.0	97.14
District Total		29,246.5	368,817.5	########	2,285.8	2,500.1	2,622.0	2,480.0	94.74
005	**Allen County**								
010	Allen County Primary Cen	37,632.6	120,405.1	########	792.5	950.7	992.0	948.0	94.98
015	James E Bazzell Middle S	0.0	112,238.1	########	639.9	672.8	690.0	669.0	95.33
020	Allen County High School	0.0	145,669.3	########	831.3	898.7	974.0	852.0	92.60
060	White Plains Elementary	0.0	74,635.2	72,290.0	425.2	442.8	459.0	436.0	96.31
998	Homebound - Elementary	0.0	85.0	67.0	0.4	0.5	0.0	2.0	100.00
999	Homebound - Secondary	0.0	421.0	350.0	2.1	2.5	2.0	0.0	94.61
District Total		37,632.6	453,453.7	########	2,691.4	2,968.0	3,117.0	2,907.0	94.54
006	**Anchorage Independent**								
010	Anchorage Public School	6,075.0	68,401.0	69,445.8	408.5	436.6	434.0	439.0	97.47
District Total		6,075.0	68,401.0	69,445.8	408.5	436.6	434.0	439.0	97.47
011	**Anderson County**								
020	Anderson County High Se	0.0	144,336.4	########	842.1	898.1	939.0	869.0	93.43
025	Anderson County Middle S	0.0	128,124.7	########	745.9	781.6	802.0	789.0	95.31
050	Saffell Street Elementary	0.0	111,178.3	########	647.0	674.2	681.0	673.0	95.89
100	Western Elementary	4,909.0	21,539.3	23,330.2	139.7	160.4	165.0	157.0	95.87
110	Emma B Ward Elementary	0.0	101,580.7	98,764.1	591.4	619.7	627.0	616.0	95.30
120	Anderson County Early Cl	38,527.6	0.0	18,735.3	112.2	235.1	233.0	240.0	95.26
998	Homebound - Elementary	0.0	293.0	284.0	1.7	2.2	1.0	3.0	76.90
999	Homebound - Secondary	0.0	566.5	548.5	3.3	3.5	1.0	4.0	92.72
District Total		43,436.6	507,618.9	########	3,083.3	3,374.8	3,449.0	3,351.0	94.93

If an enrolled child has an approved application and/or is eligible for free, reduced or paid meals on any one day of the month, that child is to be counted in the month's currently eligible students.

It is allowable to round upward to the nearest whole number for determining the number of adjusted eligible meals.

Example: 432 (eligible free) X .95 (attendance factor) = 410.4 or 411 (adjusted eligible meals)

If potential excessive meals have been identified in columns 9, 12, and/or 15 on form SCN-D13-A, there are several possible areas to review for documentation:

1. Are the numbers of approved eligible free and reduced children on the Claim for Reimbursement correct? If an enrolled child is eligible for free or reduced meals on any one day of the month, that child is to be in the month's currently approved eligible.

2. Was the attendance factor for this period greater than the assigned factor? Check school attendance reports (20 day report) for the month. Divide the ADA by the net membership and round up. If this is greater than the assigned attendance factor, complete the claims review process again using the new current factor. If no excessive meals are identified, the potential overclaim is resolved.

3. Do daily attendance records indicate the children were present? The absentee report for each day should be compared to the roster of approved children. Determine the number of approved children present each day.

4. Please keep in mind that other factors may be involved in determining the number of eligible paid meals. For example, if a child's lunch status changed within the month, that child may have been eligible for paid meals and free meals during the month. Perhaps visiting children were present for a special event on campus and this was noted on date of event. There may be an eligible free child who chooses to pay full price for their lunch. You may claim reimbursement for only one lunch per child per day. If an eligible free child chooses to receive a free lunch and purchases second lunch, only one lunch may be claimed for reimbursement for that child that day.

After all efforts have been explored to determine the cause of the potential overclaim, it may be necessary to file an amended claim. The amended claim should reflect a reduction in the number of free, reduced, and/or paid meals originally claimed. Amended claims must be marked "Corrected Claim" and contain the original signature of the School Food Authority.

YOU ARE REQUIRED TO FOLLOW UP ON ALL POTENTIAL EXCESSIVE MEALS BY VISITING THE SCHOOL AND VERIFYING THAT MEAL COUNTS ARE ACCURATE AND THAT NO MEAL COUNT SYSTEM PROBLEMS EXIST. AFTER ASSURING THESE TWO THINGS, FOLLOW THE INFORMATION BELOW TO DOCUMENT ANY POTENTIAL EXCESSIVE MEALS CLAIMED FOR REIMBURSEMENT.

If meals served are greater than the total number of applications that you have on file or if meals served are greater than your adjusted eligibles, this may be an indicator of systemic problems in your meal counts.

It is possible to serve meals in excess of your adjusted eligibles.

Before backing these meals out, you should check to see if:

- The attendance factor for the calendar month is greater than the schools attendance factor as calculated using the school month.
- All children claimed for reimbursement have applications on file.
- Children are using duplicate numbers.
- Some children are coming through the line twice.
- Numbers assigned to students who did not return from the previous year have not been deleted.

If you have greater participation than you have applications on file, the meals served in excess of applications should be backed out. EXAMPLE: **I have 400 free, 60 reduced and 16 paid applications on file at the High School. Today I served 480 free, 75 reduced and 17 paid meals. My attendance factor is 99%. My adjusted eligibles are 396 free, 60 reduced and 16 paid meals. Why? Meals should not be claimed for reimbursement when there is no documentation to support claiming of those meals.**

Can excess meals be claimed in the paid category? Yes, however, the total amount of meals cannot exceed the school's enrollment.

Documentation for Potential Excessive Meals

All meals in column (7), (10) and (13) must be compared to number in columns (9), (10) and (13) and/or number of applications on file to be claimed for reimbursement. **SUBTRACT ANY MEALS FOR WHICH THERE IS NO ATTENDANCE DOCUMENTATION ON FILE FROM YOUR TOTALS BEFORE FILING YOUR CLAIM. If the CLAIM HAS BEEN FILED FOR REIMBURSEMENT based on undocumented meals, it will need to be corrected.** If amending your Claim for Reimbursement, mark it "Corrected Claim" and submit it with an original signature.

Check to make sure that the information has been transferred to the Report and Claim for Reimbursement form correctly and that your math is correct.

1. Have I claimed more than the number of currently approved application on file?

Check the number of free meals served against the number of approved free applications. Example: On November 1st, I served 1130 free meals, but I only have 1114 approved applications. I cannot claim over the 1114. If this happens, check to make sure that the count was tallied correctly for that day and that the number of applications on file were counted correctly. If an enrolled child is eligible for free or reduced meals on any one day of the month, that child's application is to be counted in the month's currently approved applications.

2. Was the attendance factor for any day with a potential overclaim greater than the monthly factor?

   Review staff will use the attendance factor for the month they are reviewing.

   Check School attendance reports (20 day report) for last school month. Divide the ADA by the net membership and round up. If this is greater than the monthly attendance factor, complete the claims review process again using this attendance factor. You can use this factor only for this period.

3. Do daily attendance records indicate the children were present?

   Example: On September 9th, 1080 free meals were served. The absentee report (list of names) from the school shows that 40 children were absent. By comparing this report to my roster, I find that 25 free, 2 reduced and 8 paid children were absent on September 9. I subtract that number of free absentees from the number of free approved applications.

   1114 free approved applications
   - 25 free absentees
   1089 free children in attendance

I served 1080 free meals, which is less than the 1089 free children in attendance, so I am OK for September 9. However, If I had served more than 1089, I would have to subtract any meals over the 1089 from my claim. Example: 1092 served - 1089 free children in attendance = 3 meals to be subtracted from claim.

This process must be done for each day a potential overclaim has been identified.

Review Techniques for Daily Edit Checks

- Obtain copy of the district's Daily Edit Checks for the review month to assist in school selection (if needed).
- Test Daily Edit Check for the review month for reasonableness to ensure that potential over-claimed meals are being handled appropriately.

Meal Components

Subject

Serve lunches that meet the required meal pattern.

Objective

- To avoid violation and/or overclaim by assuring that all school lunches meet meal pattern requirements.
- To avoid a possible overclaim due to competitive food sales violations.

Action

- Plan lunch meals that meet meal pattern requirements for components and amounts.
- Use the Offer Versus Serve provision in all high schools and use it in other schools if it is a school district policy.
- Document substitutions in lunch menus.
- Follow the Kentucky Board of Education regulation, 702 KAR 6:090, concerning Competitive Food and Beverage Sales and Service.

Participation

- Ask your managers and staff to review their Menu and Production Plans to determine that lunch meals meet the meal pattern requirements.
- Work with your cafeteria staff, principals, teachers and students in correctly implementing the meal pattern requirements.
- Work with your superintendent and principals to ensure that your district is following the competitive food regulation.
- Train your managers and cashiers to enable them to identify violations of the competitive food regulation.

Meal Components

One of the most important responsibilities of the school food service manager is assuring that all meals claimed for reimbursement served, meet requirements for food components and for serving amounts. As specified in the National School Lunch Program regulations, a school lunch must contain four components (or three if implementing NuMenus) in order to receive reimbursement. The following lists the four components and some reminders for a successful CRE Review.

Meat or Meat Alternate

Follow requirements for minimum quantities as described in the Menu Planning Guide for School Food Service.

Vegetable and/or Fruit

Full strength vegetable or fruit juice may not be counted for more than one-half of the total requirement.

Cooked dry beans or peas may be used as a meat alternate **OR** as a vegetable, but not as both in the same meal.

Rice and macaroni are **NOT** vegetables. They are bread alternates.

If juice is served as a component, retain labels.

Bread/Bread Alternates

Only breads or bread alternates that are whole-grain or enriched may be used to meet the bread requirements.

Serve at least one serving of bread each day and a total of eight servings during the five day week; twelve for a seven day week.

Only bread/bread alternates that are usually served with a main dish or as part of a main dish can be used to meet the bread requirement.

Bread and bread alternates must meet minimum weights to be counted.

Some food items served at breakfast as breads may be counted at breakfast but **NOT** lunch. For example, doughnuts and sweet rolls can be credited as breads at breakfast, but not at lunch.

Milk

School(s) shall offer students a variety of fluid milk consistent with the types of milk consumed in the prior years, unless the prior year preferences for any such variety of fluid milk is less than 1 percent of the total milk consumed at the school.

Offer Versus Serve

Offer versus serve is NOT:

- Leaving off milk in elementary schools
- Pre-plating two food components and allowing students to select the others
- Simply allowing students choices in menu selection

Offer versus serve is the regulation allowing all high school students (also junior high and elementary when approved by the local Board of Education) to choose less than all of the food items within the lunch pattern. This regulation is an attempt to reduce plate waste.

All students enjoy making choices and if choices are not offered as part of the offer versus serve procedure, the nutritional integrity of the meal can be depreciated.
Food item - One of five required foods that compose the reimbursable school lunch (i.e. - meat or meat alternate, milk, grains/breads, and two (2) serving of vegetables, fruits or a combination of both (unless implementing NuMenus).

The three REQUIREMENTS of a reimbursable lunch under offer versus serve are:

1. All five food items must be offered to all students throughout the serving period. (Unless implementing NuMenus)
2. The serving size of each of the five food items must equal the minimum quantity listed in the meal pattern regulation
3. Lunch must be priced as a unit and students may take 3, 4, or all 5 items for the same price. (Unless implementing NuMenus)

Nutritionally Equivalent Substitutions

Manager's Choice

Sometimes "Manager's Choice" is on the menu and the manager will plan the menu for this meal. The SFA must ensure that these menus meet all meal pattern requirements and are fully documented.

Unexpected Substitutions

Unexpected things happen that require the manager to make on-the-spot decisions about the planned menu.

The main rule to remember in making substitutions is to substitute menu items within the same food component that offer as close to the same main nutrients as possible.

Rules for Substituting Nutritionally Equivalent Foods in School Menus

Substitute with a food from the same meal component.

Use the Menu Planning Guide - Program Aid Number 1260(pages 10-11) to find information on foods to substitute.

When substituting fruits and vegetables, try to substitute a food that has the same main nutrient.

Meeting Medical or Dietary Needs

SFA's are required to make substitutions in meal pattern for students whose handicap restricts their diet. Schools may also make substitutions for non-handicapped students who are unable to consume the regular lunch because of medical or other special dietary needs.

Only requests supported by a statement signed by a physician are acceptable in providing substitutions of foods for handicapped students. These medical statements are to be kept on file in the SFA's office and a copy kept on file in the school attended by the student.

School Districts may make substitutions for non-handicapped students who are unable to consume a food item because of medical or other special dietary needs. Such substitutions may be made on a case-by-case basis **ONLY** when supported by a statement signed by recognized medical authority. As with handicapped students, the supporting statement should be on file in the school food service administrator's office and a copy should be in the school the student attends.*****

*****See "Accommodating Children with Special Dietary needs in the School Nutrition Programs-Guidance for School Food Service Staff".

EDUCATION AND HUMANITIES CABINET

Department of Education

Office of Administration and Finance

702 KAR 6:090. Competitive food and beverage sales and service requirements.

RELATES TO: 42 U.S.C. 1751 to 1769b, 42 U.S.C. 1771 to 1789, KRS 156.010, 156.031, 156.035 156.160, 156.200, 7 CFR 210.11

STATUTORY AUTHORITY: KRS 156.031, 156.035, 156.070, 156.160, 7 CFR 210.11

NECESSITY AND FUNCTION: This regulation is promulgated under the authority of the State Board for Elementary and Secondary Education's statutory mandates to implement federal education assistance programs and to protect the physical welfare and safety of public school children, and is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto. This regulation is necessary to ensure that students have an opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind.

Section 1.

(1) This regulation deals with the sale and service of food and beverages in competition with the School Breakfast Program or the National School Lunch Program, by reason of such being conducted by student or parent organizations or school personnel through food sales, snack bars, or vending machines on the school campus.

(2) The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period.

Adopted: March 14, 1990

Meal Components Checklist

To prepare your school food service program for the meal component portions of the CRE, you, as the SFA, should be able to ensure that:

Meal Components

____ All service lines offer the five food items from four food component groups throughout the meal service. (Unless implementing NuMenus)
____ Menu records indicate that all required food components were offered.
____ The number of bread/bread alternates met the minimum weekly requirements.
____ Production Plans indicate that required amounts of food were available for service for each day of the review.
____ Schools offer students a variety of fluid milk consistent with the types of milk consumed in the prior year, unless the prior year preferences for any such variety of fluid milk in less than 1 percent of the total milk consumed at the school.

OFFER VERSUS SERVE

____ All service lines offer the minimum five food items (additional choices are encouraged) throughout the meal service. (Unless implementing NuMenus)
____ The serving size of each of the five food items equal minimum amounts for the age group participating. (Unless implementing NuMenus)
____ All senior high students are permitted to decline up to two food items. (Unless implementing NuMenus)
____ All students participating in the offer versus serve program have the opportunity to select or decline food items rather than being served pre-plated meals.
____ Students and staff were informed of the offer versus serve provisions and it is apparent that everyone understands the program.
____ Review your district's written policy concerning offer versus serve to ensure sufficient coverage and regulatory implementation.
____ Offer vs. Serve meals are priced as a unit.

Nutritionally Equivalent Substitutions

____ All “Manager’s Choice” menus meet meal pattern requirements.
____ All “Manager’s Choice” menus are FULLY DOCUMENTED.
____ When unexpected substitutions are necessary, the managers substitute a food from the same meal component and FULLY DOCUMENT.
____ Medical statements for handicapped and non-handicapped students are “State Agency Prototype” and are kept on file at both the SFA office and school.
____ ANY substitutions and additional items served to medically handicapped students MUST BE FULLY DOCUMENTED.

COMPETITIVE AND EXTRA FOOD SALES

____ Review your district's written policy concerning competitive food and extra food sales, and BE SURE that these policies are in accordance with 702 KAR 6:090 and are implemented.
____ Each school observes the “off” time for vending machines and that NO student has access to ANY competitive food or vended products during this time.
____ All cashiers fully understand the a la carte food sales policies in the district and these policies are implemented correctly.
____ The purchase price for a la carte foods are such to cover food, production, and service cost.

Resources

- Agreement and Policy Statement
- Menu Planning Guide for School Food Service
- Meal Pattern Requirements and Offer Versus Serve Manual
- 7 Code of Federal Regulations, Part 210
- Food Buying Guide

Review Techniques for Meal Components

1. Evaluate all menus for the review period to:

   - Ensure all required components were planned each day.
   - Ensure “Manager’s Choice” menus follow meal pattern requirements.
   - Determine whether substitutions meet meal pattern requirements.
   - Ensure that one serving of bread/bread alternate is included each day, and a total of eight per week for a five day week or twelve per week for a seven day week. (Unless implementing NuMenus)
   - Determine if portion sizes were sufficient. This may include examination of production plans, Child Nutrition (CN) labels, and product specifications.

2. Observe lunches counted at the point of service for each type of serving line to determine whether:

   - Each student received a reimbursable meal.
   - Portion sizes appear to be sufficient to meet minimum quantities required.
   - Students, teachers, and on-line workers understand the Offer versus Serve procedures.
   - Extra food sales were made according to prescribed procedures.

3. Evaluate the Salad Bar to determine whether:
   - Meals are determined “reimbursable” at the point of service.
   - Portion sizes meet meal pattern requirements.

4. School(s) are offering students a variety of fluid milk consistent with the types of milk consumed in the prior year unless the prior year preferences of any variety of fluid milk is less than 1 percent of the total consumed.

5. Observation and informal interview of cashier concerning:
   - The cashier’s knowledge of non-reimbursable foods.
   - Compliance with the extra foods sales policy.

6. Comparison of the District's written policy on OvS and Extra Food Sales to observations on the day of the review.

7. Check to see that all Medical Statements for handicapped and non-handicapped students are on file with the school and the SFA.

8. Apart from the review, there is always the possibility that we will make an unannounced visit to nonreviewed schools in your district to investigate possible competitive food sales violations.

9. Compare the meal counts by category on the day of the review to the review period. If the "paid" meal count is notably higher on the day of review from review period, we will ask for an explanation as this indicates a possible violation of the competitive sales rule.

10. Walk around the school to observe:
    - Teachers selling food before and during meal services
    - Student access to vending machines (including machines in teacher lounges). We may test these machines as part of the review.

Monitor Review

Subject

Conduct on-site monitor review of the meal count system by February 1.

Objective

To ensure that the SFA has performed a monitor review to detect and correct potential meal count violations.

Action

- Select the local monitor review form you will use.
- Conduct the review by February 1, at each site.
- Fully implement and document corrective action prescribed for weaknesses identified during the review.

Participation

- Train your managers and cashiers on the meal count system to be used in their cafeteria.
- Work with your managers and cashiers on weaknesses.
- Ask a colleague to assist in your on-site monitor review.

Review Techniques

- Check to see if the SFA has completed the on-site monitor reviews by February 1, as required by the regulations.
- Check to see if any discrepancies were identified during the on-site reviews.
- Review documentation of corrective action taken to resolve any discrepancies noted during on-site reviews.

Procurement and Other Records

Subject

Make sure your procurement plan, policies and other records are adequately documented and maintained.

Objectives

- To ensure that a purchasing plan that is in compliance with State and Federal Regulations has been developed and approved by the School Board.
- To ensure that proper documentation is maintained.

Action

- Make sure your district's current procurement plan is "Board Approved" and that you are currently following the plan.
- Organize all documentation pertaining to purchases made with food service funds.

Participation

- Work with your superintendent and school board assuring that your district's procurement plan is current.
- Train your bookkeeper to ensure that all documentation is obtained and is easily accessible.
- Work with your managers on the proper procedures to follow in ordering and receiving food and supplies.

Procurement

1. If you award a bid to a vendor who does not have the lowest price you must document why:

   Examples: Delivery based on volume of orders, Refusal to break cases, Suppliers will not make deliveries often enough for the SFA, etc....

2. The SFA should ensure that the invoice price for goods purchased agrees with the contracted price in bid.

3. If only one supplier offers a bid, document that bids were requested from other suppliers and no response was received.

4. Proper documentation should be maintained for emergency purchases. (Document that it is an emergency purchase, why the purchase was necessary and why it was classified as an emergency.)

5. For those SFA's that are on Cooperative Bids, we will look at bread and milk bids.

6. Make sure milk bid contains the debarment and suspension certification statement as well as four required clauses.

7. Procurement Review Preparation Checklist

Other Records

A daily work schedule should be maintained and updated.

All records should be maintained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits (records such as Free/Reduced Applications, Menu and Production Plans, invoices, bid documents, and time sheets).

Maintain documentation of any training provided to food service personnel. The documentation should include agendas and sign in sheets.

Procurement Clauses

Termination

Contracts may be terminated at any time, on 30 days' notice upon the mutual agreement of both parties or upon the discretion of the school district, in a shorter period of time, if the terms of the contract are violated in any way.

Exclusivity

The school district agrees to use the designated contract supplier(s) as an exclusive source for the various items and services as listed herein as well as for comparable substitutes and supplemental items. The only anticipated exceptions might be in time of emergency.

Access to Records

All contracts over $10,000/$7,500, awarded by the SFA, must include a provision to the effect that the SFA, the State agency, USDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

Penalty

The designated supplier(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district my have to seek other interim product sources. Failure to delivery 100% of the items on this list -- within 48 hours -- shall be considered a default.

A successful bidder must have proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the school district.

Modifications, additions, or changes to the terms and conditions of this Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.

SOURCE: Procurement Standards Handbook (Child Nutrition Programs), revised October 1989.

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by containing the Department of Agriculture agency with which this transaction originated.

1. **The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.**

2. **Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation on this proposal.**

Organization Name **PR/Award Number of Project Name**

Name(s) and Titles(s) of Authorized Representative(s)

Signature(s) **Date**

Procurement Review Preparation Checklist

1. Procurement Plan

   ____Board Approved
   ____Review Procedure

2. Prospective Distributors

   ____List of Prospective (approved) Distributors
   ____Copies of correspondence soliciting business from these vendors
   ____Responses from the vendors

3. Bid Document - does it include?

   ____Clear specifications
   ____Estimated Quantities

4. Proof of publication

   ____Copy of ad
   ____Time schedule met

5. Awarding contracts

   ____Spread sheets
   ____Distributors responses
   ____Procedure for awarding contracts
   ____Copies of signed contracts
   ____Documentation of bid rejections
   ____All documentation concerning sampled purchases

6. Non - competitive negotiation

   ____Document why purchase was necessary
   ____Document why situation is classified as an emergency
   ____Invoices

7. Implementation

   ____Requisition/purchase order-are these checked against delivery?
   ____Invoices - are these:
   ____Checked against delivery (brand, count, weight, and condition)
   ____Signed by receiving personnel
   ____Price checked against quote or bid
   ____Changes clearly documented
   ____Complaints documented

Resources

Procurement Standards Handbook
Bid Documents (samples)
State Purchasing Laws
Federal Management Circular A-102

Review Techniques for Procurement and Other Records

Review the procurement plan and check to see if it has been approved by the board and if it reflects current procedures....this may involve looking at the board minutes.

Review advertisements for bids and correspondence with prospective bidders. Review the bids and quotes from suppliers to ensure an adequate number of suppliers were contacted and all received and made their bids and quotes based on the same information.

Check to see if the low bid or quote was accepted. If necessary, review the documentation on file to support why the low bid or quote was not accepted.

Review a sample of items and services from actual invoices and compare suppliers, prices and descriptions to accepted bids and quotes.

