

RCCI Manual

Child Nutrition Program Guidance
For
Nevada Residential Child Care Institutions

FORWARD

This manual contains information for Residential Child Care Institutions (RCCIs) which either participate or would like to participate in the National School Lunch Program (NSLP), and/or the School Breakfast Program (SBP), or the Special Milk Program (SMP). Since numerous procedures are unique to RCCIs, we felt that it would be helpful to incorporate regulations, instructions, and guidance into one manual for easy reference.

All School Nutrition Programs (SNP), including NSLP, SBP, and SMP, are administered by a State Agency (SA), which in our state is the Nevada Department of Agriculture-Food and Nutrition Division. You are encouraged to contact the SA with your questions or for on-site technical assistance.

This manual is based on information developed by the Nevada Department of Agriculture, Food and Nutrition Division and the United States Department of Agriculture - Child Nutrition Programs.

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INTRODUCTION

History

Since 1946, the National School Lunch Program has provided financial support and federally purchased commodities to help schools serve nourishing, well-balanced meals to children. The Child Nutrition Act of 1966 expanded the program to include breakfast. Of particular importance are three amendments to the National School Lunch Act:

- 1975 - Extended eligibility to include residential child care institutions (RCCI's)
- 2004 - Established wellness goals
- 2010 - Healthy Hunger Free Kids Act (HHFKA)

Purpose

The purpose of all Child Nutrition Programs is stated as policy in the National School Lunch Act:

It is hereby declared to be the policy of Congress, as a measure of national security to safeguard the health and well-being of the Nation's children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing.....for the establishment, maintenance, operation, and expansion of non-profit school lunch programs.

The benefits of sponsoring School Nutrition Programs (SNP) such as the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the RCCI facility include cash reimbursement for breakfasts, lunches and snacks planned according to nutritionally adequate meal patterns and served to eligible students, as well as the provision of USDA donated food assistance (commodities) through the Food Distribution Program (FDP).

Applicable Regulations

Regulations which are pertinent to the operations of the School Nutrition Programs in an RCCI are 7 CFR: Part 210, Part 220, Part 245, Part 250, and Part 3015. All regulations are available on the USDA website – Child Nutrition <http://www.fns.usda.gov/school-meals/child-nutrition-programs>

7 CFR - Title 7 Code of Federal Regulations <http://www.fns.usda.gov/school-meals/legislation>

7 CFR Part 210, National School Lunch Program (NSLP) - Sets forth the requirements for participation in the NSLP. It specifies program responsibilities of State and local officials in the area of program administration, preparation and service of nutritious lunches, payment of funds, use of program funds, program monitoring and reporting, and recording requirements.

7 CFR Part 220, School Breakfast Program (SBP) - Sets policies and prescribes regulations necessary to carry out the provisions of Section 4 of the Child Nutrition Act of 1966, as amended, which authorizes payments to the states to assist them to initiate, maintain or expand nonprofit breakfast programs in schools and RCCIs.

7 CFR Part 245, Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools

Sets forth the policies and prescribes regulations for determining the eligibility of children to receive free and reduced price meals based on evaluation and verification of a family-based application process.

7 CFR Part 250, Donation of Foods for Use in the United States - Sets forth the terms and conditions under which donated foods may be obtained from the USDA for use in the Child Nutrition Programs.

7 CFR Part 3015, The uniform Federal assistance regulations published by the USDA to implement the Office of Management and Budget circular: A-21, A-87, A-102, A-110, A-122 and A-128.

<http://www.fns.usda.gov/cacfp/financial-management-tools>

<http://www.ecfr.gov>

Common Acronyms used in the Child Nutrition Programs

AR	Administrative Review
ADA	Average Daily Attendance
ADP	Average Daily Participation
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs (all nutrition programs funded via USDA)
CNP Software	Child Nutrition Programs online reporting system
FSMC	Food Service Management Company
FDP	Food Distribution Program
FNS	Food and Nutrition Service (USDA)
LEA	Local Education Agency
NDA	Nevada Department of Agriculture
NSLP	National School Lunch Program
OvS	Offer versus Serve
RCCI	Residential Child Care Institution
SA	State Agency (NDA)
SBP	School Breakfast Program
S&CN	School and Community Nutrition
SFA	School Food Authority
SMP	Special Milk Program
SNP	School Nutrition Programs (Lunch, Breakfast, Snacks, Special Milk)
USDA	United States Department of Agriculture

GENERAL PROGRAM REQUIREMENTS FOR RCCI's

RESIDENTIAL CHILD CARE INSTITUTION (RCCI) is generally any distinct part of a public or nonprofit private institution that (1) maintains children in residence; (2) operates principally for the care of children; and (3) if private, is licensed by the State or local government to provide residential child-care services under the appropriate licensing code. The regulatory definition of "School" for NSLP, SBP and SMP includes RCCIs.

Qualifications of the Institution

RCCIs can receive full benefits from School Nutrition Programs (SNP) provided that the institution:

- Is public or nonprofit private;
- Operates principally for the care of children;
- Is 24-hr residential;
- If private, is "tax exempt" under Section 501(c)(3) of the Internal Revenue Code of 1954;
- If private, is licensed by the State to provide residential child care.

A public institution is one which is operated by and primarily responsible to any level of Federal, State or local government. A private, nonprofit institution is one which is not public and is tax-exempt for federal income tax as described above.

Institutions qualifying as an RCCI eligible for full benefits include, but are not limited to:

- Homes for the mentally retarded, emotionally disturbed, physically handicapped or unmarried mothers and their infants;
- Group homes;
- Halfway houses;
- Orphanages;
- Temporary shelters for abused and/or runaway children;
- Long-term care facilities for chronically ill children;
- Juvenile detention centers.

NOTE: Boarding schools are **not** considered to be RCCIs.

States may not impose any additional eligibility requirements. Of course, as with schools currently participating, inability to comply with program regulations would disqualify an institution from participation.

Agreement with the State Agency (SA)

To become a sponsor of NSLP and SBP, you must request access to the online application. This application consists of sponsor demographics and a site application for each proposed site. Additionally, there are forms available from the document download which must be completed, printed or PDF'd, and submitted manually or electronically if you have online signature capability. The agreement is the main document in this group, which establishes legal lines of responsibility with the SA. The first year, a sponsor may start at any time. Sponsors must complete annual renewals to extend participation from year to year. The agreement incorporates the sponsor and

site applications, a Policy Statement, Signature Authority - USER ID, the Appeal Process, Program Certifications for HACCP and Wellness, and Civil Rights information. This agreement sets forth the terms, conditions, and covenants necessary to comply with government regulations of the programs. When the RCCI administration is convinced that the responsibilities can be correctly executed, the agreement is signed by the RCCI Director and returned to the SA for consideration. It is signed at the state level, thus becoming the agreement or legal, binding contract. A copy of the signed agreement is returned to the RCCI. It is the responsibility of the RCCI administrative staff to oversee the programs to assure that they are carried out successfully within the framework of the contract. It is imperative that food service employees in administrative and supervisory capacities become familiar with this document and with the Policy Statement.

Policy Statements for Non Pricing Institutions

All RCCIs participating must have a policy statement. Pricing programs (where children pay for the meals) most often found in schools, require a lengthy policy statement as outlined in 7 CFR Part 245.10. Non pricing programs, such as found in most RCCIs, may have a simplified version of the required policy statement. To qualify as a non-pricing program, RCCIs may not charge children for any meals served.

Any policy statement for non-pricing programs must contain the following: (1) that the entire enrollment is being served the same meal at no charge and without discrimination against any child in the course of the meal service. A sample form is in the Appendix.

Questions about policy statements

1. Q: In RCCIs with non-pricing situations, is the RCCI required to reduce tuition, board or other fees paid by the parents of children who qualify for free or reduced price benefits by the amount of the benefits they would have received in a pricing situation?