Review daily work schedules and determine how many meals are produced per hour of paid labor.

Check for documentation of training for food service personnel.

Check to see if program records are maintained for 3 years plus the current year.

Civil Rights

Subject

Make sure that no child is denied benefits or discriminated against because of race, color, national origin, age, sex or handicap.

Objective

To ensure that the district is in compliance with the provisions of federal, state, and local Civil Rights requirements.

Action

- Review your district's established procedures used to receive complaints alleging discrimination.
- Post the USDA/FNS approved "...And Justice For All" poster in a prominent place at all facilities.
- Ensure that all handicapped students are provided program benefits as prescribed by regulations (including special dietary needs) as appropriate.

Participation

Train your staff to ensure that the Civil Rights of all program participants are not violated.

Review Techniques for Civil Rights

- Look for a USDA/FNS poster displayed in a prominent place.
- Interview the SFA as to the District's procedures for handling discrimination complaints.
- Interview the SFA as to whether there have been discrimination complaints and if so, whether the complaint has been documented and sent to the State Agency.
- Observe the meal service to ensure that all children are treated the same regardless of race, national origin, sex, age or disability in the eating area, serving line, in seating arrangement, and in assignment of eating periods.
- Ensure that incorrectly denied free and reduced applications are not disproportionably composed of minority applications.

Sanitation/Food Storage

Subject

Review the food production facilities for sanitation requirements and the condition, storage and record keeping of foods used.

Objective

To ensure that the School District is in compliance with the Health Department requirements regarding food safety, storage, preparation, and service and is properly using and accounting for purchased foods.

Actions

- Review your most recent Health Department Inspection for any areas of non-compliance and make sure that they have been corrected.
- Periodically review records of food usage and compare planned menus with production plans.

Participation

- Provide basic sanitation training for all managers and food service staff. (at least annually)
- Train manager and food service staff on production and record keeping. Focus with each group on what their particular role is and its impact on food program plans.

Review Techniques Sanitation/Food Storage

- Look for the thermometer available in the refrigerator, freezer, and dry storage area; check to see if temperatures are monitored and recorded as required.
- See if food items are stored off the floor to allow for proper ventilation.
- See if rodent and insect control are effective.
- Review Menu and Production Plans for correct recording and record keeping.

CHAPTER 35.

Disallowance Policy

Disallowance Policy

This policy is in effect for all CRE reviews, Follow-Up reviews and any visit(s) performed or conducted by the Division of School and Community Nutrition

Section I Coordinated Review Effort (CRE)

A. Performance Standard 1 (PS 1) - Certification/Counting Claiming

VIOLATIONS	DISALLOWANCE/OVERCLAIM
1. CERTIFICATION	**1. CERTIFICATION**
a. Applications were incomplete and/or incorrectly approved.	**a.** None at the time of review. List all F/RP applications with errors on the Benefit Issuance Document (S5) and calculate the number of days that the application was ineligible.
b. Previous year's applications were used after 30 operating days following the beginning of school.	**b.** None at the time of review. List all recipients on the S5 whose previous years application was used past the 31st operating day of the school year.
c. If Direct Certification, documentation was unofficial and incomplete per Part 245.6 and did not cover any child enrolled during the review period	**c.** None at the time of review. List all recipients on the SF whose benefits for F/RP meals were incorrectly approved. Calculate the number of days the recipient was ineligible to receive benefits.
d. System for issuing benefits and/or updating eligibility inadequate, not within the required time frames and did not reflect any changes from verification, transfers, reported changes in household size, decision to decline benefits and/or household reports that they are no longer certified.	**d.** None at the time of review. List all recipients that were not given benefits within the required time frames as required by Part 246.6
2. COUNTING	**2. COUNTING**
a. Meal count system is determined inadequate. 1. Attendance/classroom count; 2. Tray count; 3. Back out by category; 4. Prepaid/charged meals counted on day paid; 5. Visual identification; 6. Ala Carte claimed for reimbursement; and, 7. Second meals claimed for reimbursement.	**a.** None at the time of review. If documentation can be provided that the procedure in use can provide adequate meal counts, only those meals claimed in duplication shall be disallowed after all corrective action has been received. Should the meal count system be determined as inadequate there may be either total or partial reconstruction of meal counts.
b. Daily meal count is greater than the number determined to be eligible by the SFA for the review period times an attendance factor.	**b.** None at the time of review. Fiscal action shall be determined only after the review response has been received and finalized.
c. Each serving line does not provide an accurate point of service count, by type. (If an alternative plan is being utilized, the State Agency shall determine that the system is correctly implemented as approved by the Schools Branch.)	**c.** None at the time of review. Fiscal action shall be determined only after the review response has been received and finalized.
d. Lunches are incorrectly counted , recorded, consolidated and reported for the day they were served.	**d.** None at the time of review. Fiscal action shall be determined only after the review response has been received and finalized.

3. CLAIMING

a. For the SFA reviewed, lunch counts submitted by each school are not correctly consolidated, recorded, and reported on the D2, Report and Claim for Reimbursement.

3. CLAIMING

a. None at the time of review. Fiscal action shall be determined only after the review response has been received and officially closed. Fiscal action shall be determined once all corrections are noted and actual number of meal(s), by source, is correctly documented.

B. Performance Standard 2 (PS 2) - Meals Claimed for Reimbursement

VIOLATIONS

1. MEALS CLAIMED FOR REIMBURSEMENT

a. All required food items/components were not offered on the serving line on the day of the review.

b. On the day of review a significant number of lunches observed, at the point of service, did not have the required food items/components.

c. A review of menus and Menu and Production Records revealed that the required number of food items/components was not offered.

DISALLOWANCE/OVERCLAIM

1. MEALS CLAIMED FOR REIMBURSEMENT

a. Reviewer is to advise manager that the serving line is short a food item/component. If there is no correction, all meals **shall be disallowed that day for that serving line.** No action shall be taken until the review is closed and all corrective action has been received.

b. No reimbursement for meals missing items/components.

c. All meals found to be short food items/components upon review of Menu and Production Records are subject to disallowance. Reviewer is to check all back-up sources (invoices, bills, receipts, etc.) of food purchased on or around the date the items were to be served. Also, the school/manager may have other documentation that will show that all required food items/components were available.

Section 2 Kentucky Program Reviews

A. Breakfast Reviews

VIOLATIONS

Breakfast Programs are to be reviewed in all districts and/or programs that participate in the School Breakfast Program. Each of these programs will be reviewed for compliance with all applicable state and/or federal regulations and policies.

1. CERTIFICATION

a. Applications were incomplete and/or incorrectly approved.

b. Previous year's applications were used after 30 operating days following the beginning of school

DISALLOWANCE/OVERCLAIM

None at the time of review. Fiscal action shall be determined only after all reports are reviewed, corrective action has been received and reviewed and review is at the point of closing. Program disallowance's will be assessed once final closure is pending.

1. CERTIFICATION

a. None at the time of review. List all F/RP applications with errors on the Benefit Issuance Document (S5) and calculate the number of days that the application was ineligible.

b. None at the time of review. List all recipients on the S5 whose benefits exceeded into the 31st day operating day of the school year. Calculate any day beginning with the 31st day of the school year.

c. If Direct Certification, documentation was unofficial and incomplete per Part 245.6 and did not cover any child enrolled during the review period.

c. None at the time of review. List all recipients on the S5 whose benefits for F/RP meals were incorrectly approved. Calculate the number of days the recipient was ineligible to receive benefits.

d. System for issuing benefits and/or updating eligibility inadequate, no within the required time frames and did not reflect any changes from verification, transfers, reported changes in household size, decision to decline benefits and/or household reports that they are no longer certified.

d. None at the time of the review. List all recipients that were not given benefits within the required time frames as required by Part 246.6.

2. COUNTING

a. Meal count system is determined inadequate.

1. Attendance/classroom count;
2. Tray count;
3. Backout by category;
4. Prepaid/charged meals counted on day paid;
5. Visual identification;
6. Ala Carte claimed for reimbursement; and,
7. Second meals claimed for reimbursement.

2. COUNTING

a. None at the time of review. If documentation can be provided that the procedure in use can provide adequate meal counts, only those meals claimed in duplication shall be disallowed after all corrective action has been received. Should the meal count system be determined as inadequate there may be either total or partial reconstruction of meal counts.

b. Daily meal count is greater than the number determined to be eligible by the SFA for the review period times an attendance factor.

b. None at the time of review. Fiscal action shall be determined only after the review response has been received and finalized.

c. Each serving line does not provide an accurate point of service count, by type. (If an alternative plan is being utilized, the State Agency shall determine that the system is correctly implemented as approved by the Schools Branch.)

c. None at the time of review. Fiscal action shall be determined only after the review response has been received and finalized.

d. Breakfasts are incorrectly counted , recorded, consolidated and reported for the day they were served.

d. None at the time of review. Fiscal action shall be determined only after the review response has been received and finalized.

3. CLAIMING

a. For the SFA reviewed, lunch counts submitted by each school are not correctly consolidated, recorded, and reported on the D2, Report and Claim for Reimbursement.

3. CLAIMING

a. None at the time of review. Fiscal action shall be determined only after the review response has been received and officially closed. Fiscal action shall be determined once all corrections are noted and actual number of meal(s), by source, is correctly documented.

4. MEALS CLAIMED FOR REIMBURSEMENT

a. All required food items/components were not offered on the serving line on the day of the review.

4. MEALS CLAIMED FOR REIMBURSEMENT

a. Reviewer is to advise manager that the serving line is short a food item/component. If there is no correction, all meals **shall be disallowed that day for that serving line.** No action shall be taken until the review is closed and all corrective action has been received.

b. On the day of review, a significant number of breakfast observed, at the point of service, did not have the required food items/components.

b. No reimbursement for meals missing items/components.

c. A review of menus and Menu and Production Records revealed that the required number of food items/components was not offered.

c. All meals found to be short food items/components upon review of Menu and Production Records are subject to disallowance. Reviewer is to check all back-up sources (invoices, bills, receipts, etc.) of food purchased on or around the date the items were to be served. Also, the school/manager may have other documentation that will show that all required food items/components were available.

Section 3 Competitive Food and Beverage Sales - 702 KAR 6:090

This Section is applicable to reviews and other visit(s) made by any representative of the Division of School and Community Nutrition. If a violation is observed of the Competitive Foods regulations, the State Agency staff member shall inform all proper officials and advise them of the violation and that they will receive a letter advising them officially of the violation and stating corrective measure to be taken.

VIOLATION

The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program during the school day before one half (1/2) hour after the closing of the last lunch period.

DISALLOWANCE/OVERCLAIM

1. Reimbursement for all meals served on the day of the violation shall be disallowed. This includes all breakfast and lunches served for that given day.

2. The reviewer shall ascertain the number of meals served at both breakfast and lunch by type (F/RP/P) and, using that number of meals, establish the dollar amount of disallowed reimbursement for repayment.

3. A check, made payable to the local School Food Serve Program, shall be issued from the school activity fund or district general fund for the loss of program reimbursement. A copy of that check shall be made available to the State Agency as part of the corrective action plan.

4. Assurance that the school has not claimed any meals for that day be submitting a copy of the corrected D3's showing where the meals were not claimed.

Section 4 Fiscal Action

Fiscal Action is the process by which disallowance of meals, free/reduced price application errors, etc. Shall be communicated to the local SFA. No fiscal action shall be calculated until the review of the SFA is completed and ready for closure.

Fiscal action shall be calculated and forwarded to the SFA and corrected claims can be prepared and sent to the State Agency for processing. **NOTE:** If the September Report and Claim for Reimbursement has been processed and payment has been made, the SFA will be notified by the Division of School and Community Nutrition as to repayment procedures.

CHAPTER 36.

School Meals Initiative

School Meals Initiative for Health Children Review

SMI Facts

Effective July 13, 1995, a final rule was implemented, which amended the regulations governing the nutrition standards for the National School Lunch and School Breakfast Programs. The final rules require that by the 1996-97 school year, all school lunches and breakfasts are consistent with the recommendations of the Dietary Guidelines for Americans. This rule established specific minimum standards for calories and key nutrients, which meals must meet. To assist and provide training for these rules, USDA implemented the School Meals Initiative for Healthy Children.

Menu Planning under SMI

School districts must use one of the four options for menu planning. The options include:

- Enhanced Food-Based Menu Planning
- Traditional Food-Based Menu Planning
- Nutrient Standard Menu Planning
- Assisted Nutrient Standard Menu Planning

Different options may be used in different schools and different options may be used for breakfast and lunch in the same school.

Compliance Monitoring

The regulations require that certain nutrients be monitored, to ensure that ¼ of the Recommended Dietary Allowance (RDA) has been met for breakfast and 1/3 of the RDA for lunch, as well as meeting the Dietary Guidelines for Americans. The State Agency will monitor menus for compliance with these nutritional standards at a minimum of once every five years. A nutrient analysis will be conducted on selected menus for a week of food-based menu planning systems. Documentation of data used in nutrient analysis will be reviewed for school districts using Nutrient Standard or Assisted Nutrient Standard Menu Planning.

The SMI nutrition review may be conducted at the same time that a CRE is scheduled or done as a separate program review, because they are two separate procedures. SMI provides for technical assistance through the State Agency to school districts in planning meals that meet the Dietary Guidelines for Americans.

Criteria for Meeting the Dietary Guidelines and Nutrient Standards

- Lunch meets 1/3 of the RDA for protein, Vitamin A, Vitamin C, iron, Calcium, and calories.
- Breakfast meets ¼ of the RDA for the above nutrients and calories.
- When averaged over a school week, all school meals contain 30% or less of total calories from fat.
- When averaged over a school week, all school meals contain less than 10% of calories from saturated fat.
- School meals include a reduction in levels of sodium and cholesterol and an increase in dietary fiber.

School districts, which do not meet the Dietary Guidelines and Nutrient Standards, will receive technical assistance from the State Agency to assist them in developing an improvement plan for meeting the goals of the School Meals Initiative. When it is viewed that the school district is making a good faith effort to plan healthy meals, reimbursement payments will not be affected.

Weighted Analysis

The weighted nutrient analysis methodology gives more weight to the nutrients in popular foods that may be frequently selected from a choice or offer versus serve menu. This allows for a greater contribution of nutrients to come from the foods selected more frequently. Menu items that are less popular and selected by fewer students will contribute fewer nutrients to the nutrient analysis, ass demonstrated in the example below:

Weighted Nutrient Analysis			
Entrée Items	**Actual Servings Planned**	**Data Entry Servings Planned**	**Nutrient Composition**
Pizza	200	200	66.7%
Baked Chicken	50	50	16.7%
Chef's Salad	50	50	16.7%
Total	300	300	100%

The calculation method for computing a weighted nutrient analysis will require the planner to enter (by age/grade grouping):

- Total number of planned reimbursable meals for each day for a weekly menu.
- Portion size(s) for each menu item/condiment.
- Projected number of servings for each portion size for each menu item that will be part of a reimbursable meal.

NOTE: Only reimbursable meals are included for nutrient analysis; therefore, the total number of projected servings for each portion size for each menu item and the total number of planned reimbursable meals by age/grade group must not include adult meals or special/ala carte sales.

Simple Averaging

For nutrient analysis, simple averaging means giving equal weight to every item within each menu choice. If a school/school district had no menu choices (such as only one entrée choice and the minimum fruit/vegetable requirement), simple averaging for nutrient analysis could be accomplished by planning a menu for one meal and by entering each menu item as one serving. However, there are almost always choices, if for nothing other than milk.

The chart below demonstrates giving equal weight in the nutrient analysis for each of the three entrée choices:

Nutritional Analysis Based on Simple Averages			
Entrée Items	**Actual Servings Planned**	**Data Entry Servings Planned**	**Nutrient Composition**
Pizza	200	300	33.3%
Baked Chicken	50	300	33.3%
Chef's Salad	50	300	33.3%
Total	300	900	100%

To perform simple averaging for multiple choices, it is necessary to know the portion size as well as the number of choices that will be offered and the number of selections that a student can make within each group of choices. It is not necessary to know the number of student meals planned or the number of servings planned for each menu item by age/grade group. Instead, the number of planned meals entered into the nutrient analysis software should be a number that is easily divisible by the number of choices.

Weighted Analysis vs. Unweighted Analysis (Simple Averaging)

To accurately analyze the nutritional composition of meals planned for students for lunch and breakfast, regardless of the menu planning option, regulations require that the nutrient analysis of the meals be based on weighted averages. The weighted nutrient analysis allocates a greater proportion of nutrients from foods that are selected more frequently; foods that are selected less frequently will contribute fewer nutrients to the nutrient analysis. Weighting is accomplished automatically by the USDA-approved software when the number of panned reimbursable meals and the number of servings of menu items and condiments (by age/grade group) and their serving size are entered for menu analysis.

The feasibility of using an unweighted nutrient analysis (simple averaging) to determine compliance with the nutrition standards is being evaluated by USDA. With a simple average, the nutrients in all foods are given equal weight regardless of the amounts produced of each item.

School districts may choose which method to use should they do nutrient analysis at the district level. Please contact the State Agency for further clarification of the weighted versus simple averaging methods of nutrient analysis.

SMI Nutrition Review Information Request for Food-Based Menu Planning (Enhanced or Traditional)

The SMI regulation requires that all lunches and breakfasts served under the National School Lunch Program and the School Breakfast Program meet the recommendations outlined in the Dietary Guidelines for Americans. In addition, the regulations require that eight key nutrients be monitored to ensure that ¼ of the RDA has been met for breakfast and 1/3 of the RDA for lunch.

As part of the SMI nutrition review, nutrient analysis is conducted by the State Agency to measure the compliance of the school district with the nutrition standards and the Dietary Guidelines as specified in the regulations. To ensure the most accurate nutrient analysis possible, the most accurate information must be used as the basis. If accurate documentation is not available, the reviewer will not be able to determine if there was a data entry error or if the school district needs improvement and guidance with the menu planning.

The following documentation must be made available by the school district for completion or review of a nutrient analysis:

1. **A copy of the menu for the school week being reviewed:** The State Agency will notify the school district of the specific week that will be reviewed. Menus for both breakfast and lunch will be needed. Complete menus are needed to ensure an accurate analysis. If changes or substitutions are made to planned menus, those changes need to be indicated along with the date of the change. Menus must include all choices of menu items.

2. **A copy of the production records used for the school week being reviewed:** Include the following on production records.

   - Site name, meal date, and menu type (breakfast or lunch);
   - Forecasted number of meals;
   - All planned menu items, including milk types and desserts;
   - All condiments used as a complement to the reimbursable meal (i.e., mustard, salad dressing, margarine, etc.);
   - Recipes or food products used (note if USDA recipe), including form of food (i.e., canned, frozen, dried halves, slices, etc.);
   - Brand names and product code numbers of commercially processed foods (for use by State reviewer in conducting a nutrient analysis);
   - Number and size of portions planned for each menu item. Numbers must be provided by age or grade if portion sizes differ for each group;
   - Total amount of food prepared for the planned number of servings (i.e., number of servings, pounds, cans, etc.);
   - Actual number of leftovers and substitutions (serving size or portion amount);
   - Planned number of portions and serving sizes for adult meals;
   - Actual number of reimbursable meals served (indicate this information for each age/grade group);
   - Actual number of non-reimbursable meals served (such as to adults or as ala carte sales).

NOTE: The number of portions served of each menu item for purposes of ala carte, adult meals and meals altered to accommodate special dietary needs must be documented on the production record for the school week being reviewed in order to obtain an accurate nutrient analysis, since the nutrient analysis includes only reimbursable meals.

3. **A copy or printout of all the USDA and local recipes used for the school week being reviewed:** Recipes are needed for any menu item indicated on production records that contains more than one ingredient, such as seasoned vegetables or sandwiches. Recipes must include the following.

   - Yield (including serving size and number of servings);
   - All ingredients, including form (i.e., fresh, frozen, or canned), packing medium (i.e., canned in juice or light syrup, frozen with added sugar or plain), and fat content (i.e., 20% fat ground beef, ground pork - no more than 30% fat);
   - Correct measures, weights and/or pack size;
   - Preparation procedures.

NOTE: Foods of minimal nutritional value that are part of a menu item, meaning they are included in the recipe of a menu item, are included in the nutrient analysis.

4. **Nutrition information for commercially processed foods:** Commercially processed food items are item are items such as frozen burritos, frozen pizza, commercially prepared bread, etc. If the information is not in the Child Nutrition Database, there may be a Nutrition Facts label on the package of the product used. This must be saved for documentation.

   If the information is not in the database and there is no Nutrition Facts label found on the package, the following information must be obtained from the manufacturer.

   - Serving size or cooked weight per serving;
   - Calories per serving;
   - Total fat (in grams) per serving;
   - Total saturated fat (in grams) per serving;
   - Total protein (in grams) per serving;
   - Total calcium (in milligrams) per serving;
   - Total iron (in milligrams) per serving;
   - Total Vitamin A [in Retinol Equivalents (RE) or International Units (IU) per serving];
   - Total Vitamin C (in milligrams) per serving;
   - Sodium (in milligrams);
   - Cholesterol (in milligrams);
   - Dietary fiber (in grams).

   The manufacturer must indicate if the data submitted is based on an "as served" or "as purchased" basis.

5. **Food Product Descriptions:** Food product descriptions must be submitted for each food served so that the appropriate food is picked from the Child Nutrition Database (if the food is included in the database). The food product descriptions can be obtained from the manufacturer.

6. **Preparation Instructions:** Preparation instructions must be submitted for each food served which requires preparation, such as baking, frying, sautéing, etc., to assist the Reviewer in completing an accurate nutrient analysis.

7. **Printout of Nutrient Analysis (if available):** If the school/school district uses a food-based menu planning system, but uses USDA-approved software to conduct a nutrient analysis on their menus, a printout of the nutrient analysis from the school/school district can be used for review purposes, if it has been conducted correctly. The State Agency must review the procedures used by the school district to conduct the nutrient analysis to determine if the correct methodology has been applied. If the nutrient analysis has not been done correctly, the State Agency will conduct a reanalysis.

SMI Nutrition Review Information Request for Nutrient Standard or Assisted Nutrient Standard Menu Planning

The SMI regulation requires that all lunches and breakfasts served under the National School Lunch Program and the School Breakfast Program meet the recommendations outlined in the Dietary Guidelines for Americans. In addition, the regulations require that eight key nutrients be monitored to ensure that ¼ of the RDA has been met for breakfast and 1/3 of the RDA for lunch.

As part of the SMI nutrition review, the nutrient analysis conducted by the school district or by a contractor or consultant which has been hired by the school district will be reviewed by a State Agency reviewer to measure the compliance of the school district with the nutrition standards and the Dietary Guidelines for Americans as required by the SMI regulation. Accurate documentation will ensure that the nutrient analysis conducted is accurate. The State Agency reviewer will review this documentation. If accurate documentation is not available, the reviewer will not be able to determine if there was a data entry error or if the school district needs improvement and guidance with menu planning.

The following documentation must be made available by the school district for completion or review of a nutrient analysis:

1. **Documentation of whether the school used weighting or simple averaging when conducting the nutrient analysis.**

2. **A copy of the menu for the school week being reviewed:** Menus for both breakfast and lunch will be needed for the week specified by the State Agency. Complete menus are needed to ensure an accurate analysis. If changes or substitutions are made to planned menus, those changes need to be indicated along with the date of the change. Menus must include all choices of menu items.

3. **A copy of the production records used for the school week being reviewed:** Production records must include the following.

   - Site name, meal date, and menu type (breakfast or lunch);
   - Forecasted number of meals;
   - All planned menu items, including milk types and desserts;
   - All condiments used as a complement to the reimbursable meal (i.e., mustard, salad dressing, margarine, etc.);
   - Recipes or food products used (note if USDA recipe), including form of food (i.e., canned, frozen, dried halves, slices, etc.);
   - Brand names and product code numbers of commercially processed foods (for use by State reviewer in conducting a nutrient analysis);
   - Serving sizes for each menu item or food item served, including condiments. Numbers must be provided by age or grade group if portion sizes differ for each group.
   - Number of portions planned for each menu item, by age or grade if portion sizes differ.
   - Total amount of food prepared for the planned number of servings (i.e., number of servings, pounds, cans, etc.);
   - Actual number of leftovers and substitutions (serving size or portion amount);
   - Planned number of portions and serving sizes for adult meals;
   - Actual number of reimbursable meals served;
   - Actual number of non-reimbursable meals served (such as to adults or as a la carte sales);
   - Actual numbers of meals served that contain substituted foods in order to accommodate special dietary needs (if applicable).

NOTE: The number of portions served of each menu item for purposes of a la carte, adult meals and meals altered to accommodate special dietary needs must be documented on the production record for the school week being reviewed in order to obtain an accurate nutrient analysis, since the nutrient analysis includes only reimbursable meals.

4. **A copy or printout of all the USDA and local recipes used for the school week being reviewed:** Recipes are needed for any menu item indicated on production records that contains more than one ingredient, such as seasoned vegetables or sandwiches. Recipes must include the following.

   - Yield (including serving size and number of servings);
   - All ingredients, including form (i.e., fresh, frozen, or canned), packing medium (i.e., canned in juice or light syrup, frozen with added sugar or plain), and fat content (i.e., 20% fat ground beef, ground pork - no more than 30% fat);
   - Correct measures, weights and/or pack size;
   - Preparation procedures.

NOTE: Foods of minimal nutritional value that are part of a menu item, meaning they are included in the recipe of a menu item, are included in the nutrient analysis.

5. **Nutrition information for commercially processed foods:** Commercially processed food items are item are items such as frozen burritos, frozen pizza, commercially prepared bread, etc. If the information is not in the Child Nutrition Database, there may be a Nutrition Facts label on the package of the product used. This must be saved for documentation.

If the information is not in the database and there is no Nutrition Facts label found on the package, the following information must be obtained from the manufacturer.

- Serving size or cooked weight per serving;
- Calories per serving;
- Total fat (in grams) per serving;
- Total saturated fat (in grams) per serving;
- Total protein (in grams) per serving;
- Total calcium (in milligrams) per serving;
- Total iron (in milligrams) per serving;
- Total Vitamin A [in Retinol Equivalents (RE) or International Units (IU) per serving];
- Total Vitamin C (in milligrams) per serving;
- Sodium (in milligrams);
- Cholesterol (in milligrams);
- Dietary fiber (in grams).

The manufacturer must indicate if the data submitted is based on an "as served" or "as purchased" basis.

6. **Food Product Descriptions:** Food product descriptions must be submitted for each food served so that the appropriate food is picked from the Child Nutrition Database (if the food is included in the database). The food product descriptions can be obtained from the manufacturer.

7. **Preparation Instructions:** Preparation instructions must be submitted for each food served which requires preparation, such as baking, frying, sautéing, etc., to assist the Reviewer in completing an accurate nutrient analysis.

8. **Printout of Nutrient Analysis:** The school/school district is required to conduct a nutrient analysis on their menus using USDA approved software. A printout of the nutrient analysis from the school/school district can be used for review purposes, if it has been done correctly. The State Agency must review the procedures used by the school district to conduct the nutrient analysis to determine if the correct methodology has been applied. If the nutrient analysis has not been done correctly, the State Agency will conduct a reanalysis.

Technical Assistance for Obtaining Manufacturer's Product Information and Nutrition Information

The information needed to complete a SMI nutrition review will be gathered from a number of sources. In addition to menus, recipes, production records, and the Child Nutrition Database, you may need to refer to Nutrition Facts labels.

Information found in the Child Nutrition Database may be used directly for menu analysis for simple "generic" foods like apples and oranges. Also included are nutrient data for USDA standardized recipes, commodity items, and various manufacturer's specific products. If an item is not found in the database, the nutrient information must be obtained by school district staff through the collection of Nutrition Facts labels or Manufacturer Product Information sheets.

Many products include a Nutrition Facts label on the packaging. This will provide all of the information needed to complete an analysis of the target nutrients. The school district staff may collect actual labels, photocopy labels from the packages, or record the information as given on a separate form for use by State Agency staff. The Nutrition Facts information is presented as "amount per serving" so be sure to compare the serving size given on the label with that served by the school and adjust as necessary when completing the analysis.

Some commercially prepared foods will only be labeled with an ingredient listing while others may also include a Child Nutrition (CN) label. This information is helpful for other reasons, but will not provide the nutrition information needed for the target nutrients in order to complete an analysis. If the item is not "generic" in nature, does not have a Nutrition Facts label, or is not already in the Child Nutrition Database, a Manufacturer's Product Information sheet will need to be obtained. Having a copy of the Nutrition Facts label or a Manufacturer's Product Information sheet for all commercially-prepared foods is useful, even for those already in the database, as it will serve to confirm the correct selection of the item used in the analysis even if the nutrient data does not have to be entered.

Sample Manufacturer's Product Nutrition Information

Product Name: Cheese Pizza
Code Number: 12345

Nutrient	Amount per 5.10 oz. Serving*
Calories	357.6
Protein	17.85 g
Total Fat	18.27 g
Saturated Fat	6.637 g
Carbohydrate	29.96 g
Dietary Fiber	1.934 g
Calcium	321.6 mg
Phosphorous	249 mg
Iron	2.694 mg
Sodium	930.8 mg
Potassium	782.1 mg
Vitamin A	182.4 RE**
Thiamin (Vitamin B1)	0.4115 mg
Riboflavin (Vitamin B2)	0.4716 mg
Niacin (Vitamin B3)	3.332 mg
Ascorbic Acid (Vitamin C)	0.8941 mg
Cholesterol	33.26 mg

*Nutritional value based on data from Agricultural Handbook Number 8 and chemical analysis.
**Retinol Equivalents = 1/5 International Units

Reviewed by: _____
Dietitian

Standardized Recipe Form

Ingredients	_____ Servings		_____Servings		Preparation Directions
	Weight	Measure	Weight	Measure	

Yield: _____ **Serving Size:** _____

Vendor and Manufacturer Contacts

Company Name	Contact Name	Phone Number	Product(s)

CHAPTER 37.

USDA Donated Foods

Background of the Food Distribution Program

The United States Department of Agriculture (USDA) provides foods to eligible recipient agencies throughout the United States and its territories. The distribution of these food products is called the Food Distribution Program.

USDA has seven regional Food and Consumer Services (FCS) offices. In addition to the Food Distribution Program, the seven regional FCS offices administer the following programs:

- Child Care Food Program
- Commodity Supplemental Food Program (for women and children)
- Food Stamp Program
- National School Lunch and Breakfast Program
- Nutrition Education and Training
- Special Milk Program (for children)
- Special Supplemental Food Program
- Summer Food Program (for children)
- The Emergency Food Assistance Program

Through on-going federal legislation, USDA has been empowered to its current level of service listed above. It is generally agreed, however, that the Food Distribution Program actually began in 1932 during the Great Depression, which left millions of families without purchasing power and the nation's farmers without a market for their products. Malnutrition was widespread. A Senate Resolution in 1932 gave the American Red Cross 40 million bushels of wheat for distribution to needy families. This was one of the earliest Federal Assistance Programs.

The Food Distribution Program has traditionally been a method of disposing of surplus and price-supported agricultural commodities in order to prevent waste, while at the same time improving the diets of children, low-income persons, and others in need of food assistance.

There are three major pieces of legislation that authorize the purchase of most donated foods by USDA agencies to assist needy families and farmers. They are:

1. Section 32 of the Agriculture Act of 1935, which removes surpluses of perishable foods and helps stabilize prices. Section 32 foods can include meat, poultry, fish, fruits and vegetables.
2. Section 6 of the National School Lunch Act of 1946, which provides funds for the purchase of commodities for schools to improve the health and well-being of the nation's youth.
3. Section 416 of the Agriculture Act of 1949 provides funds for removal of certain foods from the commercial market in order to maintain market conditions. Section 416 foods can include dairy and grain products, vegetable oil, shortening, and peanut products.

Through these laws, FCS provides commodities to State Distributing Agencies (SDA) and through them to eligible recipient agencies.

General Operations

The Food Distribution Office determines the eligibility of the agencies within the state that participates in the Food Distribution Program. The Food Distribution Office also determines, based on the types of services the agencies provide and their participation in other USDA food programs, which outlet category classification to assign.

The outlet categories include:

- Schools
- Charitable Institutions
- Summer Camps
- Nutrition Programs for the Elderly
- Soup Kitchens/Food Banks
- The Emergency Food Assistance Program (TEFAP)
- Area Agency on Aging
- Child and Adult Care Food Program

Summer Food Service Program

A dollar value of assistance is allocated for each outlet category for the total state. Each agency within a specific outlet category is given a planned share of that dollar value based on the number of documented meals it serves, with the exception of the Emergency Food Assistance Program (TEFAP) and the Soup Kitchen Program.

Each outlet category is eligible for specific groups of foods. The foods for all outlets except TEFAP, are packaged in institutional sizes for congregate meal preparation. The foods for TEFAP are packaged in household sizes for distribution to individuals. The total state entitlement figure is divided into two groups:

Group A – This group is usually foods such as the meats, poultry, fish products, and fruits and vegetables.
Group B – This group is generally the surplus removal or foods such as oil, shortening, peanut products, grains, dairy, etc.

Another category for commodities is the bonus items. They are items that are considered hard to use or that require substantial surplus removal assistance. Foods that are donated as "bonus" do not get charged against the state's entitlement. Bonus foods are one-time or limited purchase items. They are generally allocated to states on a fair share basis based on the average daily participation.

Foods are ordered from USDA based on the specific allocations purchased by USDA for each state and the quantities requested by the recipient agencies. Once a quantity has been accepted by the state, the product is then allocated to eligible recipient agencies. Through Electronic Data Interchange a commodity order is submitted to Kansas City via modem that includes the quantities by destination and a requested ship period. Foods are shipped to each state in truckload quantities by various means of transportation such as rail, piggyback and truck. USDA pays the costs associated with the shipping.

In Kentucky, commercial food distributors receive the food, store it and deliver it to recipient agencies. The cost of these services is paid by recipient agencies.

A receipt agency may choose to refuse some or all of the food (at a maximum of 20% of their entitlement dollars) for which it is eligible. However, once the USDA commodities have been accepted and received into the recipient agency's facility, they must be secured from theft, properly stored, carefully inventoried and used by the participants for whom they are intended. Appropriate record keeping procedures must be documented and kept on file for three years. This ongoing process occurs for all foods offered to recipient agencies through the Food Distribution Program. If a recipient agency does not want a commodity that has been allocated to them, they must contact the State agency prior to the commodity being received at the commercial distributor. It is imperative that the recipient agency reviews and reconciles the F/A History report upon receipt.

The Food Distribution Office periodically provides training sessions for recipient agency staff in all aspects of the program. In addition, new recipient agencies are provided on-site "technical assistance" by FDO field representatives.

Periodically, recipient agencies are monitored by a representative from the State Agency and/or representative(s) from the regional USDA office. The reviews will monitor the storage facilities, record keeping procedures and documentation of food receipts and usage. If there are items reviewed which are not in compliance with the recipient agency's signed agreement with the FDO, the reviewer will document the noncompliance, offer suggestions for correction and follow-up for compliance within a specified period of time.

The Food Distribution Program helps eligible recipient agencies provide nutritious, quality food to its clientele. Each State Distribution Agency is prepared to assist and serve all of its recipient agencies.

Care and Storage Practices

Good care and storage practices are essential for protecting food items after they have been properly received and before and during their use. Under proper conditions, food quality can be maintained. Food loss due to spoilage, waste, contamination, and theft must be kept to a minimum. Every delivery should be checked for possible shortage and/or damage before the school manager accepts the foods.

The number of meals served daily primarily determines the space and equipment available for storage. A small recipient agency may have an area, home style pantry, or kitchen cabinet set aside for dry storage as well as appropriate equipment for refrigerated and frozen storage. A large recipient agency may have an entire room for dry storage and commercial reach-in or large walk-in refrigerated and frozen storage.

Regardless of the size of the recipient agency's storage facilities, USDA commodities must be stored separately from other foods and must be protected from theft. Proper conditions, recommended storage practices and appropriate records must be maintained.

Monitoring Temperatures

School & Community Nutrition recommends that all storage areas be monitored for correct temperatures on a daily basis. The date, time, temperature and the name of the person responsible for monitoring should be noted on the temperature storage chart. The following temperatures should be maintained:

Items	Examples	Recommended Temperatures
Frozen Foods	Chicken, Beef	0 degrees F or below
Cooler Foods	Cheese	32-35 degrees F
Grain Products	Flour, Cornmeal	50 degrees F or below
Dry Storage	Canned Goods	70 degrees F or below

The purpose of the temperature chart is to assist the recipient agency in maintaining the proper conditions for its storage facilities. If there is a significant change in temperature, the recipient agency can take appropriate steps to correct the problem and avoid deterioration and loss of stored commodities. If a loss does occur, the temperature chart is required as part of the Commodity Loss Report.

Practicing FIFO (First-In-First-Out)

Commodities should be stacked so that the foods with the oldest pack dates are in front and are used first. (USDA commodities, unlike many commercial foods, have the pack date or contract number on the case.) **NOTE**: If food is taken out of the case, the can/box/containers should be marked with the pack date.

Along with practicing FIFO, recipient agencies should store like foods together, for inventory purposes.

Dry Storage

The dry storage area provides orderly storage for semi-perishable food generally not requiring refrigeration such as flour, rice, cornmeal, pasta, vegetable oil and shortening. Ideal conditions in the dry storage area include maintaining the temperature between 50 degrees F and 70 degrees F and the humidity at 50%. Canned goods should be stored in a well-ventilated area. The length of time that these items can be stored will depend on the temperature maintained.

Without proper ventilation, the dry storeroom can become too hot and humid. The increased heat and humidity encourage the growth of bacteria, molds, and insects, speeding the deterioration of the food in storage. A louvered door to the storeroom and a vent in the ceiling will aid in maintaining natural air circulation. Permanent placement of a sturdy wall thermometer in the warmest section of the dry storage area, along with the temperature storage chart, will ensure their availability and facilitate accurate temperature monitoring.

Storing and Stacking

Storing food six inches off the floor on vented shelves and/or pallets (movable platforms), promotes good air circulation. Storing foods no closer than two inches from the ceiling with at least two inches of space between the shelves, and two inches between shelves and walls, also encourages good air circulation. The spaces above the below shelves and walls, as well as movable pallets, allow access to the storeroom floor for thorough cleaning.

Unopened cases of commodities may be stored on shelves or stacked on pallets, but once opened the cardboard boxes should be discarded (destroying the USDA shield) and the cans should be marked with pack date for FIFO. Unopened large (50-100 lb.) bags of rice, flour and cornmeal should be cross-stacked to prevent sliding off of pallets and lower shelves. Once opened, they should be transferred to food storage containers that are movable or placed on dollies.

Shelf Life

The shelf life is the length of time that food can be stored from pack date at appropriate temperatures without affecting food quality. Clearly, food will not keep indefinitely in dry storage. As a general rule of thumb, bagged items such as flour and cornmeal are best used within 3-6 months. Canned items are best used within 6-122 months. USDA regulations state that recipient agencies should keep no more than a 6 month inventory on hand at any given time.

Refrigerated Food Storage

Refrigerated food storage should be maintained at a temperature of 35 degrees F-45 degrees F and should be monitored daily. Ideally, temperature storage charts should be place don or near the refrigeration unit.

A reliable, rust resistant, non-breakable refrigerator thermometer should be placed in the warmest area of the refrigerator. That area is simply determined by placing the thermometer in different locations and noting the variations in temperature.

As in dry storage, air circulation is important in maintaining optimum temperature and humidity in refrigerated storage. The following guidelines apply:

- Do not overload shelves
- Do not jam or pack foods together.
- Allow at least an inch of space between the food and the walls of the refrigerator.
- For walk-ins, do not store food directly on the floor.

Even with proper temperatures and air circulation, the length of time that food can be stored in the refrigerator varies with the type (perishable or sturdy), quality (degree of freshness), and condition (cooked or raw) of the food. Facts about USDA Commodities are available to assist the RA with storage time of specific foods. Foods requiring refrigeration are PERISHABLE and must be used quickly.

The USDA Commodity Fact Sheets for the School Lunch and Breakfast Programs are on the internet. The fact sheets can be printed individually or the entire document can be downloaded. The sheets can be accessed on the Food Distribution Program Web site (http://www.usda.gov/fcs/food.htm).

Summer Storage

If the recipient agency serves meals during the summer months, or if it closes its facilities during summer months, the dry storage area often presents a problem – particularly in hot, humid climates. The quality of flour, pasta and other grain products rapidly deteriorates and their susceptibility to insect infestation greatly increases if proper ventilation and refrigerated equipment is not regulated. Canned items may swell and rust, creating questions about the integrity of the food.

If the recipient agency determines that the dry storage area will be too hot during summer months it should:

- Keep dry storage inventories to a minimum level.
- Store canned items in refrigerated storage, if space is available.
- Freeze items such as flour and cornmeal (shortens shelf life due to moisture absorption) if space is available.

Temperature Recording Chart

Name of Recipient Agency:				Month/Year:	
Location of Freezer/Cooler:					
Day of Month	Signature/Time	Freezer	Freezer	Cooler	Cooler
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Perishable Foods

Infestation, spoilage, deterioration, and contamination of foods usually occur because of malfunctioning refrigeration equipment and improper storage practices. Listed below are desirable storage practices to follow when storing perishable foods during the summer.

1. Foods should be stored only in refrigerators and freezers that are operating properly and in good repair.
2. Refrigerators and freezers should be thoroughly cleaned and dried before foods are placed in storage for the summer.
3. Where walk-in type refrigerators and freezers are used, foods should not be placed directly on the floor. Foods should be placed on pallets or on shelves, with a one to two-inch space left between the walls and the food containers to ensure proper air circulation.
4. Temperatures in the refrigerators and freezers must be taken and recorded daily.
5. Thermometers and other refrigeration equipment should be checked periodically to ensure that they are operating properly. It is desirable that this be done at least twice each week. Malfunctioning equipment should be repaired immediately.
6. Refrigerators and freezers should be equipped with an alarm system for easy detection of high temperatures and power failures. Refrigerators and freezers should be checked immediately after a power failure to make sure they are operating properly and that stored foods are still in good condition.
7. All refrigerators and freezers should be locked during the summer months. The keys should be left with the individual in charge of the school. Only authorized personnel should be allowed to check the refrigerators and freezers and take the temperatures.
8. An effective insect/rodent control program should be maintained in all schools that store foods during the summer.

Pest Control

Insects and rodents are particularly attracted by temperature control and food conditions in the dry storage area. Monthly extermination treatments should be applied by a licensed professional exterminator with an excellent reputation for safe application of chemicals. When contracting for services, the recipient agency must be certain that the company can meet the local government requirements for safety as well as comply with the state and federal guidelines that may be in effect. Good management practices that will protect the dry storage facility from continued infestation include a plan to:

- **Keep Them Out**
  - Inspect incoming supplies for contamination.
  - Inspect and repair holes in windows and screens.
  - Inspect and repair holes in walls, floors and ceilings.
- **Practice Good Housekeeping**
  - Organize and store food in an orderly manner.
  - Discard empty cartons (they invite bugs to breed)
  - Clean up spilled food immediately.
  - Sweep and sanitize dry storage area weekly.
  - Post and follow cleaning schedule.

Perpetual Inventories

Perpetual inventories must be kept at every location where commodities are received and stored. For example, perpetual inventories must be maintained at a school district's warehouse. There are two regulatory citations on which this policy is based. The first states that the annual physical inventory "…shall be reconciled annually with the storage facility's inventory records…" Without a perpetual inventory, there would be no way to reconcile the physical inventory with the storage facility's inventory records.

Chemical Contamination

By its very nature, the dry storage area lends itself to the storing of pesticides and cleaning supplies. Large recipient agencies often make the mistake of mingling bottles and packages of contaminants with dry food in the storeroom. Small recipient agencies make the same mistake in panties and kitchen cabinets. All F/A's must practice extreme caution when storing chemical contaminants. **NOTE**: Store pesticides and cleaning supplies separately from food.

Commodity Food Loss Guidelines

When the total value of the out-of-condition commodity or loss is $100 or more, submission of a donated commodity loss report, Donated Food Loss Report, KDA Form # KYFD-25 is required. All losses occurring under the same circumstances (date, location, cause) are considered one loss. For example, if flour, cornmeal and grits were all infested with weevils in the same storeroom, this would be considered one loss. However, if the total value of the three commodities exceeded $100, this loss must be reported to the State Agency. The unit value of each commodity may be found on the Allocation notice of Report KY FD-2. It is required that the # KYFD-25 report be sent to the State Agency within 30 days of the discovery of the loss. The report should include any information and/or explanation concerning the loss and how it occurred. Invoices of repairs to equipment should accompany the report. If the loss was due to theft a police report must accompany the # KYFD-25.

Also, temperature records for the time period prior to the loss are required for determination of liability. Although the State Agency cannot mandate the daily, year-round monitoring of storage temperatures, we will generally consider all losses which occur because of inadequate temperature control to be caused by negligence and therefore subject to a claim. when such a loss occurs, the burden of proof will be upon the Recipient Agency to demonstrate that the lack of proper temperature control was not due to its negligence.

While some losses are unavoidable, some occur due to lack of proper handling or management of commodities. Losses, which could have been avoided, may result in the recipient agency being required to replace the food or pay for the loss. If the loss is under $100 per incident, the loss should be documented, the food disposed of and the lost amount reduced from inventory.

Even under the best storage conditions, foods may occasionally become out-of-condition, which would render the food unfit for human consumption. When the out-of-condition commodity is two or more units, the local health agency, city or county must be called.

The Health Inspector must issue a written condemnation statement to the recipient agency. The Health Inspector's instructions for disposal must be followed and records of this disposition must be kept.

Commodity Complaint Hotline

In order to expedite commodity quality problems and to bring through the resolution process, the State Agency requests that the recipient agency notify the USDA Hotline directly of any food quality complaints. This commodity complaint process will deal with Food Quality/Integrity only. Products damaged in transit to the warehouse, hidden damage discovered at a warehouse, truck unloading problems, trucks at the warehouses with improper temperatures and other such problems will continue to be handled at the State level.

The commodity Hotline is 1-800-446-6991. This number connects the caller directly with specialist at USDA FCS Headquarters. Complaints may be faxed to 703-305-2731. The commodity complaint team will answer telephone calls from 9:00 a.m. to 5:00 p.m., EST, Monday through Friday. The Product Complaint Form should be completed before you call the Hotline.

Use and Sale of Commodities

Commodities are primarily allocated to schools on the basis of the number of lunches served to students, except for designated "bonus" items. Such commodities should be used for the purpose of preparing components of school meals.

Participating schools may use their allocated commodities for ala carte sales. These commodities or items may be served as a required component or side dish of their federally-assisted menus. Because designated "bonus" commodities can be ordered by schools to the extent that they can be used without waste with no charge against entitlements, they are exempt from the above policy. Bonus commodities may be fully utilized in the participating school food service ala carte sales lines, regardless of whether or not they are used as a component or side dish in the federally-assisted meals.