A: No. RCCIs operating non-pricing SNPs are not permitted to administer such a price reduction.

2. Q: Are the requirements for submitting a policy statement different for RCCIs with students who attend an RCCI during the day, but do not reside in the institution?

A: Yes. RCCIs with day students in attendance must submit the Pricing policy statement as for any regular school.

Food Safety

A Food Safety manual is required in each sponsoring facility.

The National School Lunch Act requires that two food safety inspections per school year be conducted by the State or local governmental agency responsible for inspections. All sponsors of National School Lunch Programs should request these from their local county health department and keep documentation of the request. A copy of each inspection must be visibly posted in the facility. Prior copies of the health inspections must be made available to the SA as part of the Administrative

Review process.

Wellness Policy

Legislation places the responsibility of developing a wellness policy at the local level, so that the individual needs of each school district, school, or RCCI can be addressed. According to the requirements for the Local Wellness Policy, school districts must set goals for nutrition education, physical activity, campus food provision, and other school-based activities designed to promote student wellness. This requirement also applies to RCCIs. For more information and to view the Nevada School Wellness Policy visit <http://nutrition.nv.gov/>

A sample wellness policy is included in the Appendix.

CIVIL RIGHTS

Any materials disseminated by an RCCI regarding the School Meal Programs such as the free and reduced price meal application for Day Students, must include the following statement:

In accordance with Federal law and U.S. Department of Agriculture policy, participating institutions are prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. USDA is an equal opportunity provider and employer.

Some forms require the full statement below; contact your NPP at your SA if you have questions.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Children should not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance or consume their meals at a separate time based on their race, sex, color, national origin, age, or disability.

RCCIs must also have on file data on the racial/ethnic makeup of the children applying and participating in the School Meal Programs. The method of collecting data can be developed by the RCCI. Methods include observation, personal knowledge or voluntary self-identification by the applicant.

The “**...And Justice for All**” nondiscrimination poster must be displayed prominently where participating children can see it. The poster can be obtained by contacting the NDA office.

Annually at least one person at the sponsor level must take the online Civil Rights Training and in turn provide the training to the food service employees. Civil Rights training materials can be accessed on our CNP website: <http://nvcnp.doe.nv.gov/>

Documentation of the annual training must be made available as part of the Administrative Review (AR) process by the SA.

Common Questions about Civil Rights

Q. Is it necessary for an RCCI to be accessible to children with disabilities?

A. Regulations state that all Child Nutrition Programs must be accessible to children with disabilities. However, structural alterations are not required for participation in any Child Nutrition Program. Therefore, an RCCI need not make structural alterations to its facilities to accommodate an individual. The RCCI should work towards making its facilities accessible to all and, until that time, refer children to facilities that are properly equipped.

Q. If I get a civil rights complaint, how do I handle it?

A. Each sponsor must have a policy related to protecting the civil rights of each individual residing in the residential facility. Each employee must be familiar with the process and how to submit the complaint to the facility management in accordance with the established policy. All complaints must be maintained by school year for state agency review.

Calendar of Due Dates

For all sponsors on any of the School Nutrition Programs, there are several items to be completed during each year. See Appendix A for the list of due dates for those things most applicable to RCCIs.

CHILDREN'S FREE AND REDUCED PRICE ELIGIBILITY

Once the eligibility of the RCCI has been established, it is necessary to establish the eligibility of the children participating at the RCCI. RCCIs must maintain the names, ages (must be under 21 years of age) and entry and departure dates of all participating children in the NSLP and SBP.

An application is completed for each child unless the RCCI uses an eligibility documentation sheet for all children residing in the RCCI. The documentation sheet must provide information indication the

child's name and the personal income received by the child, the child's date of birth, date of admission, and date of release. The documentation sheet must be signed by an appropriate official and provide the official's title and contact information.

Children attending but not residing in an RCCI are considered members of their household and their eligibility is determined using a household application or through direct certification.

We have separated the eligibility requirements for institutionalized children from those of day students because the requirements vary substantially between them.

Institutionalized Children

An institutionalized child is considered a one-person household since he/she is not living with his/her actual family as an economic unit. The RCCI need not obtain an application or signature from an adult household member. Since an institutionalized child is defined as a family of one, program eligibility for institutionalized children is based on income received by the child; the family's income is not included. **Payments from any source directly received by the institution on a child's behalf are not considered as income to the child. Only the income a child earns from employment and/or personally receives while in residence at the institution is considered as income.** As a result, meals for most institutionalized children can be claimed as free because the children's personal income falls well within the free eligibility guidelines.

In order to properly document the eligibility of institutionalized children, an RCCI may use one of the following methods:

A. The Statement of Facts- The simplest method of documenting children's eligibility is to have a signed Statement of Facts on file at the RCCI. This is a written statement outlining the general policy or condition within the RCCI which would cause all its institutionalized children (not including day students) to be eligible for free benefits. A prototype form is included in Appendix. The following are some acceptable examples of what would qualify as Statement of Facts:

Example 1: "All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody."

Example 2: "Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen have been \$83.00 per week. We also permit students to get up to \$5.00 per week from home, but require any money received or earned to be turned in to our 'bank' and to be drawn out only with permission."

B. Eligibility Roster - If an RCCI does not have a predetermined policy which dictates the allowable income to children; then it may wish to record eligibility determinations, by child, on a list. A sample eligibility roster is included in Appendix. It must contain the following information:

- Child's name;
- Date of eligibility determination;

- Category of eligibility; and
- Approving official's signature/initials

Census rosters in custodial facilities meet the requirement for Eligibility Rosters when a policy is in place indicating children are wards of the court, county, or facility with no income.

Day Students Attending RCCI

Day students are children who attend, but do not reside in an RCCI.

A student's eligibility for free, reduced or paid meal benefits is determined by:

- Categorical Eligibility such as a child who is a member of a household that receives benefits from Assistance Programs (SNAP, TANF, FDPIR or other categorical Eligible programs including Direct Certification)
- Income Eligibility such as a child who is a member of a household that meets income eligibility requirements based on household size and the total household income to the applicable Income Eligibility Guidelines (IEG).

For more information, please reference the USDA Eligibility Manual for Schools website below or contact your NPP at your SA.

<http://www.fns.usda.gov/sites/default/files/cn/EliMan.pdf>

Verification

RCCIs without day students are exempt from all verification efforts with the exception of verification summary reporting. Day student's applications are subject to verification **and** verification summary reporting requirements. The verification for the sample pool is based on the total number of approved applications as of October 1st. The verification activities must be complete by November 15th of each school year. Please check the USDA regulations for specific verification requirements and procedures at:

<http://www.fns.usda.gov/cnd/Governance/notices/iegs/EligibilityManual.pdf>

<http://www.fns.usda.gov/2014-edition-eligibility-manual-school-meals>

Verification questions should be addressed to the assigned Nutrition Programs Professional at the SA.

Questions about eligibility

1. Q: Are residential institutions which operate only on weekends eligible for participation in the SNPs?

A. No. It is the intent of the law that a residential institution provide continuous child care service. Since an institution operating only on weekends is not open continuously, it is not eligible to participate.

2. Q: When an institution maintains only a portion of its membership in residence and another group of children attend daily but reside elsewhere, is it eligible to participate in the SNPs?

A: Yes, the primary basis for eligibility of an institution to participate is its residential status. The day student's eligibility is determined by the eligibility application process.

3. Q: When adults are also in residence in the institution, must children reside in a physically separate unit or wing within the institution?

A: It is the intent of the regulations to serve children who reside in an institution which is designed and operated primarily for the care of children or in a separate children's wing or in an identifiable area of an institution. As such, even though an institution primarily serves and cares for adults, the regulations have been written to allow these types of institutions to participate if the residing children are located in a distinct part of the institution designed primarily for the care of children.