The US Department of Agriculture (USDA) has issued a policy concerning the use of USDA commodities in an ala carte sales. It is their position that ala carte items sold in conjunction with the National School Lunch Program (NSLP) are to be individual serving items to be consumed on the premises. For example, using commodities to prepare hamburgers and buns to be sold in the ala carte line during meal service would be an acceptable use of commodities. On the other hand, using commodities to bake loaves of bread for sale in the ala carte line would not be a proper use of commodities since loaves of bread would be intended for off-premises consumption.

A USDA commodity such as peanuts may be repackaged and sold as an ala carte item as long as the repackaged food is intended for on-premises consumption.

Funds derived from ala carte sales of items using any donated commodities must accrue to the school's food service program.

Some examples of questions that arise regarding this subject are:

1. Can a school repackage and sell commodity peanuts in the ala carte sales line?
2. Can a school sell sweet rolls made with bonus flour in the teacher's lounge?
3. Can a school use commodities to prepare banquets for school functions (e.g., banquets for the local football team, cheerleaders, honor society, PTA, etc.) or non-school functions (e.g., banquets for the Chamber of Commerce, political rallies, etc.)?

Based on the interpretation offered above, the only appropriate use for commodities in the examples described would be number 1. Numbers 2 and 3 are not meal service activities covered under the nonprofit school food service account.

USDA commodities may be transferred to "bona fide experimental or testing agencies or for use in workshops or for demonstrations or tests relating to the utilization of such donated food by the agency or recipient." No such transfer by any recipient agency shall be made without the approval of the State Agency. In addition, if a school district wishes to make such a transfer of commodities or use commodities itself to perform on-sit workshops, demonstrations or tests, it is suggested that records be maintained as to: (1) recipes tested, (2) on whom the items were tested, and (3) the results of the tests.

Your Role in a Disaster

Hurricanes, tornadoes, floods, chemical spills, and other disasters may generate a need for congregate (mass) feeding. Irrespective of the type of disaster, the response from USDA, states and School Food Authorities will remain the same.

Any food donated by USDA to School Food Authorities can be used in disaster feeding. Recognizing the emergency and the need to feed people, School Food Authorities and other outlets having USDA donated commodities must cooperate fully and make those foods available to groups involved in disaster activities.

The American Red Cross is the primary disaster organization, but USDA directly and through School Food Authorities, will provide foods to any recognized agency equipped to serve disaster victims. The Salvation Army and many religious denominations, civic organizations, unions and others are able to provide food preparation for congregate service.

USDA has no foods specifically designated for disaster feeding and must depend on foods in commercial distributor warehouses, other state agency inventories and the School Food Authority storage facilities. USDA foods are not always available in quantity to fill all needs, but they do provide a good supplement to those provided by the disaster agency.

A specific school may be designated as a shelter. There are many considerations that enter into this selection including size, available facilities, safety factors, protection from storm surge and others. Generally, an all-electric kitchen is not as desirable because of the likelihood of power outages.

In most cases, the Red Cross or other disaster organizations will provide a trained shelter manager and, in many cases, personnel to operate the kitchen and food service facility. If school food service personnel help in the feeding operation, funds are available from local, state, federal and disaster organizations to pay for them. Accurate records must be kept by the School Food Authority of all foods provided or used for disaster feeding purposes. Signed receipts should be obtained for all foods transferred to disaster feeding organizations. The School Food Authority will be asked to provide verbal information on foods used/transferred and numbers of people fed on an immediate basis. As soon as the disaster is over, the school Food Authority is to send final and total information to the State Agency. Prompt reporting will permit USDA to replace the foods provided or used with the same of other desirable foods at an early date. In disaster situations, state distributing agencies are authorized to release for congregate feeding activities any food in schools or other recipient agencies or other storage locations under contract to them without prior approval of USDA. Any other use of USDA commodities for disaster feeding must have prior approval from USDA.

Commodity Foods Questions and Answers

Question: May donated foods be transferred within the school district or among other districts for the purpose of reducing inventories and mal costs of the receiving school or district and to prevent loss of product due to waste?
Answer: Yes. Foods donated by USDA for use in school nutrition programs represent a significant financial contribution to the meal. These foods should be treated as carefully as cash. When inventory levels are excessive and/or limited storage is available, donated foods should be transferred. It is suggested by not required that records be maintained on day, amount, type of foods, and sending and receiving schools. Contact the Kentucky Department of Agriculture, Division of Food Distribution to receive approval to transfer donated foods to another school district.

Question: May donated foods be used for training purposes in home economics classes, nutrition education activities and training classes for school food service personnel?
Answer: Yes. Donated foods may be used for training purposes in home economics classes, nutrition education activities and training classes for school food service personnel. Donated foods used for these purposes shall not be replaced by the Food Distribution unit. End products containing foods used for training shall not be sold. There are no restrictions on kinds of donated foods that may be used for training.

Local policies should address type and quantities that can be released without affecting the financial accountability and quality of the school nutrition programs. Good management practices ensure that usage be carefully monitored. Records should be maintained on days, amount, type of foods and type of activity.

Question: What should be done if donated foods are requested from the school district for disaster feeding?
Answer: The school district must make foods available to designated agencies, including the Red Cross, Civil Defense and Salvation Army, if the agency requests them for disaster feeding and has the facilities to prepare and serve these foods. Donated foods are made available by USDA in emergency situations whether they are stored in schools, school warehouses or area warehouses. Proper receipts should be on file for all foods released to one of the designated agencies form a warehouse or school. All foods must be accounted for that are used in schools operating as shelters. This is very important in assuring that the foods are replaced or replaced in value.

Question: What is a food alert?
Answer: All school districts must be notified when there is an urgent concern about the safety, wholesomeness and condition of donated foods or Child Nutrition (CN) Label products. Notification will be made expeditiously either verbally or in writing stating “This is a Food Alert” – a potential hazard has been discovered. An immediate “hold” must be placed on all products covered by this alert until advice on proper disposition is received. After instructions are received from USDA, notification will be provided either releasing the foods for program use or providing instructions for the disposition of unsafe products.

Question: May the school district refuse foods they do not intend to use?
Answer: Yes. The school districts may refuse up to 20% of the value of donated foods offered each year. This may be done by contacting the Kentucky Department of Agriculture, Division of Food Distribution.

CHAPTER 38.

Student/Parent/Community Involvement

Student/Parent/Community Involvement in the NSLP

Regulations require that schools promote activities to involve students and parents in the National School Lunch Program (NSLP). Such activities may include menu planning, enhancement of eating environment, program promotions and related community support activities. The type of parent and student involvement is left to the discretion of the individual school. In this way, the school is given flexibility to plan and implement a program to meet its individual needs. Since involvement of students and parents in the NSLP is a requirement, schools should document all activities.

Suggested Activities

1. Prepare articles and/or pictures for use in the local newspaper or student newsletter. Articles might feature menus, meal statistics, special activities, offer versus serve, or nutrition information.
2. Plan menus to highlight special events, such as holidays and athletic victories, or foreign countries or specific regions of our country.
3. Invite parents, grandparents or other people in the community to have lunch at school.
4. Plan projects to improve the appearance of the lunchroom. Use bulletin boards, special holiday or seasonal decorations and student artwork, etc.
5. Conduct student surveys on food likes and dislikes and solicit menu suggestions.
6. Conduct a survey and discuss with students possible improvements to reduce plate waste.
7. Discuss nutrition in the classroom. Plan to evaluate one week's cafeteria menus to determine if they meet the Dietary Guidelines for Americans. Evaluate the menus as to variety, texture and color.
8. Make available and encourage the use of nutritious snack foods.
9. Allow one or several classes to plan menus.
10. Encourage the home economics class to pan special diets that meet meal requirements for overweight and underweight persons.
11. Organize a student tasting panel for new products being considered for use.
12. Take the kindergarten students on a tour of the kitchen.
13. Meet with students and parents to discuss the importance of nutrition as it relates to personal appearance and health.
14. Form a Youth or Nutrition Advisory Council to promote food service in the school. Discuss ways of increasing participation, desired menu changes and alternate menu possibilities.

Nutrition Advisory Council (NAC)

Nutrition Advisory Councils are organizations composed of students who have the mutual goal of promoting good nutrition through the child nutrition programs. Members participate in nutrition-related projects and serve as a communication bridge between the school food service administration and the students and community. The council's purpose is to bring student together to spread the word about the importance of good nutrition, exercise and the role that a school food service program plays in a healthy lifestyle. By involving students, a National Advisory Council reinforces the idea that school nutrition programs are for them.

School additional information be needed on how to begin a NAC chapter, contact the American School Food Service Association.

Student/Parent Involvement

Return completed form to the Food Service office

School: _____ Date: _____

Date of Activity: _____

Description of Activity:

Number of Students/Parents Involved in Activity: _____

Circle Group Type: Students Parents

Comments:

Date Received in Food Service office: _____

CHAPTER 39.

Food Management Companies

Food Management Companies

School districts considering contracting for food service with a private sector food service management company must contact the State Agency before initiating the bidding process. Federal and State regulations delineating requirements and responsibilities in the process will be sent upon request. districts considering such a choice must contact the State Agency for information on these regulations before posting a public notice for bids or proposals. When deciding whether contracting with a private company will provide the best possible food service operations, the school districts should consider all financial, administrative and operational issues. The school district should allow enough time to properly analyze and answer all issues. This process should ideally begin one year prior to the start of the contract with a private company.

For information regarding specific regulations and procedures for contracting food operations with private companies, please refer to the USDA publication entitled Contracting with Food Service Management Companies, Guidance for School Food Authorities. This publication can be obtained from the State Agency.

Procedures – Competitive Bidding/Competitive Proposal for a Food Service Management Company (FSMC)

1. Notify the State Agency of the intent of the school district to contract with a FSMC. Information will be provided to the district about competitive bidding/proposal of food service and the proper procedures to follow. The term of any contract for food service must coincide with the school calendar year. The school district should allow approximately 4-6 months to adequately develop and establish a request for proposal (RFP) or an invitation for bid (IFB) with a Food Management Company.
2. The school district must decide what method will be used to contract for food service, IFB or Request for Proposal (RFP). The school district should contact the State Agency to receive copies of RFP/IFB templates.
3. The school district must mail the bid specifications/proposal criteria to the State Agency for approval prior to the initial advertisement to seek bids/proposals for food service.
4. The school district advertises for bids/proposals for food service management for the upcoming year with options for four consecutive one-year renewals. The school district should also submit the RFP/IFB to prospective bidders. The State Agency can furnish names and addresses of prospective qualified bidders to the school district.
5. The school district must conduct a pre-bid conference for all interested bidders. All respondents to the public advertisement must be invited to the pre-bid conference. Any questions asked by prospective bidders at the pre-bid conference must be responded to, in writing, by the school district, with copies provided to all attending bidders and to the State Agency.
6. The school district must allow a minimum of two weeks for interested bidders to complete and return RFP/IFB's.
7. The school district must furnish the State Agency with the following documents for approval of the contract:
   a. A copy of the food service management contract with the FSMC. The contract must be approved before the school district and FSMC sign the document;
   b. Signed copies of the Anticolllusion Affidavit and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions;
   c. The bid/proposal packet must be approved by the State Agency before the start of the upcoming school year. The school district will be notified by the State Agency of the approval of the contract or the need for an amendment.

Procedures for Renewal of FSMC Contract for One-Year Term

1. Notify the State Agency that the district is considering renewal of an existing contract with a FSMC. The school district will be provided with any changes in regulatory requirements in the contracting process.
2. The school district and the FSMC negotiate renewal of contract, the proposed budget and any amendments to the contract. The term of any contract renewal must coincide with the upcoming school calendar year.
3. The school district must furnish the State Agency with the following documents for approval of the contract renewal:
   a. A letter stating the intent of the school district to renew the contract with the FSMC for the renewal;

b. A copy of any amendments, subcontracts, letter agreements or any other relevant documentation pertaining to the contract which have not previously been furnished to this office;
c. An amended List of Schools Served, if the district has added/deleted schools to/from the contract;

4. The renewal packet must be approved by the State Agency before the start of the upcoming school year. The school district will be notified by the State Agency of the renewal approval/denial.

FSMC Contracts

The US Department of Agriculture (USDA) has reviewed several contracts between food service management companies and school districts to ensure regulatory compliance. School districts should consider the following before entering into a food service management contract.

Return to District: Contracts that provide for food service management company guarantees, returns or payments of funds back to the school district general fund are not allowed. While federally-assisted programs should bear their fair share of cost, there is no provision for profit or other increments above the costs in these programs. Any revenues received from the school food service operation must accrue to the benefit of the nonprofit school food service account and be used only for the operation or improvement of such food service.

Percentage Assessments: Percentage assessments against total goods purchased or sold and labor or salaries are not allowed. These charges constitute cost-plus-percentage-of-cost income assessments, which are prohibited. Salaries and benefits

Insurance: Requirements for excessive liability insurance certification for non-food service management company-approved vendors are unwarranted and restrict competition. Requirements that the insurance certification survive the termination of the contract are beyond the scope of the agreement. These requirements could be used to limit open and free competition by serving as a barrier to entry into the public bidding process for smaller businesses and for newly-created businesses. All procurement transactions must be conducted in a manner that provides maximum open and free competition.

Meal Equivalent Rate: The meal equivalent rate is the adult lunch charge as established yearly by the State Agency. The adult lunch charge is based on the free meal reimbursement rate, plus the per meal value of commodities, plus State tax.

Amortization of Expense: Amortization of expenses can occur only for the one-year period of the contract. Interest charges placed on amortized expenses are prohibited. Amortization of expenses for longer than one year would be beyond the scope of the contract and are not allowed.

Oversight: Regulations require that the school district retain control of the quality, extent and general nature of its food service and the prices to be charged for meals. This requires the district to exercise financial and operational oversight by monitoring the food service management company and the execution of the contract.

Damages: Any provisions that require the school district to pay the food service management company damages for any food service management company employees hired by the district are prohibited by federal law which restricts indemnification.

Interest on Late Charges: Any interest of late charge on amounts not paid when due is prohibited by federal law. Interest and other financial costs are not allowable expenditures of Child Nutrition Program/school food service funds.

Accounting Practices: Any accounting period referenced in a contract between a school district and a food service management company must be defined and utilized in a way that will provide monthly and yearly fiscal integrity for claims submitted to the Division of School & Community Nutrition. A clear audit trail must be maintained with supporting documentation between the food service management company billings and the expenditure of Child Nutrition Program/school food service account funds. It is the responsibility of the school district to ensure that the accounting system used by the food service management company is adequate and that adequate cost data is provided.

Any billings from the food service management company to the school district, which are categorical sums representing fees for services, expenses or products, must be accompanied by specific supporting documentation representing actual costs of the items in each category. Original invoices for expenses must be compared to amounts billed by the food service management company in all instances. Language designating these responsibilities should be included in all contracts.

Commodity Utilization: The contract must state that donated commodities will be "fully utilized in the school district nonprofit food service program." The federal reimbursement rates and commodity values included in the contract must be current for the school year to which the contract pertains.

Health Certification: All contracts must require the school district to maintain applicable health certification and assure that all State and local regulations are met by the food service management company personnel preparing and serving meals at the district facility.

Breach of Contract: Any Invitation to Bid or Request for Proposal must indicate nonperformance violations and specified sanctions defining breach of contract terms by the food service management company. The violations defined and the sanctions specified must also be included in the contract. These sanctions must be addressed in accordance with Federal and State procurement provisions.

Product Identification: The contract between the district and the food service management company must require the food service management company to furnish detailed identifications for each food component included in the Invitation to Bid or Request for Proposal. Identifications shall cover items such as grade, purchase units, style, condition, weight, ingredients, formulations and delivery time.

CHAPTER 40.

Sanitation and Food Handling

Sanitation and Food Handling

Under terms for the National School Lunch and School Breakfast Application/Agreement, districts agree to maintain proper sanitation and health standards in conformance with all applicable State and local laws. The Division of School & Community Nutrition recommends that each school obtain a copy of KY Food Establishment Act and State Retail Food Code.

Reheating Potentially Hazardous Foods

From Retail Food Establishments Regulation 61-25-Chapter II, Food, page 22:

> "6. Reheating. If potentially hazardous food that has been cooked and then refrigerated is to be served hot, it shall be reheated rapidly to 165 degrees F. (74 degrees C.) or higher throughout before being served or before being placed in a hot food storage facility. The use of steam tables, bainmaries, warmers, and similar hot food holding facilities for the rapid reheating of potentially hazardous food is prohibited."

Handling Precooked Meat Patties

Precooked meat patties, such as "Charbroiled Beef Patties" and "Pre-Browned Fresh Pork Sausage Patties," have caused outbreaks of food-borne illness from contamination with Salmonella or with a strain of E.coli bacteria. It is important to remember that many precooked patties are not ready-to-eat. With proper handling and heating to finish the cooking process, they are safe.

The US Department of Agriculture advises food service institutions and commercial kitchens to keep all meat patties refrigerated or frozen before use. Refrigerated patties should be used promptly, within 3-4 days of refrigerated storage.

These practices will prevent the growth of harmful bacteria.

The precooked patties must be thoroughly heated to 165 degrees F to eliminate any harmful bacteria that might be present.

E.coli

Escherichia coli are a group of bacteria normally found in the intestines of warm0-blooded animals, such as food animals or humans, and in water contaminated by animal or human feces. E. coli are most often associated with intestinal illness or diarrhea in infants and in travelers who have consumed impure water or unpasteurized milk. It is not known at what level or dose the pathogen becomes hazardous.

Characteristics of E. coli 0157:H7
In 1982, a rare and more virulent strain of E. coli – 0157:H7, was identified as the cause of two outbreaks of human gastrointestinal illness. E. coli 0157:H7 is a pathogen that can survive refrigeration and freezer storage. If present, the bacterium can multiply very slowly at 44 degrees F. Low numbers of E. coli 0157:H7 could produce infections in infants and the elderly or immune-compromised. However, the infectious dose for humans has not been determined. While E. coli 0157:H7 can be a severe contaminant, it can be easily controlled by thorough cooking.

The Centers for Disease Control (CDC) first reported cases of hemolytic uremic syndrome (HUS), a urinary tract infection, linked to E. coli 0157:H7 in ground beef in 1982. Since then, 16 deaths have been reported to the CDC.

E. coli 0157:H7 are found in intestines of animals and humans and can be transmitted through contact with fecal matter during the slaughtering process and unsafe food handling. Person-to-person transmission has been documented. The majority of food-borne outbreaks recorded since 1982 have either implicated or associated undercooked ground beef as the primary source of infection.

The CDC notes that food obtained from an unsafe source was the least reported factor in food-borne illness between 1983 and 1987. Ninety-two percent (92%) of the cases where causes could be traced were due to poor food handling practices, mostly storing at improper temperatures, and poor personal hygiene of food handlers.

TEMPERATURE GUIDE TO FOOD SAFETY

250 º F	
240º	**Canning temperatures for low-acid vegetables, meat, and poultry in pressure canner.**
212º	**Canning temperatures for fruits, tomatoes, and pickles in water bath canner.**
165º	**Cooking temperatures destroy most bacteria. Time required to kill bacteria decreases as temperatures is increased.**
140º	**Warming temperatures prevent growth but allow survival of some bacteria.**
125º	**Some bacteria growth may occur. Many bacteria survive.**
60º	DANGER ZONE!! **Foods held more than 2 hours in this zone are subject to rapid growth of bacteria and the production of toxins by some bacteria.**
40º	**Some growth of food poisoning bacteria may occur.**
32º	**Cold temperatures permit slow growth of some bacteria that cause spoilage.**
0º	**Freezing temperatures stop growth of bacteria, but may allow bacteria to survive (Do not store food above 10º F. for more than a few weeks.)**

FOR FOOD SAFETY
KEEP HOT FOODS HOT!
& COLD FOODS COLD!!

Safe Food Handling Practices Prevent Food-borne Illness

Preparation and Storage Rules

- Start with clean, wholesome food from reliable sources. Wash all raw fruits and vegetables before using.
- Hold frozen food at 0 degrees F or lower during delivery and storage.
- Scrub and sanitize all cutting boards, knives and electric slicers immediately after contact with raw or cooked meats, fish or poultry.
- Hold all potentially hazardous foods out of the danger zone, 40-140 degrees F. Keep hot foods hot and cold foods cold.
- Reach an internal temperature of 165-170 degrees F for foods to be held for serving. Maintain a minimum temperature of 140 degrees F during the serving period.
- Re-pan in shallow containers any cooked food to be held at refrigerated temperatures. Refrigerate immediately. Center of the food should reach 40 degrees within 4 hours. To hasten cooling, space pans in the cooler to allow for adequate air circulation.
- Never serve questionable food. If in doubt, throw it out.
- Avoid cross-contamination of foods during preparation, storage and service.

Personnel

- Wash hands with soap and water. Hands must be washed when reporting to work, after handling raw poultry and meat, smoking, sneezing, use of handkerchief and after using the toilet. Keep all work surfaces clean and organized.
- Keep the work area clean and all spills wiped up immediately.
- Refrigerate promptly all unused foods.
- Use clean equipment in preparing, cooking and serving food.
- Avoid touching food as much as possible. Use the proper utensils.
- Handle all utensils and serving equipment by handles and bases to avoid touching areas that will later come in contact with the food.
- Use a clean spoon to taste food.
- Keep fingernails trimmed and clean. Scrub nails with a nail brush after a visit to the toilet and after handling raw meat, poultry and fish.
- Keep hair clean and use a hair net or other restraint.
- Reassign employees with infected cuts or burns. These employee should not prepare food or handle equipment that will come in contact with food.

For additional information, call USDA's Meat and Poultry Hotline at 1-800-535-4555. For information about E. coli 0157:H7, call FSIS Information at 202-720-9113 or visit the FSIS Website at :

http://www.usda.gov/fsis

Characteristics of Common Food-borne Illnesses					
Illness	**Cause**	**Onset**	**Symptoms**	**Spread**	**Foods Involved**
Salmonellosis	Infection with Salmonella species	12-24 hours	Nausea, diarrhea, 2-7 days	Eating contaminated food; contact with infected persons	Meat, poultry and egg products
Staphylococcus poisoning	Toxin produced by certain strains of Staphylococcus	1-6	Severe vomiting, diarrhea, abdominal cramping, 1-2 days	Food handlers who carry the bacteria on skin in pimples or cuts; who cough or sneeze on food	Custard- and cream-filled baked goods, ham, poultry, egg, potato salad, cream sauces, fillings
CI perfringens poisoning	Toxin released in the intestine	8-24 hours	Diarrhea, abdominal cramps, headache, 1 day	Eating contaminated food	Meat, poultry and other foods held at warm temperatures
Campylobacter jujuni	Infection, even with low numbers	1 hour	Nausea, diarrhea, abdominal cramps, headache, 1-10 days	Contaminated drinking water, eating contaminated food, infected handlers, rodents, insects	Raw milk, eggs, raw beef, poultry, cake icing, water
E. coli 0157:H7	Strains of E. coli	2-4 days	Hemorrhaging in the colon	Eating contaminated foods	Ground beef, raw milk, chicken
Listeriosis	Infection with Listeria monocytogenes	2-3 days to 3 weeks	Meningitis, 2-7 days	Eating contaminated foods	Milk, vegetables, cheese, meat, seafood

Source: National Food Service Management Institute (1995), Healthy Cuisine for Kids Workshop Trainer's Manual. University of Mississippi.

CHAPTER 41.

Procurement

Preface

This Procurement Standards Handbook is being made available to participating school food authorities so that you will be aware of federal policy pertaining to procurement standards as they relate to the school lunch, school breakfast and special milk programs. The specific federal regulations are part of this handbook. Compliance with these standards is incumbent with your program participation.

As you know, Kentucky has two bid laws: KRS 424.260 (Old Bid Law) and KRS 45A.335 through 45A.990 (Model Procurement Code). The federal standards mirror the model procurement law. If your board is following the "old" bid law (424.260), you will want to review procedures in place to assure that food service purchases are also in compliance with the applicable federal procurement regulations.

This handbook addresses the basic principles of procurement and describes the four basic methods. Also included is a sample procurement plan, which could be adopted by local School Food Authorities. In addition, sections on common questions and answers and a glossary of procurement terms are provided to assist in developing and understanding the procurement concept.

While reviewing this federal guidance, it is important to be cognizant of all Kentucky decisions relative to bidding, i.e., Attorney General's opinions and court decisions. Also, it must be recognized that individual factors in your district may mandate procurement deviations from time to time; it is imperative that such circumstances be documented.

You are encouraged to have the appropriate personnel review this Handbook. Feel free to direct any questions to the State Agency at (502) 573-4390.

Introduction

This handbook is intended to provided guidance for local school districts in Program procurements. The handbook is based on Program regulations (Parts 210 and 220) and on a revised Attachment I, which is part of the Office of Management and Budget's Circular A-102.

The regulations and the circular provide standards to be reached by school districts or individual schools in implementing or operating a procurement system. The standards should also be used to measure the efficiency and effectiveness of the procurement system. The various standards can be summarized with these key words:

COMPETITION
COMPARABILITY
DOCUMENTATION
PROCUREMENT PLAN

Procurement Standards

Competition

The primary purpose of Federal procurement regulations is to assure that open and free competition exists to the maximum extent possible.

Competition is mandated so that Program goods, equipment and services will be obtained at the lowest possible cost. All procurements must be obtained through competition. The actual type of procurement method used is of secondary importance. Of primary importance is that open and free competition exists when procurements are made.

The procurement procedures used by a School Food Authority (SFA) must not restrict or eliminate competition. For example, descriptions of goods, equipment, or services to be procured should not contain features that unduly restrict competition. The procurement regulations give some other examples of what is considered to restrict competition.

5. **Placing unreasonable requirements on firms in order for them to qualify to do business:** Examples of unreasonable requirements are excessive bid bonds, delivery schedule requirements that are not feasible, etc.

6. **Noncompetitive practices between firms:** These are practices between firms that attempt to limit competition. This type of collusion is difficult to detect unless obvious information comes to the forefront. It should be noted that any or all bids may be rejected when there are sound documented business reasons to do so in the best interest of the Program.

7. **Organizational conflict of interest:** This is also a practice that may be difficult to detect. For example, this has occurred in the Program when a parent company was chosen to perform an evaluation of a food service management company that was one of its subsidiaries.

8. **Unnecessary bonding and/or experience requirements placed upon potential vendors.**

Comparability

In order to assure that true competition is taking place, identical specifications, identical requests for bids or identical requests for proposals must be furnished to the potential vendors. All pertinent data, such as required delivery schedules, quantities, product specifications, and purchase conditions, etc., must be made available to these potential vendors. Only when the bids and quotes are for the identical goods or services, meeting the same general specifications, can quotes and bids be compared to determine the lowest and best price.

School Food Authorities (SFA's) must perform some form of cost or price analysis in connection with every procurement action. This analysis can only take place when costs or prices are based on the same set of specifications and conditions.

Documentation

SFA's must maintain records to detail the significant aspects of their procurements. These records include, but are not limited to the following:

1. Reasons for selecting the method of procurement used in specific purchases or types of purchases: This requirement need not be as burdensome as it may first appear. A one-time adoption of a procurement plan or policy by a SFA may fulfill this requirement. The plan or policy could define the SFA's plan for using the various procurement methods for the different items to be procured. For example, the SFA may specify in its plan its reason for purchasing milk and bread on a competitive sealed bid basis, fresh produce on a weekly small purchase basis, canned goods and frozen foods on a small purchase basis, etc.

2. Selection of contract type, if applicable: Cost plus a percentage of cost-type contracts are not permitted. Generally, a fixed cost contract based on unit price is given by SFA's. Cost reimbursement type contracts are seldom used. Contracts with escalation clauses are also used by SFA's, especially for long-term contracts such as milk, ice cream and bread. Records should indicate why this type of contract was chosen. See "Questions and Answers" section for more information on escalation clauses.
3. Basis for the cost or price in negotiated contracts: If the lowest offered bid is accepted, this can be documented in a simple sentence, or may already be documented in the records kept under the current formal bidding or quotation process. More documentation would generally be required when using a negotiation method. In addition to cost or price, the other factors evaluated, which led to the selection, must be addressed. See the section on competitive negotiation for further instructions.

Procurement Plan

A procurement plan or policy statement can be advantageous for two reasons. It can serve to clarify the procurement practices of a SFA for the benefit of the entire staff involved and, secondly, it can serve as the documentation for using the various methods of procurement: small purchasing procedures, competitive sealed bidding, competitive negotiation or noncompetitive negotiation.

The procurement plan should justify the reasons for using a certain procurement method to obtain an item. A procurement plan is an option that a SFA may use to reduce its paperwork. A sample plan is included in the last section of this handbook. It can be used as a guide by SFA's in developing their own plan. If such a plan is developed by a SFA, then only exceptions to the policy would need additional documentation to justify the procurement method used. Notes dated and signed, attached to purchase orders or invoices, could be sufficient for such a purpose.

The scope of the plan would be determined by the organization of the school district. If procurement is centralized, the plan would apply to the entire school district. If procurement is decentralized, the school may be permitted to develop its own plan. A procurement plan would not need to be developed every year. However, an annual review of the plan to assure its relevance to current procedures is suggested.

Some examples of how the plan <u>could</u> be used to justify the method of procurement chosen are given below:

1. "All items, except milk, used in the school food service operation will be procured using the small purchase procedures. Except for milk, no single item being procured will cost more than $10,000 in total for the school year. Small purchase procedures will include obtaining at least two price quotations on items being procured. To assure a fair comparison of prices, descriptions or specifications and bid forms for commonly used items like canned goods, frozen foods and cleaning supplies will be furnished to all four potential area vendors along with other firms who request this material."

2. "Milk will be procured by competitive sealed bid on an annual basis. An escalation clause that is directly tied to the State wholesale price is allowable."

3. "All canned goods are procured using the small purchase method, since no item is purchased in an amount greater than $10,000 per year. Quotes will be obtained from vendors by mailing specifications to them at the beginning of every two-month period. The vendor having the lowest aggregate cost (cost per item times expected usage) will be the successful bidder.

Other Procurement Systems Components

In addition to the major requirements that are summarized in the previous section, the procurement regulations also establish other standards and guidelines for the procurement of supplies, equipment and services in the Program. These standards and guidelines are furnished to ensure that such materials and services are efficiently and economically obtained and in compliance with the provisions of applicable Federal laws and executive orders.

Code of Conduct

The local SFA must maintain a written code or standard of conduct, which governs the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by Program funds. The written code must include the following principles:

1. No employee, officer or agent of the SFA shall participate in the selection the award, or the administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.
2. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:
   a. The employee, officer, or agent;
   b. Any member of his immediate family;
   c. His or her partner;
   d. An organization that employs, or is about to employ, any of the above.

3. The SFA's officers, employees, or agents shall neither solicit, nor accept, gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The State Agency or SFA may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

4. As permitted by law or regulations, State agencies or local SFA's shall provide for penalties, sanctions, or other disciplinary actions for violations of these standards by officers, employees, or their agents or by the contractors or the contractors' agents.

Review Procedures

The SFA's procurement system must include a review procedure that provides that procurement actions are reviewed by a second party. Reviews would include but not be limited to:

1. Ensuring that unnecessary or duplicative items are not purchased.

2. Considering if consolidating or breaking out the purchase into smaller parts would obtain a more economical purchase.

3. Analyzing if intergovernmental agreements for procurement or the use of common goods or services would be more economical.

4. Analyzing the "lease" versus "purchase" alternatives, where appropriate.

This second-party review procedure might be accomplished in a variety of ways, depending on the size and sophistication of the school district. For example, in a district where the school food service operation purchasing has been delegated to the school food service manager, a review by the principal would be appropriate. In a school district where purchasing is delegated to a school food service director, a review by the purchasing officer or budget officer would be appropriate.

Contract Administration

Good procurement practices dictate that all purchases be verified upon receipt. For contracts, SFA's must maintain a contract administration system, ensuring that contractors and vendors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders. Each contract should specify how, when and on what basis, payments are to be made to the contractor. A SFA must designate who is responsible for verifying contractor performance and for approving payments to the contractor or vendor.

Contracting With Small And Minority Firms, Women's Business Enterprises and Labor Surplus Area Firms

To the extent possible, efforts must be made to include small minority, women's and labor surplus area firms on the solicitation list. These firms must be solicited when they are potential sources for purchased goods and services. When economically feasible, total requirements must be divided into smaller quantities and delivery requirements or schedules established to permit maximum participation by these firms.

When indicated, the services of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration should be used.

Contract Provisions

In addition to the standards described in the previous sections, there are contract provisions or conditions that are required to be included in all contracts or subcontracts funded by the Program. This includes procurements of food, equipment, and supplies, as well as services. A list of those requirements is given below. Some are applicable to only those contracts over $10,000 and some are applicable to those contracts that are over $100,000. The provision requiring compliance with State Energy Conservation Plans is relatively new and applies to all contracts regardless of dollar amount.

Contracts Over $10,000

1. "Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. This means that all contracts over the $10,000 amount ("other than small purchases") must have a paragraph or more that spells out the benefits to which the SFA will be entitled if the contractor can not or will not perform as required in the contract.

2. "All contracts in excess of $10,000 shall contain suitable provisions for termination by the grantee including the manner by which it will be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default because of circumstances beyond the control of the contractor." This means the contract must spell out the conditions under which the SFA could terminate the contract before it expires, and the basis for any settlement.

3. "All contracts awarded in excess of $10,000 by grantees and their contractors or subgrantees shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFP Part 60)." This means the SFA must reference compliance with these orders in the contract. A short statement incorporating these exact words would suffice.

4. All contracts over $10,000, awarded by the SFA, must include a provision to the effect that the SFA, the State Agency, USDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions. The SFA must require contractors to maintain all required records for three years after the SFA makes final payment and all other pending matters are closed.

Contracts Over $100,000

Contracts over $100,000 must contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act [33 U.S.C. 1857 (h)], Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. The provision shall require reporting of violations to USDA and U.S.E.P.A. Assistant Administrator for Enforcement.

All Contracts

All contracts must recognize mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy policy and Conservation Act (P.L. 94-165).

Procurement Methods

There are four basic procurement methods. Each is described in detail in this section. Using the correct procurement method will assist in assuring that necessary goods and services are procured at the lowest cost and with the greatest benefit to the Program. Open and free competition must prevail to the extent possible regardless of the method used. There are no hard and fast rules about when to use one or the other of these methods, although there are guiding principles. These principles should be observed in determining which method is most appropriate.

Small Purchase Procedures

Small purchase procedures are those relatively simple and informal methods that are sound and appropriate for any category of food, supplies or equipment or other services that do not total more than $10,000 on an annual basis. There is an exception to this $10,000 threshold. FNS has previously provided guidance that fresh produce may be purchased under the "small purchase" procedures, regardless of dollar amount.

Free and open competition must prevail when using small purchase procedures. For example, the items or services to be purchased must be adequately and consistently described for each prospective merchandise or service. The description must contain all the requirements, which the vendor must fulfill, and all the factors to be used in evaluating the vendor responses.

This can be done by either written or verbal "requests for quotations". The request would describe the various items and/or service the SFA wishes to purchase. Responses can be in either written form or verbal with a written confirmation. Price quotations thus secured must be maintained by the SFA.

An adequate number of qualified sources must be contacted to provide such quotes. In some rural or isolated areas, there may be only one vendor willing to provide goods and services to a SFA. On the other hand, FNS has received complaints from produce vendors in a large metropolitan area that competition was limited by a SFA to only six vendors. Therefore, the term, "adequate number" is determined by local market conditions.

Competitive Sealed Bids

Competitive sealed bids (formal advertising) are publicly solicited and a firm-fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid is lowest and best in price. The bidder's response needs to conform with all the terms and conditions of the invitation for bid in order to be considered.

In order for the competitive sealed bid procedure to be feasible, these conditions must be present.

1. A complete, adequate and realistic specification or purchase description is available.

2. Two or more responsible suppliers are willing and able to compete effectively for the SFA's business.

3. The procurement lends itself to a firm-fixed-price contract. This means the selection of a successful bidder can appropriately be made <u>principally</u> on the basis of price.

If it is determined after reviewing the conditions that competitive sealed bidding is appropriate, the following requirements must be met.

1. The invitation to bid must be publicly advertised.

2. Bids must be solicited from an adequate number of known suppliers, in sufficient time prior to the date set for the opening of the bids.

3. The invitations for bid must clearly define the items or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions.

4. All bids must be opened publicly at the time and place stated in the invitations for bid.

5. A firm-fixed contract award must be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid. If the award is to be made on a basis other than the lowest price per item, the method of award must be clearly described in the general conditions. For example, if the three lowest bidders are to be selected on an aggregate basis, this must be clearly defined.

6. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs (for equipment), if applicable, shall be considered in determining which bid is lowest.

7. Payment discounts may only be used to determine the low bid when prior experience of the SFA indicates that such discounts are generally taken.

8. Any and all bids may be rejected when there are sound documented reasons in the best interest of the program.

The cost plus a percentage of cost method of contracting is prohibited.

Competitive Negotiation

Competitive negotiation can be used when competitive sealed bidding would not be appropriate. For example, when the award cannot be made principally on the basis of the quoted or bid cost. Bids are requested, but they are not awarded on a simple total cost basis.

Competitive negotiation is commonly used for the acquisition of professional services. However, it can be used for the procurement of food products in a rapidly changing market, as in the case of a crop disaster. It is appropriate when the selection of a contractor cannot be made principally on the basis of price because adequate specifications cannot be developed to formally advertise the requirement. In the negotiated process, technical considerations are usually primary, although both technical and cost factors are considered. Consideration is also given to other factors, including the offerer's proposed methodology, related experience and qualifications of the staff proposed.

The solicitation document used in negotiated procurements is referred to as a Request for Proposal (RFP). Bidders respond to any RFP by submitting both a technical and a cost proposal. These proposals are evaluated by a team of experts in accordance with evaluation factors, which are cited in the RFP. Award is made to the bidder whose technical and cost proposal combined is the offer most advantageous to the SFA.

If competitive negotiation is used for procurement, the following conditions must be met:

1. Proposals must be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition.

2. The request for proposals must be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible.

3. The request for proposal must identify all significant evaluation factors including price or cost where required and their relative importance.

4. The SFA must provide a mechanism for technical evaluation of the proposals received, to determine which responsible bidders will be further contacted for the purpose of further written and verbal discussions, and selection for contract award.

5. The contract must be awarded to the responsible bidder whose proposal is most advantageous to the SFA when price and other factors are considered. Either a fixed-price or a cost-reimbursable type contract may be awarded. For food and supply items, a unit price contract is usually awarded. This method requires a significant amount of procurement expertise.

Noncompetitive Negotiation

Noncompetitive negotiation is a procurement through solicitation of a proposal from only one source, or after solicitation, of a number of sources, competitive is determined to be inadequate. Noncompetitive negotiation can be used only when the procurement is not feasible under small purchase procedures, competitive sealed bidding or competitive negotiation procedures.

Circumstances under which procurement may be made by noncompetitive negotiation are limited to the following:

1. The item is available only from a single source.

2. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive bidding or negotiation.

3. After solicitation from a number of sources, competition is found to be lacking.

In summary, noncompetitive negotiation can only be used when other procurements are not feasible. This decision must be justified in writing and available for audit and review.

Procurement Methods and Cycle

As outlined in the previous sections, there are a number of components present in a competitive procurement system. Once the competitive procurement components are established, the next step is to initiate the procurement cycle. There are a number of decisions to be made and actions to be taken in the procurement cycle. The following procurement cycle flow diagram, page 10, depicts these decisions and actions from the beginning of the cycle until its completion. In using this diagram, the reader should start at the upper left-hand corner of the page with Step 1 and proceed in sequence. The decisions involved in the procurement cycle appear in the uppermost block of each column. The actions to be taken appear under each decision block. Following the diagram, each decision and associated actions is explained in more detail.

Procurement Cycle Instruction

The purpose of these instructions is to expand and clarify the decisions and actions shown on the Procurement Cycle Diagram.

STEP 1: The procurement Policy Statement (Plan), prepared in accordance with information in this handbook, identifies which, if any, items have been exempted from the competitive process and provides justification for the exemption.

STEP 1A: Prepare specifications.
STEP 1B: Self-explanatory.
STEP 1C: Document records showing that items being procured are exempt from the competitive process by policy statement.

STEP 2: Determine whether or not “Small Purchase” procedures apply by consulting last school year procurement records or projecting anticipated needs relating to the item or group of like items to be purchased. If the “Aggregate” amount is less than $10,000 for the school year, the small purchase procedures apply. These procedures may also be used for fresh produce.

STEP 2A: Prepare specifications and provide to vendors. Each vendor contacted must have an opportunity to provide a price quotation on identical specifications.

STEP 2B: All interested vendors should be contacted. A minimum of two must be contacted.
STEP 2C: Make the procurement.
STEP 2D: Document records to show the selected vendor and reasons for selection, the name of vendors contacted and price quotations from each vendor. Also, identify the purchase order involved.

STEP 3: Generally, the sealed bid process should be used when the item(s), delivery schedules, etc., can be completely described in the bid invitation, and a contract can be awarded primarily on the basis of price. Example: Procurement of milk and bread.

STEP 3A: Prepare specifications.
STEP 3B: Announcement may appear on radio, TV, official district newspaper or in local newspaper of reasonably wide circulation. Announcement may contain a general description of items to be purchased and provide the office and address where complete specifications and bid forms may be obtained. The announcement should also indicate the deadline for submission of sealed bids, bidder qualifications, and other conditions as may be specified by local law such as rejection and waiver rights.
STEP 3C: Prepare and release invitation to bid.
STEP 3D: The purpose of a pre-award conference is to provide further explanation of specifications and the terms and conditions of the procurement and subsequent contract. Since adequate and complete specifications are a prerequisite to using the sealed bid process, this step may not often be used. However, some vendors may ask for clarifications. The information must be provided to all interested vendors.
STEP 3E: Accept bids and open publicly at the appointed place and time.
STEP 3F: If only one bid or only one complete bid is received, the purchaser should reject the offer or process the bid under the "Noncompetitive Negotiation Method".
STEP 3G: The lowest bidder meeting all of the terms and conditions of the invitation is awarded the contract.
STEP 3H: Prepare and sign the contract.
STEP 3I: The contractor's fulfillment of the terms and conditions of the contract must be monitored and where deficiencies are noted, negotiations to correct the deficiencies should be initiated. Penalties or contract cancellation may be initiated for severe uncorrected problems.

STEP 4: Generally, competitive negotiations apply to procurement of items, or groups of items, where the annual cost is expected to exceed $10,000 and the sealed bid process is not suitable for use.

STEP 4A: Prepare specifications to the extent possible.
STEP 4B: Publicly announce intent to make procurement.
STEP 4C: Prepare and release request for proposal.
STEP 4D: A pre-award conference is more likely under this process than any other method because one of the criterion for use of this method is the difficulty of adequately describing the specifications and the terms and conditions of the procurement. Thus, the need for a pre-award conference to further explain.
STEP 4E: Accept proposal responses.
STEP 4F: If only one complete bid is received, go to the noncompetitive negotiation method.
STEP 4G: Even though a potential contractor has been selected, negotiations for a more favorable price, delivery schedule, length of contract, possible contract extensions, etc., may take place at this point.
STEP 4H: Prepare and sign contract.
STEP 4I: Monitor contract performance.

STEP 5: Generally, procurement that does not fit the criteria under Steps 1 through 4 falls into this category.

STEP 5A: Prepare specifications.
STEP 5B: Negotiate best price and terms and conditions of the procurement. Prepare and sign the contract.
STEP 5C: Document records to show full justification for using the noncompetitive process.
STEP 5D: Monitor contract performance.

General Bid and Contract Requirement Instructions

1. **Delivery of Bids:** Sealed bids will be accepted in the school district administrative offices at the place, date and hour shown on the attached, at which time, the bids will be publicly opened.

2. **Correction of Mistakes on the Bid Form:** Erasures or the use of typewriter correction fluid on bid forms are not acceptable and may result in the rejection of the bid. Prior to submission or openings, errors may be crossed out, corrections entered, and initialed by the person signing the bid. No bids shall be altered or amended after the specified time for opening.

3. **Quantities:** It shall be understood by all parties concerned that any contract established as a result of this invitation will not obligate the school district to receive any quantity in excess of actual requirements. While the quantities shown are classified as estimates for bidding purposes, they do result from actual historic tabulation. School district authorities will make a reasonable effort to fully utilize projected supplies of formula items which may not have a market elsewhere.

   Quantity requirement for items with volatile prices shall be projected as far in advance as practical, usually with a lead-time of two to four weeks in advance of usage.

   Distributors are required to bid and deliver all items listed, as well as items that may be added later. Any questions concerning a distributor's capability to bid or deliver an item must be raised with school district authorities at least two weeks prior to bid openings.

4. **Review and Award of Bids:** After public opening of bids, the school district board of education may require at least 10 days for review of low bids prior to awards. It is important for bidders to understand that the reason for the review of bids, line by line, is to assess the fairness of the bid to suppliers and the school district alike. Any supplier must show suitable evidence for acceptance of any item challenged upon review and assessment. Acceptance shall be at the discretion of removing items from all bids, if the bid instructions are unclear. Any proposal, which in the opinion of the school board violates the integrity of fairness of a bid, may be rejected in total.

   A single award will be made from acceptable low bids to cover the entire requirements of each or all groups during the contract period. School boards have the discretion to make award based on individual items rather than by group or category. The school board reserves the right to reject any or all bids, in whole or in part, and to waive technicalities whenever it is deemed to be in the best interest of the school district.

5. **New Products:** The contract supplier is encouraged to present or demonstrate new items or concepts to the school district food service supervisor.

6. **Delivery Times and Places:** The prices quoted shall be for deliveries to all school in the district as shown herein. All drop sites require deliveries nine months per year.

   Delivery schedules shall be submitted to school district officials for prior approval and will remain constant from week to week. Deliveries shall be ordered in full case quantities whenever possible. Deliveries shall be made Mondays through Fridays except on school holidays or closed days (due to inclement weather). When holidays or closed days fall on a scheduled delivery day, deliveries shall be made on the next school day.

   Drivers and helpers shall deliver merchandise into designated storage areas (dry, chilled and frozen) at each school. Although drivers or helpers may be required to stack merchandise in display coolers or freezers, they shall not be required to stow merchandise in shelves in walk-in holding rooms.

   Drivers and helpers shall request the authorized school receiver, or the designated representative, to verify the accuracy of items, quantities of each item, total quantities, and condition of merchandise. Each delivery ticket shall be receipted (signed) by a designated school receiver. Variations from the norm, i.e., shortages, damages, etc., shall be noted on each ticket by the designated school receiver and initialed by both the truck driver and school receiver.