4. Q: Are RCCIs, such as, runaway shelters that have temporary clientele, eligible for participation in the SNPs?

A: As long as the institution itself operates on a continuous basis, it can participate in the SNPs. Due to the short-term services these types of institutions provide, it is of the utmost importance that complete records be maintained for three years to document claims. Such records should clearly illustrate in sufficient detail, by type of meal (breakfast or lunch), that all meals served on any given day and claimed for reimbursement were eligible for such reimbursement. Careful records of entrance and exit dates of each resident and their eligibility category during their stay must be kept.

5. Q: Are homeless shelters that house both adults and children and do not physically segregate out the children from the adults eligible to participate in the SNPs?

A: No, homeless shelters which cannot demonstrate a primary mission of service to children or which permit families to reside together are not eligible to participate as RCCIs. However, children are eligible to participate in the Special Milk Program (SMP) as "settlement houses" and claim milk served to children. Contact your SA for details.

6. Q: If a child who resides in an RCCI attends a traditional school during the day, how is an eligibility determination made for the child at the day school?

A: To apply for free and reduced price benefits at the day school, the RCCI must submit to the day school an application on behalf of the child. A complete application for an institutionalized child must include:

- The child's name;
- The child's personal income (money earned or received in hand) and how often it is received;
- Signature of an adult from the RCCI.

The day school would then review the application based on the household size and income reported. A list of residents provided to the school by the RCCI is not sufficient.

7. Q: When a correctional facility serves as an RCCI, what is the definition of separate areas for

inmates under twenty-one?

A: If inmates that are eligible for the SNPs reside on one side of a corridor with non-eligible inmates on the opposite side, the distinct or separate wing or identifiable area requirement is satisfied. If there is an "under twenty-one" corridor or wing, then the requirement is satisfied.

MENU PLANNING

Meals served in the NSLP should always be nutritious, well-balanced and designed so that over a period of time, they will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

We have also included more resources in the Appendix to assist with meal requirements for **School Lunch, School Breakfast, and the Afterschool Snack Program. Planning Tips are also included.**

Another helpful resource is the Food Buying Guide for Child Nutrition Programs

<http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>

Meal Requirements: National School Lunch Program

A complete lunch consists of the five food components:

FIVE COMPONENTS (in at least the minimum required amounts)

- Meat/Meat Alternate
- Vegetable
- Fruit
- Grains/Bread
- Fluid Milk

Milk: Must offer daily variety of the following (2 choices):

- Fat free unflavored,
- Fat free flavored,
- Low fat (1% or less unflavored)

Daily minimum quantity requirement for Fruits and Vegetables (separate components)

- Fruit: Frozen, canned (100% juice or light syrup), and dried are allowed in addition to fresh fruit
- No more than half of the weekly fruit offering may be offered in form of 100% juice

Weekly vegetable variety requirements (5 subgroups)

- Red/Orange (carrots, tomatoes, sweet potatoes)
- Dark green (romaine, spinach, broccoli)
- Legumes/beans/peas (kidney beans, chickpeas)
- Starchy (white potatoes, corn, green peas)
- Other (cucumber, celery, mushrooms)

Grain/Bread: All grains must meet whole grain rich criteria

- Element 1: Food must meet ounce requirement (size) requirement
- Element 2: Whole grain component must meet at least one of the following:
 - Whole grain content per oz. eq. must be at least 8.0 grams
 - Product must include FDA whole grain health claim
 - A whole grain is the first ingredient listed in the product

Meat/Meat Alternate:

Operators can continue to offer wide variety of products

- Lean meats and poultry, eggs, fish
- Low fat cheeses, yogurt, beans, nuts and seeds
- Tofu and soy yogurt now creditable

Other:

- Saturated Fat: less than 10% of calories
- Trans fat: zero grams per offered portion
- Calories: minimum and maximum
- Sodium : first target range begins in 2014 15 and phased in gradually
- Please refer to Sodium table in the Appendix.

SAMPLE LUNCH MENU	FOOD ITEM	FOOD COMPONENT
Toasted Cheese Sandwich (WG)	Cheese	Meat/Meat Alternate
	Bread	Grains/Bread
Tossed Salad:	Romaine, tomatoes & carrots	Vegetable
Banana:	Banana	Fruit
Milk:	1% Milk	Fluid Milk

Meal Requirements: School Breakfast Program

- A complete breakfast consists of three food components, as follows: These are fruits (or vegetables as substitute); grains (with optional meat/meat alternate); and fluid milk.
- A food item is a specific food offered within the three food components. Same requirements apply as lunch meal pattern in regards to Grain/Bread, Fruit, Milk and Other areas: saturated fat, trans fat, and calories.

For additional information refer to the following USDA document:

“Nutrition Standards in the National School Lunch and School Breakfast Programs”

<http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

OFFER VERSUS SERVE

Offer versus serve or OvS is a concept that applies to menu planning and the meal service. OvS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OvS are to reduce food waste and to permit students to choose the foods they want to eat. Because students may choose fewer selections under OvS, guidance is provided on what constitutes a reimbursable lunch and breakfast. If properly implemented, OvS should reduce food waste, since children would not be forced to accept food they do not wish to eat. The reduction of food waste may not be achieved, however, unless managers take care to avoid overproduction. To ensure proper planning for OvS, managers will need to keep accurate daily records of food production for each menu item. These regulations mandate that the OvS provision be implemented in institutions serving students of a high school grade level as defined by the State. However, this provision is optional in RCCIs for any grade level because it may be difficult to administer OvS to institutionalized children, particularly when there are special circumstances such as special diet or security concerns.

Nevertheless, in certain institutions where it is desirable, officials may wish to offer this option. In RCCIs implementing OvS in their lunch program, children **must be offered** all **five** food components. High school age children must choose at least full portions of **three** of the five components offered, and one must be a fruit or vegetable.

RCCIs which have OvS in their breakfast programs must offer **four** food items to all children from the three food components, including 1 cup of fruit daily. Children then have the option to choose at least **three** of the four items offered. For more information, refer to the USDA website below: <http://www.fns.usda.gov/school-meals/guidance-and-resources>

LUNCH:

Required at senior high school level only

- Must offer all 5 food components in at least the minimum required amounts
- Student must select at least 3 food components
- Students must select a fruit or a vegetable (at least ½ cup for all age/grade groups)
- For other components, student must take daily minimum required amount to count as a component

BREAKFAST:

For the purposes of OvS, a school must offer at least four food items that meet the required food components. Under the OvS, the student must select three food items, including at least ½ cup of fruits to have a reimbursable breakfast.

In 2012, the Food and Nutrition Service (FNS) of the USDA issued a memorandum with State Agency approval to serve the NSLP meal pattern in effect for the highest age/grade group served to all residential students. In order to utilize this flexibility the RCCI must meet all three of the following criteria:

- 1) Juvenile detention center
- 2) Serve children in different age/grade groups; and
- 3) Have legitimate safety concerns or State juvenile justice laws or regulations to offering meals with varying amounts of food at the same meal

All requests must be submitted to SA for approval. For more information, review the links below:

http://www.fns.usda.gov/tn/Resources/offer_v_serve.html

<http://www.fns.usda.gov/school-meals/guidance-and-resources>

<http://www.fns.usda.gov/sites/default/files/SP57-2014a.pdf>

Family Style Meals

If your facility serves family style meals, food items must be placed on the table in sufficient quantities to provide at least the minimum portions of the components for all the children at the table and to accommodate any adults supervising the meal service who are eating with the children.

The required amount of each food item must be served to each child. When the full portion has not been served to a child initially, supervising adults must assume the responsibility of actively encouraging the child to accept service of the full portion during the course of the meal.

If an RCCI has both a family style meal service and is implementing OvS, once a child has taken at least the minimum portions of the required food items, then he/she may also take less than the minimum quantity of other food items.

Food Production Records

You must prepare food production records and retain them on file to document that meals claimed for reimbursement meet the quantity and component requirements. The SA does not require a specific form, but the form should contain all the same information as the suggested sample in the Appendix. The food production records should show the quantities of food prepared (in cans, lbs, servings, etc.) and left over each time reimbursable meals are served. The record should also include a space for other pertinent information about the day's production, such as overproduction due to circumstances beyond the manager's control, and comments on acceptance of each menu item. These records then become a valuable planning tool, since you can use them to help estimate the amount of each menu item to prepare the next time it is served.

Accurately maintained production records are required to claim reimbursable meals. The SA will

only accept production records as documentation of the service of reimbursable meals.

Purchase invoices are not accepted as a substitution for inaccurately maintained or missing production records.

A sample Food Production Record may be found on the CNP link below:

http://nutrition.nv.gov/layouts/Page_Style_1.aspx?id=8674

Varying Portion Sizes

Determining Portion Sizes - We encourage staff at RCCIs to serve quantities of foods based on their residents' nutritional needs, which vary with age. Review the ages of your residents and refer to the Meal Pattern Requirements chart in the Appendix. If you adjust portions, the amounts are the minimum requirements for the ages or grade levels specified. If the RCCI is restricted to serving the same quantities to all children, the minimum portion size must be that required for the highest age group. Note that the ages of some children may not necessarily correspond to the grades outlined in our charts.

Meal Requirements: Afterschool Snack Program

To be eligible for this program, the RCCI must offer education or enrichment activities in an organized, structured and supervised environment AFTER school. It must be stressed that this would be available to ALL resident children of the RCCI.

The snack meals may only be claimed on days when the child went to school whether on-site or at another regular school. This is different than lunch and breakfast, which may be claimed on all days of participation. There must also be a way to determine that children are present on a given day, such as having a roster or sign-in sheet for the snack program.

See the Appendix for the snack meal requirements. It is also recommended that the RCCI review the after-school care program two times a year to insure ensure compliance. For more information, please check the website below:

<http://www.fns.usda.gov/school-meals/afterschool-snacks-faqs>

Questions about menu planning

1. Q: How can food substitutions be made for medical, or dietary reasons?

A: Certain alterations for medical or dietary reasons may be made with a written statement from a doctor or other recognized medical authority, which recommends substitutions for the required items. A statement for each child should be on file. For more information, please refer to the USDA website:

<http://www.fns.usda.gov/school-meals/guidance-and-resources>

FOOD DISTRIBUTION PROGRAM

Eligibility for USDA Foods

New sponsors are not eligible for USDA Foods until they have been on the National School Lunch Program (NSLP) for one school year.

USDA Foods are purchased by the government to improve the nutritional status of children and offered to RCCIs based on NSLP participation.

The annual USDA Planned Assistance Level (PAL), often referred to as Entitlement, is distributed via the CNP Software System to eligible sponsors each year on an annual pre-order survey. The PAL is based on student participation in the NSLP the previous school year. In December or January, each school year, sponsors complete an online pre-order survey that indicates each sponsor's need for the types and amounts of USDA Foods they wish to receive beginning the following August.

USDA Commodity foods are allocated, ordered and delivered through the Nevada State Purchasing Division. The SA will provide the Commodity Foods group with sponsor contact information when notifying that group of a new or terminating sponsor.

Single Inventory Record Keeping System

Nevada, like many other states, has adopted the single inventory approach to receiving, storage and utilization of USDA Foods. Once a USDA Food item appears in a sponsor's CNP Software System inventory, it is considered to be commercial product regarding delivery, receiving, storage and utilization. The single inventory recordkeeping system combines purchased food and USDA Foods purchased for the School Nutrition Programs into one system. USDA's decision to purchase and distribute USDA Foods in commercial labels rather than USDA labels created a need to change inventory procedures. Since USDA Foods would be visually indistinguishable from purchased food, maintaining separate inventories for the two classes in order to facilitate compliance with existing regulations would be difficult. Therefore, USDA granted states a waiver from certain regulatory requirements. States that adopted the single inventory system, and SFAs under their oversight, were instructed to apply the same recordkeeping and inventory requirements to USDA Foods that they use to safeguard foods purchased with School Nutrition Program funds.

Handling USDA Foods under the Single Inventory Record Keeping System -

1. The value of the USDA Food will be realized when title passes to the SFA. At that point, the product becomes the property of the SFA and is a nonprofit food service account asset.
2. Since separate inventories are no longer required, the same inventory valuation method currently used by the SFA for purchased products would now apply to all USDA Foods. For example, if the SFA uses FIFO (first in-first out) for purchased products, the SFA would use FIFO for its USDA Foods.
3. The SFA will treat and safeguard its USDA Foods just as it now does with supplies purchased with nonprofit food service account funds. As always, good inventory management and control practices

must be maintained.

4. The SFA may use the USDA Foods across programs as long as all income accrues to the nonprofit food service account in the same manner income currently accrues from the use of supplies purchased with nonprofit food service account funds.
5. When a loss of a USDA Food occurs after title has transferred, the SFA is required to use the same procedures currently in place for reporting purchased product losses. If the SFA is not obligated to report purchased product losses to the State agency, the SFA will no longer be responsible for reporting USDA Food losses. However, the SFA remains responsible for ensuring that all nonprofit food service resources are safeguarded and reminded that any misuse of nonprofit food service resources is subject to criminal prosecution under section 12(g) of the National School Lunch Act.
6. USDA Food entitlement credit will be available to SFAs that furnish food for nationally declared disaster feeding. The credit cannot exceed the lesser of the actual USDA Foods supplied or the amount of the USDA Foods received during the past 12 months.
7. Once received by the SFA, the State agency will not be involved in arranging or accounting for transfers to other agencies. Transferring of USDA Foods may still occur, however, arrangements will be made at a local level. Since the value of the USDA Food has already been realized by the SFA, no additional entitlement will be credited. It will be the responsibility of each SFA to recoup the transferred product value.
8. Food safety recalls will follow the current USDA Hold and Recall procedures. As with any commercial product, can codes and establishment numbers will be used.

PROCUREMENT

The requirements as set forth in USDA regulations for each program are similar in scope. The parameters of all programs revolve around 7 CFR Parts 3016 & 3019. The program regulations that outline the basic requirements for procurement are: 7 CFR Part 210.16(b) & (c); 7 CFR Part 210.21. Part 210.21 will refer you to 3015; however, you will use 3016 (for public sponsors) or 3019 (for private-not-for-profit sponsors).

These standards do not relieve the grantee of any contractual responsibilities under its contracts. Grantees shall use their own procurement procedures which reflect State and local laws as they conform to USDA regulations (ref. 3016 or 3019).

- "Grantees shall maintain a written code or standards of conduct which shall govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by federal funds."

No one affiliated with the grantee (i.e. employee, officer, or agent) can take part in the selection or award of a contract supported by federal funds. **(A potential contractor cannot prepare and/or develop any procurement or contract documents. Part 3016.36(b)(3)(1-5) & 3019.42).**

- "The grantee shall establish procurement procedures which provide that proposed procurement shall be reviewed by grantee officials to avoid the purchase of unnecessary or duplicate items". (3016.36(b)(4))

Part 3016 stresses anticompetitive practices as implemented in Public Law 105-336. A potential contractor may provide specific information. However, a potential contractor cannot prepare procurement or contract documents (specifications, invitation to bid, statement of work, RFP, etc.) (3016.60(b)).

The grantee shall in its evaluation consider alternatives to ensure an economical purchase is made. Alternatives are, but not limited to; 1) breakout of different items so as not to limit competition; 2) or consolidate to achieve a more equitable price and /or fee; 3) and consider lease instead of purchase.

- "All procurement transactions regardless of whether by sealed bids or by negotiations, and without regard to dollar value, shall be conducted in a manner that provides maximum open and fair competition consistent with regulations. Procurement procedures shall not restrict or eliminate competition."