   Special or intermediate deliveries will be required only if a contractor fails to deliver a product on a regularly scheduled delivery, in which case, the contractor shall make delivery within 24 hours or as otherwise requested by the food service supervisor.

7. **Item Substitutions:** In the event of significant price escalations, a supplier shall be prepared through his school account (sales) representative to offer substitutions at equal or lower cost. If a distributor is temporarily out of stock of a particular item, he may deliver an equal or superior product at an equal or lower price, with prior approval of the district food service supervisor.

   However, in all such instances, each substitution should be labeled clearly as such on each invoice with a separate item code. Substitutions should exist only in "emergency" situations. Substitutions at higher prices can be made only upon prior approval of the school district food service supervisor.

8. **Payments:** Contractors will submit statements for individual schools monthly on mutually agreed upon dates to the district authority. Each statement shall include a summary of delivery tickets (invoices) for the period. Each ticket shall be listed in numerical sequence and show the total charges. Statements may be submitted more often than monthly, but only upon the mutual agreement of both parties.

   The district will remit payments in 10 days from date of receipt and approval of statement.

9. **Extension:** This contract may be extended for a period not to exceed 60 days upon the mutual agreement of both parties and provided that there are no escalations of the service fees.

10. **Termination:** Contracts may be terminated at any time, on 30 days' notice upon the mutual agreement of both parties, or upon the discretion of the school district, in a shorter period of time, if the terms of the contract are violated in any way.

11. **Exclusivity:** The school district agrees to use the designated contract supplier(s) as an exclusive source for the various items and services as listed herein as well as for comparable substitutes and supplemental items. The only anticipated exceptions might be in time of emergency.

12. **Access to Records:** All contracts over $10,000 awarded by the SFA, must include a provision to the effect that the SFA, the State Agency, USDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

13. **Penalty:** The designated supplier(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources. Failure to deliver 100% of the items on this list -- within 48 hours -- shall be considered a default.

    A successful bidder must have proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated an/or poor communications exist between the seller and the school district.

    Modifications, additions, or changes to the terms and conditions of this Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.

14. **Debarment:** Each SFA must require that each responsive bidder include a certification statement with each bid on each new contract. By signing the certification statement, the bidder certifies that neither it nor any of its key officials have been proposed for debarment, debarred, or suspended by a Federal agency.

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by containing the Department of Agriculture agency with which this transaction originated.

1. **The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.**

2. **Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation on this proposal.**

Organization Name **PR/Award Number of Project Name**

Name(s) and Titles(s) of Authorized Representative(s)

Signature(s) **Date**

Bidder Qualifications

1. **Product Line:** It must be clearly evident to school district officials that a bidder is capable of delivering promptly all items on the bid list and acquiring, on short notice, any peripheral items that might be required.

2. **Capacity:** A bidder must clearly demonstrate to school district officials that he has the capacity, physically and financially, to supply items to the school district in economical quantities as required.

3. **Reliability:** A successful bidder must have a proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the school district.

4. **Accounting Practices:** A successful bidder must clearly demonstrate to school district officials his capability to provide accurate, reliable and timely reports, in terms of invoices, statements, and credits.

5. **Facilities and Equipment:** A bidder must have adequate warehouses for supplying contract products. Conditions for storing chilled and frozen products must be as recommended by the Refrigeration Research Foundation. Delivery temperatures of frozen and chilled food shall be in accord with the AFDOS Code as recommended by the Food and Drug Administration (Federal).

6. **Sanitation Requirements:** Contractor's facilities may be routinely inspected by district officials. Facilities and operating practices must be continuously in compliance with the United State Food, Drug, and Cosmetic Act and State and local laws and regulations.

Standard Contract Conditions

1. This contract shall be governed in all respects -- as to validity, construction, capacity, performance, or otherwise -- by laws of the State.
2. Contractors providing services under this Invitation to Bid herewith assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
3. Deliveries against this contract must be free of State, excise or transportation taxes, except when such a tax is part of a price and school districts are not exempt from such levies.
4. Contractor shall comply with applicable Federal, State and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractor's work under this Agreement, contractor agrees not to discriminate against any employee(s) or applicant (s) for employment because of age, race, religious creed, sex, national origin, or disabling condition.
5. Modifications, additions, or changes to the terms and conditions of this Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.
6. By his signature on this document, a bidder certifies that his bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this bid and certifies that he is authorized to sign this bid for the bidder.
7. Prohibition against conflicts of interest, gratuities and kickbacks.

   "Any employee or any official of the school district, elective or appointive, who shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market, seeking to make sales to the school district, shall be deemed guilty of a felony and, upon conviction, such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws."

Standard Product Conditions

1. All products shall conform to the minimum requirements of Federal and State regulations. These requirements shall include, but not be limited to, weights, measures, fill of containers, drained weights and contamination.

Questions and Answers

Question: When is competitive procurement required?
Answer: All procurements must be competitive to the extent feasible. No matter what method of procurement is used (small purchase procedures, competitive negotiation, competitive sealed bids or noncompetitive negotiation) competition must prevail, unless documentation is available to justify this was not possible.

Question: When is the small purchase method of procurement not appropriate?
Answer: The procurement regulations indicate that the small purchase procedure should not be used when purchase will exceed $10,000 in the aggregate. As indicated earlier, the small purchase method is appropriate for fresh produce.

Question: What is meant by the term, $10,000 amount as an annual amount?
Answer: The $10,000 threshold may apply to one of three criteria, according to the decision of the SFA. These are:

1. Singular items of food or supplies or equipment; or
2. Group of items, like frozen vegetables or canned vegetables; or
3. Total amount of food and supplies used in the SFS operation.

Question: Does the $10,000 threshold apply to the entire SFA or just to each school?
Answer: It applies to the organization performing the procurement function. If procurement is centralized in a SFA, the $10,000 threshold may be measured on a school basis. If procurement is delegated to each school, then the $10,000 threshold may be measured on a school basis.

Question: How is the monetary threshold determined?
Answer: State statute specifies that $10,000 is the monetary threshold for public entities; private school food authorities are required to use the $10,000 threshold as specified in Federal program regulations.

Question: If we elect to choose the individual item as the basis for determining the $10,000 threshold, does this mean that competitive sealed bids must be used as the procurement method for these items costing over $10,000 a year?
Answer: Not necessarily. The procurement regulations also provide guidance when competitive sealed bidding is feasible. The following appropriate conditions must be present:

1. A complete, adequate and realistic specification or purchase description is available.
2. Two or more responsible suppliers are willing and able to compete effectively for the SFA's business.
3. The procurement lends itself to a firm fixed-price contract. This means the selection of a successful bidder can appropriately be made principally on the basis of price.

In the SFS operation, sometimes the service requirements (e.g., delivery capabilities) or the food quality may prevent bids being awarded principally on the basis of price.

Question: What kind of competitive bidding could be used when competitive sealed bids are not entirely appropriate?
Answer: A type of competitive negotiation could be used that includes a public request for bids. This procedure is described under the section titled "Competitive Negotiation".

Question: It appears that a SFA should be using competitive sealed bidding for milk and ground beef. However, in a decentralized system, there may be no one on staff who has the time to be responsible for overseeing such a procedure. How should this be handled?
Answer: Some SFA's may not currently have a system in place to purchase school food service materials on a competitive sealed bidding basis. This handbook sets forth standards for open and competitive purchasing toward which we should be moving. The standards must be met in order to assure that products are being obtained at the lowest cost to the program. Each state agency will review procurement practices at the SFA level and assist the SFA to move into compliance with the standard of the procurement regulations. Until such time as the SFA can move into full compliance, it should adhere to the three major requirements of competition, comparability and documentation. A procurement plan is strongly recommended.

Question: Will it be more expensive to purchase food and supplies under competitive sealed bidding, especially if additional staff must be hired?
Answer: Any full-time or part-time person hired to perform purchasing functions should be expected to save more dollars annually than their salary costs. Experience has shown that wise purchasing practices will pay for itself in that time period. If this does not happen in your SFA, the situation should be reviewed.

Additionally, current personnel resources should be examined to see if they can be used. In some SFA's competitive sealed bidding is already taking place for items like gasoline, tires, etc. The same staff can sometimes be used for the school food service operation, by providing food specifications and delivery schedules.

Question: What if a SFA gets the chance to purchase a food item at a much lower than expected cost? Since time is so important for these kinds of purchases, how could the SFA possibly go through the competitive procedures required?
Answer: In the food industry, it is common practice to occasionally have an item offered at a very low price because of a surplus situation. We don't expect a SFA to give up taking advantage of these kinds of opportunities. However, open and competitive purchasing procedures can still be maintained, for example, by phone contacts that are documented.

Let's consider the following example: Distributor XYZ calls, saying that 200 cases of tomatoes are available at a price far below the accepted bid price of Distributor ABC. You can still use the minimum number of cases agreed to in the contract with Distributor ABC and you can use the additional 200 cases.

Using the same specifications that Distributor XYZ provided as a description of the offered tomatoes, contact other suppliers by phone to check their prices for identical goods. If, indeed, Distributor XYZ's proposal is too good to pass up, make the purchase.

You will need to document your contracts and the price quotations received.

Question: Are escalation clauses allowed in contracts?
Answer: Escalation clauses are allowed in contracts per Federal guidelines. To safeguard the Program, two provisions should be included. One, the increase or decrease in price should be tied to some index outside of the control of the vendor, for example, the State wholesale price of milk. Two, the contract should stipulate a maximum price or other conditions which would allow the SFA to terminate the contract and initiate other procurement actions to obtain the needed product. (The Kentucky Attorney General's Office has ruled that bids based on escalated price of milk are not acceptable under the "old" bid law, 424.260.)

Question: Can brand names be used in our specifications?
Answer: When it is impractical or not economical to make a clear and accurate description of the product to be procured, a "brand name or equal" description can be used. The specific features of the named brand, which must be met, must be clearly stated. For example, a specific brand of taco shells might be desirable not only because of taste and texture, but also because of their resistance to breakage on the serving line. A specification could be written specifying a particular brand of shell, "or equal" in terms of taste, texture and resistance to breakage on the serving line. It would be the responsibility of a vendor to demonstrate that another brand of shell meets the desired features.

Question: What are the required clauses contracts must have?
Answer: Terminating, Penalty, Access to Records, Exclusivity & Debarment.

Child Nutrition Procurement Regulations

210.21 *PROCUREMENT*

(a) *General*. State agencies and school food authorities shall comply with the requirements of 7 CFR part 3015 concerning the procurement of supplies, food, equipment and other services with Program funds. These requirements ensure that such materials and services are obtained for the Program efficiently and economically and in compliance with applicable laws and executive orders.

(b) *Contractual responsibilities.* The standards contained in 7 CFR Part 3015 do not relieve the State agency or school food authority of any contractual responsibilities under its contracts. The State agency or school food authority is the responsible authority, without recourse to FCS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in connection with the Program. This includes, but is not limited to source evaluation, protests, disputes, claims, or other matters of a contractual nature. Matters concerning a violation of law are to be referred to the local, State, or Federal authority that has proper jurisdiction.

(c) *Procurement procedure.* The State agency or school food authority may use its own procurement procedures which reflect applicable State and local laws and regulations, provided that procurements made with program funds adhere to the standards set forth in 7 CFR part 3015.

This same terminology appears in School Breakfast and Special Milk Program regulations.

Sample Procurement Plan 1

The _____ School District will purchase food and other items for use in the Child Nutrition Program using the procedures outlined below:

A. If the total amount of purchases for like items is or more, formal bid procedures will be utilized. Formal bid procedures will be as follows:
   1. Advertisement in a newspaper of general circulation.
   2. Mail specifications and bid documents to all potential bidders.
   3. Food service supervisor will open and tabulate bids.
   4. Bids will be submitted to the school board for approval.

B. If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by _____. The log of emergency purchases shall show:
   1. Item name.
   2. Dollar amount.
   3. Vendor.
   4. Reason for emergency.

C. Noncompetitive negotiations will be used to purchase items: (1) which are available from a single source, (2) which are one time purchases of a new food item in order to determine student acceptance and, (3) which are samples for testing purposes. A log of all noncompetitive negotiation purchases shall be maintained and reviewed by the review official.

D. The following records will be maintained for a period of three years plus the current year:
   1. Records of all phone quotes.
   2. Logs of all emergency and noncompetitive purchases.
   3. All written quotes and bid documents.
   4. Comparison of all price quotes and bids with the effective dates shown.
   5. Price comparison will show bid or quote award.
   6. Log of approval substitutions.

E. The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by school food service program funds:

   No employee, officer or agent of the _____shall participate in selection or in
   School Food Authority
   award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

   Conflicts of interest arise when on of the following has a financial or other interest in the firm selected for the award:
   1. The employee, officer, or agent;
   2. Any member of his immediate family;
   3. His or her partner;
   4. An organization that employs or is about to employ one of the above.

   The _____ employees, officers, or agents shall neither solicit nor accept gratuities,
   School Food Authority
   favors, or anything of monetary value from contractors or parties to sub-agreements.

   The purchase during the school day of any food or service from a contractor for individual use is prohibited.

   The removal of any food, supplies, equipment, or school property, such as records, recipe books, and the like is prohibited.

   The outside sale of such items as used oil, empty cans and the like will be sold by contract between the
   _____ and the outside agency. Individual sales by any school person to an outside
   School Food Authority
   Agency or other school person is prohibited.

Failure of any employee to abide by the above stated code could result in a fine or suspension or both or dismissal. Interpretation of the code will be given at any time by contacting _____
Title of Person
at _____. The _____ will not be responsible for
Telephone Number School Food Authority
any other explanation or interpretation that any one presumes to make on behalf of the Board of Education.

This plan adopted by the _____ at the regularly scheduled meeting on this
School Food Authority
the _____day of _____ in the year _____.

Signature: _____
Superintendent and Secretary to the Board

Code of Conduct

1. No employee, officer or agent of the SFA shall participate in the selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

2. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

    a. The employee, officer, or agent;
    b. Any member of his or her immediate family;
    c. His or her partner;
    d. An organization, which employs, or is about to employ, any of the above.

3. The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The State Agency of SFA may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

4. As permitted by law or regulations, State agencies or local SFA's shall provide for penalties, sanctions, or other disciplinary actions for violations of these standards by officers, employees or their agents or by the contractors or the contractors' agents.

This plan adopted by the _____ at the regularly scheduled meeting on this, the
School Food Authority
_____ day of _____ in the year _____.

Signature: _____
Superintendent

SAMPLE III

Produce Quotes

It is the purpose and intent of the _____ to secure quotes for the items
School Food Authority
specified of produce on the attached sheets. Quotes will be taken on _____ of each week at
Day of the Week
_____, _____.
Time of Day Address

The school system reserves the right to reject any and all quotes in whole, or in part, and/or to accept the quotations that, in its judgment, will be in the best interest of the Program.

You may bid on any one or more items. It is expressly stipulated that the school system may award on individual item or lump sum basis. Withdrawal of quotations will be allowed only at the discretion of the
_____.
School Food Authority

Prices quoted shall include charges for transporting any or all items in varying quantities to the schools as designated and with delivery frequencies as noted.

Schools	**Delivery Frequencies Required (Daily, Twice a Week, Weekly, Etc.)**
1.	
2.	
3.	
4.	
5.	

Prices quoted will not include Federal Excise Tax or State Sales Tax.

Any proposed alternates to the specifications listed must be approved by _____
Title of Person (s)
five days prior to the quotation. An example of the alternate may be required to establish quality.

All items will be inspected upon arrival at the school. If any articles are found defective, or otherwise not in conformity with the specifications, the system shall have the right to reject such items. It will be the responsibility of the vendor to defray any cost involved in the delivery and return of rejected articles.

Invoices should be sent to _____.
(Each School, Board Office, Warehouse, etc.)

In the event that the successful quoter (s) is (are) unable to furnish the produce which was indicated, the
_____ shall be notified to select an alternate. Delivery must not
Title of Person (s)
be made until acceptable alternate is determined.

All quotations are firm for the period of _____.
Exact Dates

The company named below acknowledges by completion of this form that it is interested in providing produce for this district and agrees to abide to the conditions stated herein. Weekly quotes will be

_____ Mailed to your district by the specified day.

_____ Available by phone from _____
Name
at our office at _____.
Telephone Number

_____
Signed

_____
Title

_____
Name

_____
Address

_____
Date

For consideration, this form should be completed, signed and returned to _____
Name

at _____ by _____.
Address Date

SAMPLE IV

Produce Quotes

In order to comply with the Federal procurement regulations as they apply to "Small Purchase Procedures", it is necessary that we receive quotes on produce from vendors each time there is a price change. Enclosed are produce specifications for items frequently purchased by this district. Please submit quotes on the enclosed form directly to the school food service manager at each school or you may telephone those quotes to the manager. The initial quote should be received by _____.
date

It is important that price change information be received on a timely basis so that orders will reflect those changes. If you can make suggestions to facilitate this procedure, please share them. If you do not wish to supply produce to us under these conditions, please advise.

Below is a list of schools, addresses, phone numbers, frequency of deliveries required, and contact person at each school.

The company named below acknowledges, by completion of this form, that it is interested in providing produce for this district and agrees to abide to the conditions stated herein. Weekly quotes will be

_____ Mailed to your district by the specified day.

_____ Available by phone from _____
Name
of our office at _____
Telephone Number

_____
Signed

_____
Title

_____
Name

_____
Address

_____
Date

Procurement Glossary

BID: A formal notice by the contractor or vendor to the buyer of the conditions and price under which he will furnish the equipment, supplies, or services set forth in the specification.

COMPARATIVE PRICING: An examination of prices offered by vendors to determine the comparative difference in standard unit (e.g. cases, pounds, cost per serving or singular equipment item).

COMPETITIVE NEGOTIATION: A method of procurement used when competitive sealed bidding is determined to be inappropriate because factors other than price must be considered. This method can be used when factors other than simple total cost weigh heavily in the determination of the most advantageous proposal.

COMPETITIVE SEALED BIDDING: A method of procurement in which competitive sealed bids (formal advertising) are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the lowest and best responsible bidder.

CONTRACT: A written agreement between two or more competent parties to perform or not to perform a specific act or acts for monetary/legal consideration.

COST PER SERVING: The total cost of a food or food item divided by the number of servings.

COST REIMBURSABLE CONTRACT: A contract basing payment of invoices of cost submitted by the vendor. This type of contract should not be executed, unless the SFA has an accurate system to validate costs. Cost must be consistent with federal cost principles.

DEBARMENT: Debarment and suspension actions are imposed on companies and individuals for causes set forth in the non procurement debarment and suspension regulations (7 CFR 3017) issued January 30, 1989, (54FR 4722). Such causes include a conviction or civil judgment for violation of Federal or State antitrust statutes as well as other offenses and activities indicating a lack of business integrity.

DOCUMENTATION: Written or printed records serving as proof or supporting references of the price and general requirements of a procurement. Records such as quotes, bids, invoices, and receiving documents may serve as documentation in the procurement process.

ESCALATION CLAUSE (PRICE): A clause in a purchase contract providing for an up or down adjustment of the contract price if specified contingencies occur.

FIXED PRICE CONTRACT: A contract which provides for a firm price; the contractor bears the full responsibility for profit or loss.

NONCOMPETITIVE NEGOTIATION: A method of procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate. This method can be used only when procurement is not feasible under small purchase procedures, competitive sealed bidding, or competitive negotiation procedures.

PROCUREMENT (PURCHASING, BUYING): The process of obtaining goods or services, including all activities from the preparation and processing of a requisition through receipt and approval of the final invoice for payment. The acts of preparing specifications, making the purchase, and administering the contract are involved.

PROCUREMENT METHOD: The specific procedure involved in obtaining goods and services. There are four procurement methods: competitive sealed bidding, small purchase procedure, competitive negotiation, and noncompetitive negotiation.

PROCUREMENT PLAN: A statement of policy or plan of operation which defines an SFA's plan for using the various procurement methods for the different items to be procured. The reasons for selecting a certain method should be clearly stated. The plan should address these three key aspects of procurement: competition, comparability, and documentation.

PURCHASE CONDITIONS (GENERAL REQUIREMENTS): Descriptive information on the SFA's terms and conditions of the proposed procurement. It can include: type of items the bid is to cover, contract period, date, time and location of bid opening (if applicable), a list of schools and their addresses, how and when awards will be made, quantities to be purchased, transportation terms, etc.

PURCHASING: The act of procuring supplies, equipment, or services of the right quality, at the right time, at the right price, and from the right source.

QUOTE: A formal or informal, but documented notice by a vendor to the buyer of the conditions and price under which the vendor will furnish certain equipment, supplies or services.

RESPONSIBLE BIDDER: A vendor who is qualified by experience and equipped to perform the work required or furnish the materials indicated in the specification and who has the necessary financial backing and ability to complete the contract.

SMALL PURCHASE PROCEDURES: Those relatively simple and informal methods that are sound and appropriate for food, supplies, equipment or other services that are not normally more than $10,000 on an annual basis. Measures must be in effect to ensure free and open competition.

SPECIFICATIONS: A description of equipment, supplies, or services setting forth in a clear and concise manner the characteristics of the item to be purchased (product specification), and the conditions under which the purchase will be made (purchase conditions).

Procurement Clauses

TERMINATION: Contracts may be terminated at any time, on 30 days' notice upon the mutual agreement of both parties or upon the discretion of the school district, in a shorter period of time, if the terms of the contract are violated in any way.

EXCLUSIVITY: The school district agrees to use the designed contract supplier(s) as an exclusive source for the various items and services as listed herein as well as for comparable substitutes and supplemental items. The only anticipated exceptions might be in time of emergency.

ACCESS TO RECORDS: All contracts over $10,000/$7.500, awarded by the SFA, must include a provision to the effect that the SFA, the State Agency, USDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

PENALTY: The designated supplier(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources. Failure to deliver 100% of the items on the list --- within 48 hours --- shall be considered a default.

A successful bidder must have proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communication exist between the seller and the school district.

Modifications, additions, or changes to the terms and conditions of this Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.

SOURCE: Procurement Standards Handbook (Child Nutrition Programs) revised October 1989.

CHAPTER 42.

Certification

EDUCATION & HUMANITIES

Department of Education

Office of Administration and Finance

702 KAR 6:045. Personnel; food service employee qualifications.

RELATES TO: KRS 156.160

STATUTORY AUTHORITY: KRS 156.070, 156.160

NECESSITY AND FUNCTION: KRS 156.160 requires the State Board for Elementary and Secondary Education to adopt regulations deemed necessary or advisable for the protection of the physical welfare and safety of public school children. This regulation prescribes necessary qualifications and training of beginning school food service employees.

Section 1. No person shall work, or be allowed to so work, in a school kitchen unless he or she is physically and mentally able to do so safety and satisfactorily.

Section 2. Beginning with the 1989-90 school year, a condition of initial employment in a school kitchen shall be completion of the beginning school food service personnel training course prescribed by the State Board for Elementary and Secondary Education and issuance of a Kentucky school food service employee certificate by the Commissioner, based upon evidence submitted to the Kentucky Department of Education, Division of School & Community Nutrition, from a certified instructor that all training requirements have been fulfilled under the provisions of this regulation. The prescribed training course for certification of beginning school food service personnel shall consist of the following instructional units and minimum instructional clock hours:

(1) School Food Service Rules and Regulations – 1 hour;
(2) Sanitation – 1 hour;
(3) Safety and First Aid – 1 hour;
(4) Food Preparation and Merchandising – 1 hour;
(5) Equipment Use and Care – 1 hour;
(6) Efficient Use of Resources – 1 hour; and
(7) Nutrition Education – 1 hour.