Awarding of a contract should only go to the contractor who can successfully carryout the terms and conditions of the proposal. Consideration should be given to integrity, past performance, and financial stability.

a) **Small purchases** - Simple and informal for procurement of services, and supplies whose cost in

aggregate is less than \$150,000. If this procedure is used: "Price or rate quotations shall be obtained

from an adequate number of qualified sources." Grantee shall comply with State and local small purchase limits under \$150,000.

b) Competitive sealed bids - Procurement of service, and/or supplies whose cost in aggregate is more than \$150,000, where formal advertising is used to solicit potential vendors: "Sealed bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming with all the material items and conditions of the invitation for bid, is the lowest in price." Under formal advertising the following requirements are a must.

- 1) A complete specification or purchase description is available from the grantor.
- 2) Bid proposals shall be solicited from an adequate number of suppliers willing and able to compete. This is done by making sure you advertise in as many media outlets available.
- 3) A sufficient time frame shall be established between the first day of advertising and the date bids are actually opened (at least 14 days, 21 days when soliciting Food Service Management Companies).
- 4) Bid proposals shall be opened publicly at a pre-designated place and time.
- 5) The award of the firm fixed price contract shall be made known to the successful bidder by written notice (3016.36(d)(2), 3019.44).

NOTE: Any information requested under "Evaluation Criteria" will be used only to establish that a bidder is responsive and responsible. (Example: financial statements, nutritional data for end products, etc.)

c) Noncompetitive negotiation - 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 type of procurement should be a last resort when all other methods are not feasible. Conditions for which other methods are infeasible are limited to the following:

- 1) The item or service is available from only one source.
- 2) An emergency situation exists that will not permit competitive solicitation.
- 3) Authorization from the state grantor agency. (3016.36(d)(4))

USDA Regulations and Other Resources:

7 CFR 210: (210.16 and 210.21)

http://www.fns.usda.gov/cnd/Governance/regulations/7cfr210_09.pdf

http://www.fns.usda.gov/sites/default/files/7cfr210_09.pdf

7 CFR 250: (250.12 and 250.30)

http://www.fns.usda.gov/fdd/regs/fd_regulations.htm

http://www.fns.usda.gov/sites/default/files/Part250_2014.pdf

7 CFR 3016 (Public Schools):

http://www.access.gpo.gov/nara/cfr/waisidx_07/7cfr3016_07.html

<http://www.fns.usda.gov/sites/default/files/7cfr3016.60%5B1%5D.pdf>

7 CFR 3019 (Non-Public Schools):

http://www.access.gpo.gov/nara/cfr/waisidx_07/7cfr3019_07.html

http://www.fns.usda.gov/sites/default/files/7CFRpart220_2014.pdf

PROCEDURES FOR LOCAL GOVERNMENT PURCHASING - State agencies should check with their purchasing representatives and review NRS 332.039 prior to making large dollar purchases. \$5,000 is the baseline for capital expenditures for equipment in Nevada.

National Food Service Management Institute: First Choice – A Purchasing Systems Manual for School Food Service 2nd Edition: (This document may be downloaded by chapter from the National Food Service Management Institutes web site.)

Under their agreements with a State agency (SA), school food authorities (SFAs) are responsible for operating the School Nutrition Programs in schools under their jurisdiction. These programs include the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Special Milk Program for Children (SMP). To assist in carrying out this responsibility, a SFA may contract with a food service management company (FSMC) to manage the food service operation involving these programs in one or more of its schools.

SFAs must comply with existing Federal, State and local procurement requirements when obtaining the services of a FSMC. A SFA must first conduct an analysis of the current food service operation to determine what method of providing food service best meets the SFA's goals and objectives.

A SFA should contact its SA for guidance before entering into any procurement of FSMC services. Please refer to the USDA websites below for additional information on contracting with a FSMC.

“Contracting with Food Service Management Companies: Guidance for School Food Authorities”

<http://www.fns.usda.gov/sites/default/files/FSMCguidance-sfa.pdf>

<http://www.nfsmi.org/>

FINANCIAL MANAGEMENT

Recordkeeping

Records should demonstrate compliance with program requirements and should include revenue and expenditure records sufficient to establish the nonprofit status of the food service operations. All records, including supporting documents such as bills and invoices, must be retained for a minimum of three years after the end of each school year.

RCCIs may use a bookkeeping system of their choice. The following section specifies the types of financial records that must be retained. Not every RCCI will have all types of assets and expenses.

Cash and Cash-like Records

Examples of Minimum Records

Savings and/or checking Account

Bank Statements

Cash on hand

Cash count record and petty cash account

Cash due the program

Federal reimbursement due, charged lunches, discounts earned

Negotiable securities

Market value of T-bills, bonds and stocks owned by nonprofit food service

Cash payable (a debit item)

A bill that is on hand to cover legitimate non-profit food service expense and rebates

BSR (state sponsors only)

Budget Status Report

Expenses

Examples of Minimum Records

Net Purchases*

Food purchases, less discounts and returns

Commodity charges

State processing, handling and delivery charges

Labor

Payroll records, including employee/employer contributions to FICA, etc

Other expenses

The non profit food service may pay this costs. Supporting bills must be retained. Examples are trash service, utilities, insurance, paper, cleaning supplies, repairs, equipment, and depreciation.

* **Food Costs:** At the end of any program year, the nonprofit food service will need to know an

average food cost per meal in order to allocate expenses. For a quicker idea of your meal cost, there is a sample on how to cost a meal in the Appendix.

Non-Financial records must also be kept:

1. **Meal Counts** - RCCIs must keep a record of each site's daily meal count by meal and by category to support its Claim for Reimbursement.

2. **Free and Reduced Price Meal Data** - RCCIs must maintain an accurate record of the number of children eligible for free and reduced price meals (applications of day students), including any source documentation. This can be accomplished by maintaining your eligibility roster and any free and reduced price application files. Active applications should be divided into free and reduced categories, and should indicate the dates of any eligibility changes for children who have withdrawn from the site, or had a change in income or family size.

3. **Production Records and Menus** - Menus and production records must be maintained to demonstrate that the required number of food components and food items are offered on any given day. Production records should include sufficient information to evaluate the menu's contribution to the meal pattern.

Specific Prohibitions

1. Meals for both program and non-program adults may **not** be claimed for reimbursement. However, food service revenues may be used to pay for or subsidize meals for program adults. Non-program adults, however, are not to be supported by food service revenue. If you wish to charge non-program adults less than it costs to produce the meal, revenue must be transferred to the food service account from another source.

Note: A program adult is an individual whose job description includes some on-site responsibility for food service, i.e. SBP and NSLP. A non-program adult is an individual whose responsibilities do not include food service programs.

2. Revenues may not be used to purchase land or buildings or to construct buildings.
3. The RCCI must limit its net cash resources to an amount that does not exceed three months' average expenditures for its nonprofit food service or such other amount as may be approved by the SA in accordance with 7 CFR Part 210.19(a).

REIMBURSEMENT

Reimbursement rates are adjusted annually in mid- July and vary for each program (NSLP & SBP). For the NSLP and SBP, there are three reimbursement rates: free, reduced priced and paid. The reimbursement rates are posted on the USDA School Meals Website annually and may be viewed at:

<http://www.fns.usda.gov/cnd/Governance/notices/naps/NAPs.htm>

<http://www.fns.usda.gov/school-meals/rates-reimbursement>

Non-pricing programs are those programs which do not charge children for meals. If your RCCI operates a pricing program, where children eligible for the reduced price and paid meal rate are required to pay for their meals, you should contact the SA for further instruction.

RCCIs are eligible for additional funding per lunch reimbursement if 60% or more of lunches in the second preceding year were served to children eligible for free and/or reduced price meals. This will be noted in the Sponsor Information Sheet in the year the RCCI becomes eligible.

The Severe Need Breakfast rates allow qualified sites to receive additional funding per breakfast meal. Sites are designated in the Site Sheet Breakfast Program section as "severe need" if 40% or more of its lunches were served free. This must be met on a site-by-site basis and is automatically figured from the online claims. If the same sponsor is operating more than one RCCI, eligibility is determined for each RCCI site separately. For more information, contact your NPP at your SA.

Common questions about reimbursement

Q. Where do I get a claim form to request reimbursement for meals?

A. The reimbursement system in Nevada is located in the CNP Software System. System Instructions, access forms, and resources are located at:

<http://nvcnp.doe.nv.gov/>

State government entities must contact their Nutrition Programs Professional for billing claim information and journal forms/coding.

MEAL COUNTING AND CLAIMING SYSTEMS

In order to obtain federal reimbursement for meals served, trained adults must accurately count, record and claim the number of meals actually served to eligible participants.

RCCIs must have a Policy Statement approved by the SA before any meal count system is implemented. (Please refer to the Policy Statement section for specific requirements.) Also, all food service personnel must be adequately trained before starting a meal program.

The essential components of a good counting and claiming system are the point of service, meal count, and the recording and reporting procedures.

Any system in place must provide a "point of service" meal count:

- Of reimbursable meals served
- By type (free, reduced price and paid)
- Each day
- Without overtly identifying students receiving meal benefits

There are different ways to count meals served by category, but the most common tool used in RCCIs with day students is the check-off list.

Check-Off List

Check-off lists indicate the names of all eligible students, by category, and are used at the point of service to record the number of reimbursable meals served. Please see sample check-off list in the Appendix. As each child is served a meal, his/her name is checked off on the list. At the end of the service, check marks are added up, by category, to determine the daily meal count.

Check-off lists must be kept up-to-date and must accurately reflect the correct eligibility category of students. The names of children who have withdrawn from the institution should be marked off, and the date of withdrawal should be noted. Newly enrolled students must be added and the date noted.

For RCCIs whose students are all institutionalized, point-of-service may be done as simply as an "X" or a hash mark on a sheet of paper for each child being served a first meal. The paper must include the date and the type of meal being counted and maintained as documentation of numbers claimed for that meal on that date.

If residents are served family style, the information may be completed at the table. Any other variation to point-of-service counting should be approved by the State Agency.

Weekend Reimbursement

RCCIs can continue to receive reimbursement under the SBP and NSLP on the weekends. Reimbursement is made on a "per day of operation" basis. Therefore, reimbursement may be claimed for eligible meals served any day that an institution is approved to provide its services.

Non-Reimbursable Meals

The following items are **not** reimbursable and must not be included in the meal counts reported on the Claim for Reimbursement.

- Evening meals like supper
- Meal supplements such as snacks UNLESS on the After School Snack Program
- Adult meals
- Second meals eaten by eligible children
- A la carte items
- Meals given to day students to take home
- Meals not meeting the meal pattern requirements, e.g. sick tray with only soup
- Meals served to children of house parents

Internal Controls

An RCCI must establish internal controls to identify potential problems in the meal count system and to ensure that an accurate Claim for Reimbursement has been made. Internal controls protect RCCIs from having erroneous claims and potential over claims. Edits and monitoring are the two required internal controls.

Edit Checks - Daily meal counts should be entered on an edit-check sheet which is a mandatory record for schools. The daily meal count sheet is included in the Appendix. At RCCI's the attendance factor is considered to be 100 percent, because students reside in the facility and would not be "absent." The SA has an internal check for this process as part of the claim reimbursement, so RCCI's do not have to complete this on a daily basis. However, the form is attached in the Appendix and should be reviewed periodically.

Monitoring - Every school year, each RCCI with more than one site must perform at least one On-Site Review of each site under its jurisdiction. The on-site review must take place prior to February 1 of each school year. Furthermore, if the review discloses problems with a site's meal counting or claiming procedures, the RCCI must: 1) ensure that the site corrects the problem; and 2) within 45 days of the review, conduct a follow-up on-site review to determine that the problem has been corrected. Please contact the SA for monitoring procedures and review forms. They are also posted on the CNP website at: <http://nvcnp.doe.nv.gov/>

Written Instruction - It is highly recommended that each site within an RCCI maintain written instructions for all personnel which detail the operation of the meal count system and the responsibilities and duties of each person involved.

CNP Software System - All sponsor activities related to the application, site application, and claiming are accomplished through the web-based CNP Software System. The Log-in for access to the CNP Software system is located at: <http://nvcnp.doe.nv.gov/Splash.aspx>

The CNP Software Manual with detailed operating instructions is located at:

http://nde.doe.nv.gov/forms/CNP/CNP_System_Instructions.pdf

Reimbursement Claim

The Claim for Reimbursement is entered into the CNP web system. This system is a secure system and is accessible only by those sponsors having applied and been approved by the SA for access.

The information used to complete this form will be obtained from the school's point-of-service counting records, which have been consolidated on the daily meal count sheet. While only the Claim for Reimbursement is filed with the SA, it is required that all evidence be maintained on file to substantiate the data reported on the claim. This includes all participation records.

Submit the original Claim for Reimbursement as soon as possible by the 10th of the following month. Sponsors MUST file the Claim for Reimbursement within 60 days after the end of the month for which the claim applies for the claim to still be eligible. It is important to remember that any claim submitted later than 60 days after the end of the claiming month will only be approved upon submitting a "one-time exception" request and corrective action statement by letter or email. Sponsors get only one 'one-time exception' within a 36-month period.

Question about meal counting and claiming systems

Q: May RCCIs claim NSLP reimbursement for meals served at supper time or in the evening which meet the school lunch pattern, provided that reimbursement has not already been claimed for a prior lunch?

A: No. A lunch served under the NSLP is defined as a meal served to children around mid-day, specifically between the hours of ten and two o'clock. A meal served at a time which is traditionally considered the last meal of the day would not be in accordance with this requirement and would not be eligible for reimbursement.

State Agency Reviews-Administrative Review

The Richard B. Russell National School Lunch Act, as amended by the Healthy Hunger Free Kids Act of 2010 (HHFKA) requires a unified accountability system designed to ensure that participating school food authorities (SFA's) and RCCI's comply with the NSLP and SBP during a three year cycle. Within the Administrative Review (AR), the Food and Nutrition Service (FNS) has expanded the scope of review for both the Critical and General Areas to provide for a more robust review of program operations. This includes the implementation of the HHFKA program requirements and other Federal programs. The AR is the SA assessment of the SFA's and RCCI's administration of the NSLP, SBP, and other School Nutrition Programs. For more information, contact your SA.