Section 3. Those incumbent school food service personnel who voluntarily complete the beginning school food service personnel training course shall also be issued a Kentucky school food service certificate as prescribed in Section 2 of this regulation.

Section 4. Beginning with the 1990-91 school year, all certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of four (4) hours of in-service training conducted by a certified instructor and relevant to the curriculum established under the standards set forth in Section 2 of this regulation.

Section 5. The local school food authority may issue a temporary school food service employee permit if it is necessary to initially employ an applicant on an emergency basis as a replacement or additional staff position; provided that the applicant meets the qualifications set forth in Section 1 of this regulation. This permit will be valid only for a period of forty (40) work days and shall be nonrenewable. In order to continue working after this forth (40) day period has expired, the applicant shall fulfill the requirements of Section 2 of this regulation.

Section 6. Beginning substitute school food service personnel shall fulfill the following requirements:

(1) Be employed with a temporary permit for forty (40) work days from the date of employment;
(2) A substitute certificate shall be issued upon completion of four (4) hours of training as defined in Section 2 of this regulation in the following areas:
    (a) Equipment Use and Care;
    (b) Safety and First Aid;
    (c) Sanitation; and
    (d) Food Preparation and Merchandising

(3) Renewal of this certificate shall be based upon satisfactorily completing one-half of the requirements specified in subsection (2) of this section.

Procedures for State Certification

The procedures for tracking and the issuing of certificates mirror those used for teachers, namely issuing of provisional and lifetime certificates. We also are permitting an optional assessment form for evaluating training outside of the prescribed levels.

Two types of certificates will be issued for completion of SFS certification training:

1. **PROVISIONAL CERTIFICATE**: The Provisional Certificate will be issued and will be valid during the time it takes an employee to complete five years of certification. Districts will complete and mail to the Frankfort office the Application for Provisional Certificate (SFS-CERT-3) and will issue the employee a Provisional Certificate. It will be the responsibility of the local trainer to keep the Provisional Certificate updated according to 702 KAR 6:040 and to track employees on the Provisional Tracking Form (SFS-CERT-2). State reviewers will monitor compliance with all tracking during reviews.
2. **LIFETIME CERTIFICATE**: After an employee has completed five years of certification, the district trainer should make application, UPON COMPLETION OF THE SIXTH YEAR OF COMPLETED CERTIFICATION by completing and mailing the Application for Lifetime Certificate (SFS-CERT-5) to the Frankfort Office. It is incumbent on the local district to track recertification on the Lifetime Tracking Form (SFS-CERT-4) for employees with Lifetime Certificates, and issue the employee a Lifetime Certificate.

Form Summary

The following is a short summary of the forms to be used in connection with the School Food Service Certification Program:

Temporary School Food Service Permit: If it is necessary that the local school food service authority employ an applicant on an emergency basis as a replacement or additional staff position, a temporary permit may be issued if the applicant is physically and mentally qualified. This permit is valid for 40 days and is non-renewable. If the applicant is to continue working after this permit expires, he/she must fulfill the requirements of the State school food service training regulation.

Instructions for Conducting the SFS Assessment for State Certification: In an effort to ensure that instructions are uniform across the State, we are asking that you cover, as a minimum, the 14 points listed on the instruction sheet for tests utilizing Level I-V curriculum. Certainly, you are free to offer other details like location of the restroom, smoking area, etc.

SFS Assessment Checklist: This form may be a helpful tool to new trainers as a checklist of appropriate actions prior to testing and form completion.

SFS-CERT-1 Optional School Food Service Assessment: Optional evaluation form for training using materials other than units in Levels I-V of State Certification Program which have test questions already. This evaluation may include satisfactory completion of discussion, written assessment or knowledge of topics covered.

SFS-CERT-2 Provisional Tracking Form: All employees with less than five complete years of certification will appear on this form and will remain on this form until completion of five years of certification. This form is to be used as a verification document and must be kept on file in the district.

SFS-CERT-3 Application for Provisional Certificate: In order for a provisional employee to be issued a certificate, this form must be submitted to the Frankfort Office. Validity of certificate is contingent upon annual completion of the required training and assessment per 702 KAR 6:045.

SFS-CERT-4 Lifetime Tracking Form: Any employee who has completed five years of certification will appear on this form beginning with the sixth year of certification and will remain on this form throughout his/her school food service career. This form is to be used as a verification document and must be kept on file in the district.

SFS-CERT-5 Application for Lifetime Certificate: In order for a lifetime certificate to be issued, this form must be submitted to the Frankfort Office. Validity of certificate is contingent upon annual completion of required training and assessment per 702 KAR 6:045.

SFS-CERT-6 Optional Summary of SFS Certification Training: This form may be used in lieu of keeping original test sheets or Optional Assessment Sheets. Either this optional form OR test sheets and assessment sheets must be kept on file in the district as documentation of training.

Standards for Eligibility of Trainers/Curriculum and Application for Trainer: Any employee wishing to become a certified trainer for the School Food Service Certification Program must meet the criteria described in the Standards of Eligibility guidelines. Qualified employees must submit to the Frankfort Office an Application for Trainer and this application must be approved before the employee will be considered to training as an instructor in the SFS Certification Program.

Provider's Training Program Proposal: Trainers who wish to teach materials other than those s3ections provided in the levels of the State curriculum, or materials already approved by the State Agency, must submit a copy of the course materials they would like to teach along with a Provider's Training Program Proposal, examples of handouts, an overview, etc., to the Frankfort Office. If the proposed course is eligible to be used in lieu of the regular curriculum, the trainer will be notified by the Frankfort Office.

Certifying Substitutes: Explanation of regulations pertaining to substitutes and what to do to certify substitutes full-time.

Synopsis of SFS Certification Levels: An overview of materials in State curriculum and other acceptable training materials.

Certificates: Certificates that can be printed and issued by trainers are located on the Getting to Proficiency CD in the SFS Directors Guidance folder. They are provided as Adobe Acrobat printable documents (.pdf). Four certificates are available for printing:

1. Provisional Substitute
2. Provisional Full-Time
3. Lifetime Substitute
4. Lifetime Full-time

If you are using the Getting to Proficiency CD to read this document, you may click on the certificate titles above to open the printable copies.

Temporary School Food Service Permit

In accordance with section five of 702 KAR 6:045, the _____

Board of Education is issuing this temporary school food service permit to

_____.
Name of Employee

This permit is valid for a period of forty (40) work days and is nonrenewable; in order for this employee to continue working after the forty (40) day period they shall fulfill the requirements of the State School Food Service training regulation.

_____
Signature

_____
Title

_____
Date Issued

Instructions for Conducting SFS Assessment for State Certification

Test Administrators should review the following information with all participants prior to beginning the evaluation. No questions/talking should be permitted once the test time begins.

1. There are seven sections to this test; you will have up to _____ minutes to complete. There is no need to rush.
2. Complete the top portion of your answer sheet accurately and completely. PLEASE PRINT YOUR NAME and make sure it is exactly as it appears on the registration form.
3. Put the number of your test booklet on the answer sheet. Mark all your answers on the answer sheet. DO NOT MAKE ANY MARKS IN THE TEST BOOKLET.
4. Each section has 15 questions. All answers are either true/false or multiple choice.
5. A passing standard for each section is correctly answering 12 of the 15 questions.
6. If you do not receive a passing score in one section, you may take that section over again at a later date. You will not retake the whole test – just the section in which at least 12 questions were not correctly answered.
7. Please take your time and read each question carefully.
8. Mark an X on the letter that corresponds with the answers you chose. Mark only on answer sheet – not on test booklets.
9. When the record indicates you have successfully completed all 7 sections, you will receive a certificate from the State.
10. When you complete the test, return both the booklet and answer sheet to: INSTRUCTOR SHOULD INDICATE PLACE.
11. Entertain any questions from the group.
12. Wish them good luck, ask for silence, and begin the test.

SFS Assessment Checklist for Level I-V

The following are rules and suggestions to make your testing easier and to ensure that the testing is done in an efficient and complete manner.

___NUMBER YOUR TEST BOOKLETS. This will enable you to easily account for each and every booklet once the testing session is complete. Test booklets, answer sheets and answer key should be maintained in a secure location.

___SCHEDULE YOUR TESTING DATES AND SITES. Allow appropriate time for scheduling.

___BEFORE YOU BEGIN THE TEST, carefully review the Instructions for Conducting SFS Assessment for State Certification sheet with the participants. Answer any questions and address any comments before the testing begins.

___WHEN THE TEST IS OVER, collect ALL test booklets. It is helpful to try to collect them in numerical order so that they will be ready for the next session.

___GRADE THE TESTS. If someone is helping you grade the tests, be sure to collect all answer keys when the grading is finished.

___CHECK THE TEST BOOKLETS to ensure that there were no answers or comments written in the booklets during the testing session. If a test has been marked in, DESTROY that test and renumber a new booklet. Simply erasing the marks often leaves visible traces of the answers in test booklets.

___INFORM THE PARTICIPANTS OF THTEIR SCORE as soon as possible. Tell each participant whether they passed the test or not or which sections they need to retake. It is best that this is done in a manner that does not reveal scores to any of the other participants.

___IF A RETEST IS SCHEDULED on the same day or in the future, use the individual test booklets provided for each section of the test. RETEST ONLY SECTIONS WHICH WERE NOT PASSED; Participants need not take the entire test again. Participants MUST ANSWER 12 OF THE 15 QUESTIONS IN EACH SECTION CORRECTLY in order to pass the test.

___COMPLETE THE APPROPRIATE TRACKING FORM (SFS-CERT-2 Provisional or SFS-CERT-4 Lifetime).

___COMPLETE THE APPROPRIATE APPLICATION (SFS-CERT-3) Provisional or SFS-CERT-5 Lifetime).

___PLEASE PRINT THE NAMES on the application legibly, ensuring that all names are spelled correctly as this is the form from which the certificates will be issued. If the names are not eligible, the sheet will be returned to you for clarification and certificates will not be issued

___MAKE A COPY OF THE APPLICATION for your files BEFORE sending it to the Frankfort Office. You will need the copy if there are any questions from participants as to whether they were submitted or not. Be sure that the form you send to Frankfort has an ORIGINAL SIGNATURE.

___IF YOU TEST AND SOME PEOPLE DO NOT COMPLETE THE TEST OR FAIL THE TEST, DO NOT SEND THOSE NAMES TO FRANKFORT UNTIL ALL RETESTING THAT IS GOING TO BE DONE IS COMPLETE. SEND ONLY NAMES OF EMPLOEYES WHO HAVE PASSED THE ASSESSMENT.

___SEND THE COMPLETED APPLICATIONS to Division of School & Community Nutrition, Kentucky Department of Education, 500 Mero Street, Frankfort, Kentucky 40601.

___ALL CERTIFICATES WILL BE ISSUED BY THE TESTING INSTRUCTOR AND/OR LOCAL DISTRICT. The Testing Instructor and/or local district will be responsible for providing the participants with proof of their certification.

___If you have any questions regarding the certification or testing materials, please contact the Division of School & Community Nutrition at 502-573-4390.

SFS-CERT-1

OPTIONAL SCHOOL FOOD SERVICE ASSESSMENT*

Employee Name: _____School Year: _____

Subject Matter/Name for Training: _____

District: _____ Date(s): _____

1. Has this training helped you to grow professionally? _____Yes _____No

2. will this training be useful to you in your job? _____Yes _____No

3. What did you learn today? Be specific.

4. How do you plan to use the information you learned today?

5. At future training sessions, what topics would you like to have included?

DO NOT WRITE BELOW THIS LINE

Trainer Name: _____

___I certify that the above employee **HAS** completed appropriate assessment in the sections listed above by (check any that apply):

___Interacting satisfactorily in topic discussion
___Satisfactorily completing written assessment
___Showing satisfactory knowledge of topics covered
___Other Explain: _____

___I certify that the above employee **HAS NOT** satisfactorily completed appropriate assessment in the section listed above because:

___Did not interact satisfactorily in topic of discussion
___Did not satisfactorily complete written assessment
___Did not show satisfactory knowledge of topics covered
___Other Explain:_____

*Optional evaluation form for training using materials other than units in Levels I-V of State Certification Program, which have test questions already. Trainers also have option to develop traditional tests when using optional material.

NOTE: An explanation should be given to employees who are considered to have not satisfactorily completed the assessment.

SFS-CERT-3

Application for Provisional Certificate

District: _____

SFS Director: _____ Phone #: _____

Place of Assessment: _____ Date(s) of Assessment: _____

ALL STATE RECERTIFICATION ACTIVITY SHOULD BE COMPLETED BETWEEN JUNE 1 AND DECEMBER 1 OF APPLICABLE YEAR. NEW HIRES MAY BE SUBMITTED FOR INITIAL CERTIFICATION ANY TIME DURING THE SCHOOL YEAR. NOTE: Validity of certificate is contingent upon annual completion of required training and assessment per 702 KAR 6:045.

Employee Name	What type of certificate is being issued?	
	Sub	Full

Employee Name	What type of certificate is being issued?	
	Sub	Full

AS A CERTIFIED INSTRUCTOR, I HEREBY CERTIFY THAT ALL EMPLOYEES LISTED ON THIS FORM HAVE COMPLETED LEVEL I CERTIFICATION PURSUANT TO 702 KAR 6:045 AND ARE NOW ELIGIBLE TO RECEIVE A PROVISIONAL CERTIFICATE AND TO BEGIN THEIR FIRST OF FIVE YEARS OF PROVISIONAL CERTIFICATION. I FURTHER CERTIFY THAT INDIVIDUALS CONTINUING THEIR EMPLOYMENT IN THIS DISTRICT WILL RECEIVE THE REQUIRED HOURS OF RECERTIFICATION EACH YEAR.

_____ _____

Certified Instructor Date

SFS-CERT-2

Provisional Tracking Form

To Be Kept On File In District

District: ____

School Food Service Director: ____

Employee Name	What type certificate is being issued?		*Prior # Years of Cert.	First Day Employee Worked in District	_____ SY Date Assess Completed	_____ SY Date Assess Completed	_____ SY Date Assess Completed	_____ SY Date Assess Completed	_____ SY Date Assess Completed
	Sub	Full							

____

Certified Instructor

After employee appears on this form for five years, employee should then be moved (upon completion of the sixth year of certification) to the Lifetime Tracking Form.

*Complete for employees with previous certification who are being moved to this form. If employee already has five years of certification, place directly on Lifetime Tracking Form.

SFS-CERT-4

Application for Lifetime Certificate

District: _____

SFS Director: _____ Phone #: _____

Place of Assessment: _____ Date(s) of Assessment: _____

ALL STATE RECERTIFICATION ACTIVITY SHOULD BE COMPLETED BETWEEN JUNE 1 AND DECEMBER 1 OF APPLICABLE YEAR. NEW HIRES MAY BE SUBMITTED FOR INITIAL CERTIFICATION ANY TIME DURING THE SCHOOL YEAR. NOTE: Validity of certificate is contingent upon annual completion of required training and assessment per 702 KAR 6:045.

Employee Name	What type of certificate is being issued?	
	Sub	Full

Employee Name	What type of certificate is being issued?	
	Sub	Full

AS A CERTIFIED INSTRUCTOR, I HEREBY CERTIFY THAT ALL EMPLOYEES LISTED ON THIS FORM HAVE COMPLETED FIVE SIX YEARS OF CERTIFICATION PURSUANT TO 702 KAR 6:045 AND ARE NOW ELIGIBLE TO RECEIVE A LIFETIME CERTIFICATE AND TO BEGIN THEIR FIRST OF FIVE YEARS OF PROVISIONAL CERTIFICATION. I FURTHER CERTIFY THAT INDIVIDUALS CONTINUING THEIR EMPLOYMENT IN THIS DISTRICT WILL RECEIVE THE REQUIRED HOURS OF RECERTIFICATION EACH YEAR.

_____ _____

Certified Instructor Date

SFS-CERT-5

Lifetime Tracking Form

To Be Kept On File In District

District: ____

School Food Service Director: ____

Employee Name	What type Lifetime certificate is being issued?		____ SY Date Assess Completed	____ SY Date Assess Completed	____ SY Date Assess Completed	____ SY Date Assess Completed	____ SY Date Assess Completed	____ SY Date Assess Completed	____ SY Date Assess Completed
	Sub	Full							

____

Certified Instructor

Application for Lifetime Certification is contingent upon five prior years of valid certification.

SFS-CERT-6

Optional Form
Summary of SFS Certification Training for School Year _____

School: _____

Employee	Reg/ Req	Safe	San	Food Prep	Equip	Use of Res	Nut Ed	Date Temp Cert Issued	Date Assess Completed	Hired After July 1, 1989?

_____ _____

Certified Instructor Date

If you want to maintain all answer sheets, you do not have to transfer information to this summary sheet OR you may transfer information here and discard answer sheets and Optional School Food Service Assessment Sheets.

Kentucky School Food Service Certification
Standards for Eligibility of Trainers/Curriculum

I. STATE OR DISTRICT LEVEL STAFF

A. Educational Background: Teacher Certified, Registered Dietitian, or minimum of other four-year post-secondary training in skills essential to food management operation or district level classified SFS director as designated by the local board of education.
B. Professional Experience: Must meet two of four following requirements:
   1. Minimum of two years employment with a school district Child Nutrition Program.
   2. Annual attendance at the Division of School & Community Nutrition Administrators Conference or update meeting.
   3. Actively involved in Kentucky School Food Service Association.
   4. Be certified in all levels prior to the level for which they are applying to be a trainer.

II. SCHOOL LEVEL STAFF

A. Educational Background: High school education/GED and two years experience as a cafeteria manager.
B. Professional Experience: Employment as a cafeteria manager as defined in "Educational Background" above, and attendance at a minimum of one school food service professional association conference or workshop annually for the previous two years.

III. REQUIREMENTS FOR SUPPLEMENTAL CURRIUCLUM APPROVAL AND TRAINERS

A. All providers must submit, to the State Agency for approval, a provider's training program proposal. No programs will be approved retroactively.
B. Approval for certified trainers, if granted, will be for a one year time period, from August through July.
C. Approval will be for specific instructional units as defined by the State regulations.
   1. Regulations/Requirements
   2. Sanitation
   3. Safety/First Aid
   4. Food Preparation/Merchandising
   5. Equipment
   6. Use of Resources
   7. Nutrition Education
D. When submitting original training curriculum for review, and in order to protect the integrity of the training program, the Division of School & Community Nutrition shall require that a provider seeking program approval has:
   1. An established organizational structure including legally chartered or organized status (representative of a school district or other institution; representative of industry or a consulting firm, etc.)
   2. Evidence of educational certification, training and/or experience.
E. All instructional assessment materials, audio visual aids, etc., must be reviewed. The State Agency shall notify the potential provider, in writing, whether approval has been granted and if granted, for the specified time period. The State Agency reserves the right to request an oral presentation.
F. Within two weeks of the completion of a training program, the provider will send the official School Food Service Certification assessment to the local school district. This final report will designate the participants who shall receive credit for the training based upon assessment results. Local SFS directors will have the responsibility of tracking such training and completing the assessment sheet for submission to the State office.
G. Prospective trainers should submit one copy of the proposed instructional program to the State Agency using the "Provider's Training Program Proposal" form.

Application for Trainer
Kentucky School Food Service Certification Program

Trainers who are re-certifying and who already have an application on file are not required to complete this form.

Name of Applicant: _____

Place of Employment: _____

Address: _____ Zip Code: _____

Phone #: _____

Are you currently a certified school food service employee? ___Yes ___No (Reference Item I.B.4 of the Standards for Eligibility of Trainers/Curriculum.)

EMPLOYMENT HISTORY:

Current Position: _____ # Years Employed in This Position: _____

Previous Positions Held:

EDUCATIONAL BACKGROUND:

Highest Educational Degree: _____

Major Subject(s): _____

Minor Subject(s): _____

Other: _____

PROFESSIONAL MEMBERSHIPS/CONFERENCES:

List organizations and any leadership roles attained within them.

List dates and types of any workshops or professional association conferences you have attended in the last three years.

REFERENCES (Minimum of two):

Name	Relationship	Address	Telephone

I certify that the information contained herein is correct and that I will provide training using only State Agency approved curriculum/materials.

_____
Signature

_____
Title

_____
Date

As the immediate supervisor of the above-mentioned individual, I recommend that this applicant be an approved trainer for the Kentucky School Food Service Certification Program.

_____
Signature

_____
Title

_____
Date

RETURN APPLICATION TO:

School & Community Nutrition
500 Mero Street
Frankfort, KY 40601

Provider's Training Program Proposal
School Food Service Certification Program

Specific Instructional Unit: _____

Title of Training Program Submitted: _____

Name of Provider or Person(s) Who Will Actually Conduct Training: _____

Organization Name: _____

Address: _____

Phone Number: _____

Professional References (minimum of two):

Name	Relationship	Address	Telephone

Description of Related Activities: _____# Hours: _____

Evaluation/Assessment: List the skills/behaviors that will be measured and the method of assessment (participant satisfaction indices are not sufficient to indicate completion of training): _____
_____

Estimated Cost to Each Participant: _____

Identify materials participants will receive, if any: _____

What credentials, certificates, training and/or experience qualifies this individual to conduct training? _____

I certify that the information contained herein is correct and that if approved I will provide only this specified training for use in school food service certification.

_____
Signature

_____
Title

_____
Date

RETURN APPLICATION ALONG WITH ANY ACCOMPANYING MATERIALS TO:

School & Community Nutrition
500 Mero Street
Frankfort, KY 40601

Certifying Substitutes

Substitutes are required to be certified initially in Sanitation, Safety, Food Preparation and Equipment and these areas must be from the Level I Curriculum.

Substitutes may be recertified with two areas of any level(s).

If a substitute, as an initial employee, takes the four required areas mentioned above, and is hired full-time within the same school year, he/she must also complete Regulations and Requirements, Use of Resources and Nutrition Education from the Level I Curriculum. The employee will then be considered a full-time employee for purposes of certification.

If a substitute, as an initial employee, takes the four required areas mentioned above, and is hired full-time the following school year, he/she must also complete Regulations and Requirements, Use of Resources and Nutrition Education from the Level I Curriculum AND one additional area from any level. The employee will then be considered a full-time employee for purposes of certification.

NOTE: Before any substitute employee may be certified as full-time, he/she must have completed ALL sections of Level I.

IMPORTANT TIP: We submit, as a suggestion only, that when you initially certify your substitute employees, you test them in all 7 areas of Level I, so that you don't have to retest them in the other levels if they are hired full-time.

Synopsis of SFS Certification Levels

Regulations and Requirements

Level I	Background and Goals of School Food Service Meal Patterns Offer versus Serve Provision USDA Donated Foods
Level II	Understanding Offer versus Serve Identifying a Reimbursable Lunch/Breakfast Breakfast Meal Pattern
Level III	Effective Meal Count Procedures Count and Cash Reconciliation Point of Service
Level IV	Donated Foods as a Resource in the Child Nutrition Programs Receiving and Storage of Donated Foods School Level Reporting and Record Keeping for Food Distribution Program
Level V	Coordinated Review Effort Local Monitor Reviews

Sanitation

Level I	Critical Areas of Food Service Sanitation Food-borne Illness Precautions Personal Hygiene and Transmission of Bacteria Sanitary Storage Procedures
Level II	Major Causes of Food-borne Illness Purpose of Sanitation Inspections
Level III	Sanitation Techniques Relating to Food Storage, Handling and Purchasing Arrangement of Storeroom Shelf Life/Out-of-Condition Foods
Level IV	Video Resources: Handling Food Safely; Food Safety is No Mystery; How to Avoid Food Poisoning and Contamination; and Kentucky Food Service Regulations
Level V	Video Resources: Sanitation and Food-borne Illness; Personnel and Foodservice Sanitation; Purchasing, Receiving and Storing Food; Time/Temperature Control; Food Display and Service; Cleaning and Sanitation; Facilities and Equipment; Pest Control; and Maintaining High Standards of Sanitation
	Local Monitor Reviews

Safety and First Aid

Level I	Major Types of Injuries in Food Service Major Causes of Accidents in Food Service Types of Fires and Fire Extinguishers Potentially Dangerous Chemicals in Food Service
Level II	Steps to Take in Minor Injury Heimlich Maneuver
Level III	General Safety Practices in Food Service Operating Equipment According to Safety Procedures Practicing Accident Prevention
Level IV	Video Resources: Job Safety for Food Service Workers; Kitchen Safety; Someone's in the Kitchen; A Case of Mistaken Identity; and Setting Up a Risk Management Program
Level V	Video Resources: OSHA '91; Bloodborne Pathogen Orientation; American Red Cross Standard First Aid; and Bloodborne Pathogens: Standard Instruction for School Staff

Food Preparation and Merchandising

Level I	Basic Food Preparation Terms Using Standardized Recipes Merchandising Opportunities in School Food Service
Level II	Nutritive Value of Vegetables Vegetable Preparation Techniques for Nutrient Retention
Level III	Nutritive Value of Meats Meat Preparation Techniques for Nutrient Retention
Level IV	Yeast Bread Preparation, Ingredients, Nutritive Value, Variations Importance of Using a Recipe
Level V	Increasing Participation Through Promotion of Program (Creative Menus, Food Presentation, Attractive Eating Environment and Special Promotions)
Update	Food Service Standards, Menu Planning Standards, Meal Serving Standards, Preparation Standards, Food Requirements, Self-Evaluation for School Food Service Programs

Equipment Identification and Uses

Level I	Identification of Types and Uses of Basic School Food Service Equipment Identification of Potentially Hazardous Pieces of Equipment (VCM, Disposal, Mixer, Slicer, Steam Kettles, Knives)
Level II	Identification of Additional Pieces of Equipment (Proof Cabinet, Ovens, Ice Machine, Steamer, Fryer and Small Equipment) Cleaning Procedures and Maintenance of Equipment
Level III	Identification of Additional Pieces of Equipment (Serving Counters, Microwaves, Food Cutters, Transport Cabinets, Exhaust Hoods) Cleaning Procedures and Maintenance
Level IV	Combination Oven/Steamer Preventive Maintenance and Trouble-Shooting Equipment Record Cards Writing Specifications for Equipment
Level V	Use and Care of Convection Oven, Dishwasher, Sinks, Freezer/Cooler/Milk Cooler, Range, Braising Pan, Scales and Can Opener

Efficient Use of Resources

Level I	Job Descriptions Work Schedules Work Simplification Measuring by Volume and Weight Characteristics of a Good Food Service Employee
Level II	Advantages of Work Simplification Principles Comfortable Working Positions and Conditions Proper Storage Procedures
Level III	Physical and Perpetual Inventories Receiving, Storage and Inventory Procedures
Level IV	Utilization of Leftover Food, Monetary Value, Preparation, Recording on Production Record Production Record
Level V	Utilization of Donated Foods in Program How Commodities are Purchased and Distributed
Update	Designing and Conducting In-Service Training
Update	See Section D – Update – Food Preparation and Merchandising. Same section credits for Efficient Use of Resources.

Nutrition Education

Level I	Relationship Between Meal Patterns and Food Groups Food Preparation for Nutrient Retention Dietary Guidelines Relating to Sodium, Sugar, Fat and Fiber Promoting Good Nutrition Practices Cooperatively with Classroom Teachers
Level II	Nutrition Basics Food Preparation Techniques to Assure Nutrient Retention More Dietary Guidelines Relating to Sodium Sugar, Fat and Fiber
Level III	Dietary Guidelines and Their Application in School Food Service Helping Students Make Healthy Food Choices Working With Teachers in Promoting Good Nutrition Practices
Level IV	Snack Foods Nutrient Density of Foods Reading Food Labels Calculating Teaspoons of Fat by Reading Labels
Level V	Feeding Young Students and Disabled Children Techniques for Altering Texture of Food Special Equipment and Utensils for Feeding Disabled
Update	Heart Healthy School Lunch Program – Reducing Fat
Update	As a Matter of Fat: Identifying, Understanding and Monitoring Fat Intake

Substitute Resources

The resources listed below may be used for RECERTIFICATION on an hour-for hour basis in an appropriate category as referenced below:

Resource	Credits Toward:
Cost Control Manual	Use of Resources
Healthy Edge Materials	Nutrition Education
American Heart Association Manuals	Nutrition Education
Nutrition and Feeding Persons with Special Needs Manual	Nutrition Education
Changing the Course (American Cancer Society Manual)	Nutrition Education
Danger Zone Video	Sanitation
Menu Design Manual	Food Preparation and Merchandising, Nutrition Education and Use of Resources
What's In a Meal	Nutrition Education

IMPORTANT NOTE: Requests to substitute any other materials must be submitted to the State Agency WELL IN ADVANCE OF USE on the appropriate form. Contact State Agency for more information.

Certificates for distribution to employees who have successfully completed Provisional or Lifetime certification in the SFS Certification Program, can be obtained in .pdf format from the Getting to Proficiency CD in the SFS Director Guidance folder. Certificates are available for:

Provisional Substitute
Provisional Full-Time
Lifetime Substitute
Lifetime Full-Time

CHAPTER 43.

Team Nutrition

USDA's Team Nutrition is an integrated, behavior based, comprehensive plan for promoting the nutritional health of the Nation's children. This plan involves schools, parents, and the community in efforts to continuously improve school meals, and to promote the health and education of 50 million school children in more than 96,000 schools nationwide.

The goal of Team Nutrition is to improve children's lifelong eating and physical activity habits through nutrition education based on the principals of the Dietary Guidelines for Americans and the Food Guide Pyramid.

Schools are the key focal point for Team Nutrition. They are invited to enroll as "Team Nutrition Schools," affirming their commitment to take the lead in making nutritional changes, conducting nutrition education activities and events, and using innovative materials from the USDA Food and Nutrition Service (FNS). Emphasis is placed on working through state agencies to recruit Team Nutrition Schools as well as develop training support systems necessary for local implementation.

The focus of the training and technical assistance is on:

- Planning and preparing healthy meals that appeal to ethnic and cultural taste preferences in all Child Nutrition Programs:
- Linking meals programs to other educational activities, such as learning in the classroom and developmental progress in child care;
- Providing nutrition expertise and awareness to the school or child care community; and
- Using sound business practices to assure the continued availability of healthy meals and the financial viability and accountability of school meal programs.

Through fun, interactive nutrition education children are encouraged to:

- Eat a variety of foods;
- Eat more fruits, vegetables, and grains;
- Eat lower fat foods more often; and
- Be physically active.

School and community support for healthy eating and physical activity focuses on three behavior outcomes for school and community leaders:

Adopting and implementing school policies that promote healthy eating and physical activity;
Providing school resources adequate to achieve success; and
Fostering school and community environments that support healthy eating and physical activity.

Broad support is needed to provide nutritious meals, nutrition education, and healthy school and community environments. Adults can provide this support and positive messages in a variety of ways, through their actions and decisions.

A network of public and private organizations is used to promote Team Nutrition, develop and disseminate materials, leverage resources, expand the reach of messages, and build a broad base of support. The network includes private sector companies, as well as nonprofit and advocacy organizations including nutrition, health education, entertainment, and industry groups.

For more information about Team Nutrition, visit there website at: http://www.fns.usda.gov/tn/Default.htm.

CHAPTER 44.

Resources

Resources

Team Nutrition

Team Nutrition is a nationwide program developed to help schools implement the School Meals Initiative for Healthy Children. Team Nutrition projects help schools plan, purchase, prepare and serve healthy school meals and educate children about good nutrition. You can learn more about team nutrition by contacting USDA, 3101 Park Center Drive, Room 802, Alexandria, VA 223032, FAX 703-305-21148, E-mail: teamnutrition@reeusda.gov, Web site: http://151.121.3.251/teanut/default.htm.

Food Purchasing Manual Reference Guide

A food purchasing specification manual called "Choice Plus" is a complimentary piece to the National Food Service Institute's "First Choice" purchasing manual. The objective of "Choice Plus" is to provide information that allows local programs to make informed purchasing decisions. The Guide consists of approximately 180 pages with 80 photos and 40 illustrations that describe, by specific foods, the key points of a food purchase specifications.

Assisted NuMenus Guidance

FCS worked with Bell Associates, Inc. to develop two 5-week selective lunch cycle menus and a 1-week nonselective breakfast cycle as guidance. The lunch cycles are for grades K-12 and 7-12. Menus come with standardized recipes, generic food product descriptions, food preparation methods and nutrient analysis.

A Toolkit for Healthy School Meals

The Took Kit includes 53 newly developed school lunch and school breakfast recipes as well as a full training program on the preparation, modification, and standardization of recipes. The Tool Kit also includes a Healthy School Meals promotion guide, which is supplemented with 24 colorful picture pages. The picture pages as well as a full set of slides (provided to each State Agency) can be used on the food service line as posters, light boards, menu board promotions, etc. Each recipe includes a nutrient analysis as well as required food credits ($29 from the Superintendent of Documents, US Government Printing Office at 202-783-3238; stock number 001-000-04626-8).

USDA's Great Nutrition Adventure Action Packet

As a result of a series of training and educational events taking place in school cafeterias and classrooms which link volunteer chefs with school food service staff, teachers and students, a packet of materials was developed as a technical assistance tool. It includes strategies for working with volunteer chefs, recipes, a video and a resource directory of chefs from across the country that are willing to volunteer time in schools.

School Lunch Challenge Recipes

The School Lunch Challenge is a nationwide competition held by the American Culinary Federation that teams chefs with school food service directors to develop nutritious, tasty recipes for school lunch that are low cost and popular with students. The recipes are judged by professional chefs, school food service directors and children. USDA has supported the effort for two years by standardizing the chef's recipes for use in schools and printing and disseminating the recipes to the State Agencies and school districts nationwide.

Food, Family & Fun: A Seasonal Guide to Healthy Eating

An innovative new guide of 50 healthy, tasty and fun recipes and family nutrition education activities developed by USDA in commemoration of the 50th anniversary of the National School Lunch Program. Food, Family & Fun (stock number 001-000-04627-6) is available from the US Government Printing Office for $9 each or $6.75 for 100 copies (including shipping and handling). Credit card orders may be faxed to 202-512-2250 or phoned to 202-512-1800.

Other USDA Program Aids

Building for the Future: Nutrition guidance for the Child Nutrition Program, FNS 279

Patterned after Nutrition and Your Health: Dietary Guidelines for Americans, Third Edition, 1990. It is part of an effort to improve children's health by offering meals in all Child Nutrition Programs that reflect current dietary guidelines. Contacts: Marie Lubbley or Linda Ebert, USDA, (703) 305-2556.

Meal Counting and Claiming Training Package, FNS 270, April 1991

Covers meal counts and collection procedures, edit checks and recognizing a reimbursable meal. Contact: Lori French, USDA, (703) 305-2590.

Meal Pattern Requirements and Offer Versus Serve Manual, FNS 265, August 1990.

The training package covers requirements for meal patterns and offer versus serve in both the National School Lunch and School Breakfast Programs. Contact: Lori French, USDA, (703) 305-2590.

Quantity Recipes for School Food Service, Program Aid 1371, April 1988.

This card file provides tested recipes, variations of recipes and instructions for preparing over 500 foods that might be served in Child Nutrition Programs. Emphasis is placed on reducing fat, sugar and salt. Contacts: Marie Lubbley or Linda Ebert, USDA, (703) 305-2556.

Food Buying Guide for Child Nutrition Programs, Program Aid Number 1331

The principal tool used in determining the contribution food makes toward the meal requirements. The guide gives average yield information on over 600 food items. This information is essential in calculating quantities of food to purchase and prepare in order to meet requirements for the components of the meal pattern. Contacts: Marie Lubbley or Linda Ebert, USDA, (703) 305-2556.

School Breakfast Program Guidance, April 1989

This publication was prepared to help food service supervisors and managers of districts participating in the School Breakfast Program to plan breakfast menus that help meet the daily dietary needs of children. That publication also addresses the implementation of offer versus serve at breakfast. Contacts: Marier Lubbley or Linda Ebert, USDA, (703) 305-2556.

Nutrition and Your Health: Dietary Guidelines for Americans, Fourth Edition, 1995

This publ8ication offers advice for healthy Americans ages 2 years and over about food choices that promote health and prevent disease. For single and multiple copies of the bulletin, send your name, address and check or money order for 50 cents for each copy made payable to the Superintendent of Documents, Consumer Information Center, Dept. 378-C, Pueblo, CO 81009. There is no discount for multiple copies.

Healthy School Meals Training Manual, USDA Food and Nutrition Service, 1996

Training manual developed to support School Meals Initiative for Healthy Children and the implementation of the menu planning options for schools.

Food and Nutrition Information Center (FNIC)

The Food and Nutrition Information Center (FNIC) is one of several information centers at the National Agricultural Library (NAL), Agricultural Research Service (ARS), United State Department of Agriculture (USDA). It contains thousands of books, journals and audiovisual materials that cover a broad range of topics in food and human nutrition such as the relationship between diet and disease, food safety, eating patterns and behavior and nutritional requirements through the life cycle. The Center acquires resources ranging from children's literature to sophisticated technical nutrition information.

Through a partnership with the Food and Nutrition Service (FNS) of USDA, NAL provides direct loan of materials to personnel working for many FNS programs, including elementary and secondary schools and school districts, state agencies and others. These services include lending books and audiovisuals, supplying answers to specific food and nutrition requests, providing computerized literature searches and providing copies of journal articles. Those not eligible for expanded services may borrow resources or obtain photocopies through interlibrary loan. See your public, state, university of corporate librarian for assistance. Contact: National Agricultural Library, Room 304, 10301 Baltimore Blvd., Beltsville, MD 20705-2351, (301) 504-5719, fnic@nal.usda.gov, http://www.nalusda.gov/fnic.

Guidelines for Requesting Materials

Patrons eligible for direct borrowing service of food and nutrition materials may request items by phone or by using the Individual Request Form (IRF). The IRF may be duplicated as many times as necessary. Be sure to give your name and affiliation. In compliance with copyright laws/guidelines, each request must bear your signature. Requests without signature or with photocopied signatures will be returned. Please read detailed instructions included with the form. Submit the IRF using one of these methods: by phone at (301) 504-5719 (limit 3 items on phone orders. Be sure to have completed form in front of you when ordering); by fax at (301) 504-5675 (unlimited item requests on fax orders); by mail to the Document Delivery Services Branch, USDA, National Agricultural Library, 6th Floor, NAL Building, 10301 Baltimore Blvd., Beltsville, MD 20705-2351 (unlimited item requests on mail orders).

Electronic access to the Food and Nutrition Information Center

The FNIC maintains a variety of electronic access points for the full texts of its bibliographies, resource lists and fact sheets. Databases available include Food and Nutrition software and multimedia programs, food-borne illness educational materials, food guide pyramid educational materials and food labeling educational materials. Additional information is available on human nutrition, nutrition education, food service management and other topics.

FNIC Gopher and WWW Home Page

FNIC maintains easy-to-use gopher and WWW sites where users may read or download files. Because FNIC is linked to the other gophers and WWW sites and hardware and software vary greatly among users, there are many ways to reach FNIC. Below are some examples:

System Requirements: Internet access with WWW, gopher or telnet capability.
Access Methods:

Use the WWW URL http://www.nal.usda.gov/fnic/
Use the gopher address gopher.nal.usda.gov. From the menu displayed (National Agricultural Library) choose NAL Information Centers, then Food and Nutrition Information Center, USDA.

If you don't have gopher access, use telnet to reach a public gopher site (such as Library of Congress; use the telnet address marvel.loc.gov and log in as marvel(. Then you can try several things: search for a menu of other gophers and information servers and find Food and Nutrition Information Center, USDA (you may have to go down several levels to find it); use Veronica (a gopherspace search tool) to do a keyword search on food nutrition center; try to find Food and Nutrition Information Center, USDA on lists of government or health gophers.

Agricultural Library Forum

ALF is the electronic bulletin board of the National Agricultural Library. FNIC operates a special FOOD conference on ALF, where users may red short bulletins about FNIC and download the full text of FNIC's publications and databases.

System Requirements: modern and communications software, or Internet access with telnet or WWW capability.
Access Methods:

1. By modem, dial (301) 504-6510, (301) 504-5111, (301) 504-5496 or (301) 504-5497. The settings are: data bits –8, stop bit –1, parity-none, duplex –full. From the Main Menu, Join the FOOD conference; or
2. Use the telnet address fedworld.gov and choose U: Utilities/Files/Mail, then choose D: GateWay System (Access other government systems/databases), and then select D: Connect to Gov't sys/database. Type ? for entire gateway list, then select ALF (USDA: National Agricultural Library BBS. From the Main Menu, join the FOOD conference, or
3. Use the WWW URL http://www.fedworld.gov, follow the link to FedWorld Telnet Site and continue with instruction in #2 above.

Nutrition Information Via E-Mail

Information specialists respond to food and nutrition questions and send many FNIC publications through electronic mail.

System Requirements: internet access and electronic mail capability.
Access Method: Send e-mail requests to fnic@nal.usda.gov.

International Food and Nutrition Database

The International Food and Nutrition Database (IFAN) is a full-text service of the Pennsylvania State University. FNIC is one of many organizations contributing nutrition information for health professionals and consumers.

System Requirements: Internet access with telnet or gopher capability, or a modem and communications software.
Access Methods:

1. By modem, dial (814) 863-4820. At the psupen> prompt, type connect pen. At the username prompt, type your two-letter state abbreviation; or
2. Use the telnet address psupen.psu.edu. At the username prompt, type your two-letter state abbreviation; or
3. Use the gopher address psupen.psu.edu. Select Search using keywords<?>. Type FNIC and press Return.

Nutrient Data Bank Bulletin Board

Maintained by the Nutrient Data Laboratory of USDA's Agricultural Research Service, this electronic bulletin board focuses on the nutrient composition of foods. FNIC's food composition-related bibliographies and Database of Food and Nutrition Software and Multimedia Programs are part of the information available.

System Requirements: Internet access with gopher, telnet, or WWW capability, or a modem and communications software.
Access Methods:

1. By modem, dial (301) 734-5078. Tee settings are: data bits –8, stop bit –1, parity –none, duplex –full; or
2. Use the gopher address inform.umd.edu. Select Educational Resources, Academic Resources by Topic, Agriculture and Environment Resources, United States Department of Agriculture, USDA Food Composition Data, Bulletins and Food and Nutrition Information Center; or
3. Use the telnet address inform.umd.edu and choose Inform Information for Maryland, College Park campus-wide Information Server. Follow gopher selections above; or
4. Use the WWW URL, http://www.inform,umd.edu/Edres/Topic/AgrEnv/USDA/USDAFoodCompositionData, then choose Bulletins, then Food and Nutrition Information Center.

USDA's Healthy School Meal Resource System

As part of the USDA's Team Nutrition strategic plan to achieve healthy school meals, a resource system has been developed by the FNIC of the NAL. Resources currently available to school nutrition personnel are reviewed and entered into a database. Sample audiovisual materials and text and ordering information will be available through the system. The resource system provides access to educational opportunities on school food service issues, an electronic discussion group, federal guidelines, a calendar of national conferences and access to other electronic sites of related information. To best meet the needs of school nutrition personnel, the resource system is available in many access points as described below.

Printed listing by mail: will provide a listing of materials identified, including ordering information. Materials are available on loan from the NAL.

Computer Disk: will provide the listing of materials with the added benefit of a search program that will allow you to search the database by keywords related to the topic of interest.

On-Line Services: If you use the resource system through Gopher, you can access the listing of materials or download the text of many resources listed. The address on the gopher system is: schoolmeals.nalusda.gov 7001 or you can access the system through the NAL gopher at: gopher.nalusda.gov.

If you access the resource system through the WWW, you can download the complete text and graphics of some of the resources listed. Users with multimedia systems can also see audio and video clips of resources. The address on the WWW is: http://schoolmeals.nalusda.gov:8001 or you can reach the system through the NAL Home Page at: http://www.nalusda.gov.

Healthy School Meals electronic discussion group on the Internet provides a forum for people interested in healthy school meals to discuss ideas that work and to provide reactions to the resource system. To subscribe, send and e-mail message to Majordomo@nalusda.gov and include only the following words in the BODY of the message: subscribe mealtalk Your Name <your e-mail address>

For example, **subscribe mealtalk Kelley Marston<kmaston@kde.state.ky.us>**

For more information on how to obtain on-line services, contact FNIC, NAL-USDA, Room 304, 10301 Baltimore Blvd., Beltsville, MD 20705-2351; fnic@nalusda.gov; (301) 504-5719l; fax: (301) 504-6409; TTY: (301) 504-6856.

Food-borne Illness Education Information Center

The USDA/FDA Food-borne Illness Education Information Center provides information about food-borne illness prevention to educators, trainers and organizations developing education and training materials for food workers and consumers. USDA and the Food and Drug Administration (FDA) of the US Department of Health and Human Services established the center as part of a national campaign to reduce the risk of food-borne illness and to increase knowledge of food-related risks from production through consumption.

The center's primary function is the development and maintenance of two educational databases.

The Food-borne Illness Educational Materials Database is a compilation of consumer and food worker educational materials developed by universities; private industry; and local, state and federal agencies. This includes computer software, audiovisuals, posters, games and teaching guides for elementary and secondary school education, training materials for the management and workers of retail food markets, food service establishments and institutions, educational research and more.

The Hazard Analysis Critical Control Points (HACCP) Training Programs and Resources Database provides up-to-date listings of HACCP training programs, resource materials and consultants offering training programs or resources. Its intended users are educators, trainers, field staff in Extension, Food Safety and Inspection Service (FSIS) personnel, FDA personnel, private sector food processing plants and organizations and others interested in identifying HACCP training resources.

To access the database through the Internet, go to the FNIC WWW server (http://www.nalusda.gov/fnic.html) or go to your favorite gopher and make the following selections from the menus:

All other Gophers
Gopher Servers in the USA
Maryland
Food and Nutrition Information Center, USDA
USDA/FDA Food-borne Illness Education Information Center

Contact: USDA/FDA Food-borne Illness Education Information Center, National Agricultural Library/USDA, Beltsville, MD 20705-2351, (301) 504-5719, fax: (301) 504-6409, croberts@nalusda.gov

Filename:	directorsmanual.doc
Directory:	C:\WINDOWS\DESKTOP
Template:	C:\WINDOWS\Application Data\Microsoft\Templates\NORMAL.DOT
Title:	DATE
Subject:	
Author:	khammond
Keywords:	
Comments:	
Creation Date:	5/22/2001 6:54 PM
Change Number:	7
Last Saved On:	6/11/2001 1:37 PM
Last Saved By:	staff
Total Editing Time:	97 Minutes
Last Printed On:	6/11/2001 1:47 PM
As of Last Complete Printing	
Number of Pages:	485
Number of Words:	178,437 (approx.)
Number of Characters:	1,017,096 (approx.)