7 CFR 210 and 220 - Reporting Due Dates		
Report Due	Original Signature Required	Report Due Date
Application for Participation Sponsor Application Site Application for each site Agreement with debarment, lobbying and certification pages (2 copies with original signatures) Signature Authorization After school snack menu If participating After school activity schedule (RCCI) If participating Food Service Management Company (FSMC) agreement if needed Food Service Management Registration if new company Food Service Contract Prototype form completed if utilizing FSMC HACCP/Wellness certification page Schools Only: If not using the state/USDA forms Letter to Parents Application for Meal Benefits Application for Sharing Info Verification Form Letter to Parents for SMP Eligibility Notification FRL Eligibility Notification for Automatically Eligible Students Income Eligibility Guidelines Amelioration Report Public Release for the new school year	Yes Yes Yes	June 1

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
Program Site Review	Yes	<p>Every site by <u>February 1st</u> if more than one site.</p> <p>Second review within 45 calendar days when first review requires a corrective action. Hold for AR site visit.</p>
<p>"Justice for All"</p> <p>Civil Rights Training</p>	No	<p>Poster must be prominently displayed in every dining area used for NSLP/SBP reimbursed meals and snacks.</p> <p>Training must occur annually in each SY for all food service employees and those involved in meal service. Keep agendas & sign-in sheets of the Civil Rights Challenge. Hold for AR site visit.</p>
Snack Program Site Review	No	<p>Within first <u>30 days of the start date for the program</u> year, and one other time during the year. Hold report for AR site visit.</p>
Pandemic Waiver	Yes	<p>As needed, if school closure outbreak conditions exist; contact your SA for more information.</p>

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
Health Inspections – A copy of the original inspection and copies of the corresponding Corrective Action Report.	No	Hold for AR review. Post a copy of the health inspection in a public space until the next inspection occurs A copy of the corrective action accompanies the health inspection copy.
Copy of the letter to the Health District requesting biannual inspections when less than two inspections occur between July 1 and June 30 th of each school year. Copy of the Health District refusal to inspect.	No	Letter needed when <u>two health inspections are not completed within the school year for every site</u> participating in the program. Send a copy of the letter to the State Agency. A copy of the current health inspection must be posted in a conspicuous public location, regardless of score. Submit a copy to the state agency when received from the health authority.
HACCP Plan	No	Maintain on file for AR and Health District review.
Wellness Policy	No	Maintain on file for AR and public review.
Claim for Reimbursement Revised Claim for Reimbursement	Yes	By the 10 th of each month and no later than the 60 th day following the month of meal service. No later than the 80 th day following the month of meal service.
Racial Ethnic Report	Yes	Mid November - Annually
Certification of Free and Reduced Students	Yes (2 Signatures)	On or before October 31st- Annually

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
Verification Report	No	Online – November 15th – Annually
Change in Point of Service	Yes	Need approval before changing the point of service.
Meal Time Change Before 10:00 am or after 2:00 pm.	Yes	Need approval before changes can be made.
AR Additional Reviews		Minimum of every 3 years Per Regulations
Complaints (All Major Complaints)		<p>Sponsor sends copy of complaint to State Agency .</p> <p>Provide results of complaint investigation to the State Agency, when completed.</p> <p>State Agency may also investigate complaint.</p> <p>Provide corrective action to the State Agency, if required.</p>

Edit Check of Daily Meal Counts

Site Name: _____ Month/Year _____ Enrollment _____

Circle one: **Breakfast** **Lunch** Site Attendance Factor _____ % Number of Days Meals were served _____

Multiply State or Local Attendance Factor by the number eligible in each category to obtain the number of meals potentially eligible:

Paid	Free	Reduced

Eligible			Served				8	9
1	2	3	4	5	6	7		
Paid	Eligible Free	Eligible Reduced	Day of Month	Paid	Free	Reduced	Totals Col 5,6,7	Justification for overclaim Variances
			1					
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10					
			11					
			12					
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			22					
			23					
			24					
			25					
			26					
			27					
			28					
			29					
			30					
			31					

Signature _____ Title _____

Edit Check Instructions

This is used to record the daily meal counts for each meal for each site for reporting each month. We emphasize the importance of keeping this form. This document should be used to “edit check” the monthly site claim.

Entries must be posted daily. This form must be kept on file for a period of at least three years, not including the current year. Do not send this form to the state agency.

Edit checks will need to be completed and signed at the end of the month prior to submitting the monthly claim. The number of meals served should be compared to the maximum number eligible (attendance factor times the number eligible), as well as the number eligible in the corresponding category. Should the number served exceed any of the comparable totals, justification should be documented in column 9.

This is not a required form; however, the data listed is pertinent and is the required minimum and must be included on any form the RCCI chooses to use.

Enrollment: Enter the number of children who have access to meals. The school should use the highest number during the month.

Attendance Factor: Divide the average daily attendance (ADA) by the enrollment to obtain the local attendance factor or use the state factor, **whichever is greater**.

Number of days meals served: Enter the number of days in operation for the month. Attendance

Factor times Number Eligible:

This figure represents the number of meals eligible by category on a daily basis for edit check purposes only. The school should use the largest number of eligible recorded for the month in each category.

Signature and Title: The person responsible for completing the edit check should sign when the form is complete.

Column 1 Enter the total number of PAID children eligible to receive a meal. **Column 2** Enter the number of approved FREE children’s applications on file **Column 3** Enter the number of approved REDUCED children’s applications on file **Column 4** Enter the day of the month

Column 5 Enter the number of meals served to paid children

Column 6 Enter the number of meals served to children who have been approved for free meals

Column 7 Enter the number of meals served to children who have been approved for reduced price meals

Column 8 Enter the sum total of columns 5, 6, and 7

Column 9 Justification is needed here if any of the comparisons exceed the numbers eligible or when compared against the attendance factor.

Five Day School Week Meal Component Adjustments Appendix E

5-day School Week- Breakfast	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	5 (1)	5 (1)	5 (1)
Grains (oz eq)	7-10 (1)	8-10(1)	9-10 (1)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)
Min-Max calories (kcal)-Daily amount	350-500	400-550	450-600
Saturated fat (% of calories)	<10	<10	<10
Sodium (mg)	≤540	≤600	≤640
Trans fat (per serving)	Zero gram	Zero gram	Zero gram

5-day School Week- Lunch	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	2.5 (0.5)	2.5 (0.5)	5 (1)
Vegetables (cups)	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark Green	0.5	0.5	0.5
Red/Orange	0.75	0.75	1.25
Beans/Peas (Legumes)	0.5	0.5	0.5

Starchy	0.5	0.5	0.5
Other	0.5	0.5	0.75
Additional Veg to Reach Total	1	1	1.5
Grains (oz eq)	8 (1)	8 (1)	10 (2)
Meats/Meat Alts (oz eq)	8 (1)	8 (1)	10(2)
Fluid Milk (cups)	5 (1)	5 (1)	5(1)
Min-Max calories (kcal)-Daily amount	550-650	600-700	750-850
Saturated fat (% of calories)	<10	<10	<10
Sodium (mg)	≤1230	≤1360	≤1420
Trans fat (per serving)	Zero gram	Zero gram	Zero gram

Seven Day School Week Meal Component Adjustments Appendix F

7-day School Week-	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	7 (1)	7 (1)	7 (1)
Grains (oz eq)	10-14 (1)	11-14 (1)	12.5-14(1)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)
Min-Max calories (kcal)-Daily amount	350-500	400-550	450-600
Saturated fat (% of calories)	<10	<10	<10
Sodium (mg)	≤540	≤600	≤640
Trans fat (per serving)	Zero grams	Zero grams	Zero grams

7-day School Week- Lunch	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	3.5 (0.5)	3.5 (0.5)	7 (1)
Vegetables (cups)	5.25 (0.75)	5.25 (0.75)	7 (1)
Dark Green	0.5	0.5	0.5
Red/Orange	0.75	0.75	1.25
Beans/Peas (Legumes)	0.5	0.5	0.5
Starchy	0.5	0.5	0.5
Other	0.5	0.5	0.75
Additional Veg to Reach Total	2.5	2.5	3.5
Grains (oz eq)	11 (1)	11 (1)	14 (2)
Meats/Meat Alts (oz eq)	11-14 (1)	12.5-14 (1)	14-17 (2)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)
Min-Max calories (kcal)-Daily amount	550-650	600-700	750-850
Saturated fat (% of calories)	<10	<10	<10
Sodium (mg)	≤1230	≤1360	≤1420
Trans fat (per serving)	Zero grams	Zero grams	Zero grams

Appendix G

Final Rule “Nutrition Standards in the National School Lunch and School Breakfast Programs (1/26/12)

Sodium Reduction: Timeline & Amount				
Age/Grade Group	Baseline: Average Current Sodium Levels As Offered¹ (mg)	Target 1: July 1, 2014 SY 2014-2015 (mg)	Target 2: July 1, 2017 SY 2017-2018 (mg)	Final Target: July 1, 2022 SY 2022-2023 (mg)
School Breakfast Program				
K-5	573 (elementary)	≤ 540	≤ 485	≤ 430
6-8	629 (middle)	≤ 600	≤ 535	≤ 470
9-12	686 (high)	≤ 640	≤ 570	≤ 500
National School Lunch Program				
K-5	1,377 (elementary)	≤ 1,230	≤ 935	≤ 640
6-8	1,520 (middle)	≤ 1,360	≤ 1,035	≤ 710
9-12	1,588 (high)	≤ 1,420	≤ 1,080	≤ 740

¹SNDA-III

Appendix H



How USDA Foods Support the National School Lunch and School Breakfast Program Meal Pattern Requirements



Food Group	Requirements	How USDA Foods Support the Requirements
Fruits	Breakfast: 1 cup fruit per day (vegetable substitution allowed) Lunch: ½ -1 cup fruit per day	USDA offers a variety of fresh, frozen, canned and dried fruits, which are low in sugar or have no added sugars. <ul style="list-style-type: none"> • Fresh: apples (5 varieties whole, sliced bags); oranges; pears (3 varieties whole); other fruits available through DoD Fresh Fruit and Vegetable Program • Frozen: unsweetened apples; apricots; unsweetened blueberries; cherries; peaches; unsweetened and sweetened strawberries • Dried: cherries, cranberries, fruit mix, fruit/nut mix, raisins • Canned fruits in extra light syrup or water: apple slices, unsweetened applesauce, apricots, cherries, peaches, pears • Juice: 100% orange
Vegetables	Breakfast: No requirement; optional substitution for fruit servings Lunch: ½ - 1 cup vegetable per day Weekly requirement for: <ul style="list-style-type: none"> • dark green • red/orange • beans/peas (legumes) • starchy • other (see 2010 Dietary Guidelines) 	USDA offers a variety of fresh, frozen, dried, and low sodium or no salt added canned options. <ul style="list-style-type: none"> • Dark green: frozen broccoli, frozen spinach • Red/orange: carrots (fresh, frozen, canned), sweet potatoes (fresh, frozen, canned), tomato products (canned diced, tomato sauce, tomato paste, salsa, spaghetti sauce) • Beans/peas (low-sodium canned and dry): baked, black, blackeye peas, garbanzo, great northern, lentils, lima, navy peas, pink, pinto, red kidney, refried, vegetarian • Starchy vegetables: corn (canned, frozen), peas (canned, frozen), potato products (fresh, oven fries, rounds, wedges) • Other: green beans (canned, frozen), bulk mushrooms • Additional options available through DoD Fresh Fruit & Vegetable Program
Meat/Meat Alternate	Breakfast: No requirement; optional substitution after daily grain requirements are met Lunch: daily and weekly minimum servings Grades K-5: 1 oz eq. daily; 8 oz eq. weekly Grades 6-8: 1 oz eq. daily; 9 oz eq. weekly Grades 9-12: 2 oz eq. daily; 10 oz eq. weekly	USDA offers a variety of nutrient-dense meat/meat alternates, many of which have lower sodium and fat profiles. <ul style="list-style-type: none"> • Beans/peas (low-sodium canned and dry): baked, black, blackeye peas, garbanzo, great northern, lentils, lima, navy peas, pink, pinto, red kidney, refried, vegetarian • Beef: boneless, ground, patties, crumbles, canned • Cheese: American (reduced fat/regular slices, loaves); cheddar (reduced fat/regular shredded, slices, loaves); mozzarella (Lite/low moisture part skim shredded, loaves, string cheese) • Chicken: whole, cut-up, drumsticks, legs, oven roasted, diced, fajita strips, canned • Eggs: whole frozen • Fish: whole grain breaded catfish strips, bulk pollock • Nuts/seeds: peanut butter, roasted peanuts, sunflower seed butter • Pork: leg roast, picnic, ham, crumbles, canned • Turkey: whole, thighs, roast, taco filling, deli breast, turkey ham
Whole Grains	Beginning July 1, 2014, all grain products must be whole grain-rich (contain at least 50% whole grain content). Breakfast daily and weekly minimums (meat/meat alternate substitution allowed after the daily grains minimum met): Grades K-5: 1 oz eq. daily; 7 oz eq. weekly Grades 6-8 : 1 oz eq. daily; 8 oz eq. weekly Grades 9-12 : 1 oz eq. daily; 9 oz eq. weekly Lunch daily and weekly grain minimums: Grades K-5: 1 oz eq. daily; 8 oz eq. weekly Grades 6-8 : 1 oz eq. daily; 8 oz eq. weekly Grades 9-12 : 2 oz eq. daily; 10 oz eq. weekly	All USDA direct delivered products meet the whole grain-rich criteria. <ul style="list-style-type: none"> • Flour: whole wheat, white whole wheat/enriched blend • Oats: quick-cook rolled • Pancakes: whole wheat • Pasta: whole grain spaghetti, rotini, macaroni • Rice: brown rice (regular/parboiled) • Tortillas: whole grain • Whole kernel corn for processing
Milk	Breakfast and Lunch: 1 cup Must be fat-free (unflavored/flavored) or 1% low fat (unflavored)	Purchased locally; not provided through USDA Foods

April 2014



How USDA Foods Support the National School Lunch and School Breakfast Program Meal Pattern Requirements



Nutrients	Requirements	How USDA Foods Supports Requirements	
Sodium	Target 1: SY 2014-15	USDA offers fresh, frozen, and dried vegetable and meat options with no salt added. Canned vegetables and beans are all low-sodium. Meats and cheeses have been reformulated to lower sodium levels where possible to help schools meet the SY 14-15 sodium targets.	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Lunch ≤1230mg (K-5) ≤1360mg (6-8) ≤1420mg (9-12)</td> <td style="width: 50%;">Breakfast ≤540mg (K-5) ≤600mg (6-8) ≤640mg (9-12)</td> </tr> </table>		Lunch ≤1230mg (K-5) ≤1360mg (6-8) ≤1420mg (9-12)
	Lunch ≤1230mg (K-5) ≤1360mg (6-8) ≤1420mg (9-12)	Breakfast ≤540mg (K-5) ≤600mg (6-8) ≤640mg (9-12)	
	Target 2: SY 2017-18	USDA will continue to dialog with industry to modify specifications to achieve further sodium reductions where possible to help schools meet subsequent targets.	
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Lunch ≤935mg (K-5) ≤1035mg (6-8) ≤1080mg (9-12)</td> <td style="width: 50%;">Breakfast ≤485mg (K-5) ≤535mg (6-8) ≤570mg (9-12)</td> </tr> </table>	Lunch ≤935mg (K-5) ≤1035mg (6-8) ≤1080mg (9-12)		Breakfast ≤485mg (K-5) ≤535mg (6-8) ≤570mg (9-12)
Lunch ≤935mg (K-5) ≤1035mg (6-8) ≤1080mg (9-12)	Breakfast ≤485mg (K-5) ≤535mg (6-8) ≤570mg (9-12)		
Final target: SY 2022-23			
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Lunch ≤640mg (K-5) ≤710mg (6-8) ≤740mg (9-12)</td> <td style="width: 50%;">Breakfast ≤430mg (K-5) ≤470mg (6-8) ≤500mg (9-12)</td> </tr> </table>	Lunch ≤640mg (K-5) ≤710mg (6-8) ≤740mg (9-12)	Breakfast ≤430mg (K-5) ≤470mg (6-8) ≤500mg (9-12)	
Lunch ≤640mg (K-5) ≤710mg (6-8) ≤740mg (9-12)	Breakfast ≤430mg (K-5) ≤470mg (6-8) ≤500mg (9-12)		
Saturated Fat	<10% of total calories	USDA offers lean meats, poultry, fish, and reduced fat cheeses. Additionally, USDA offers a lower saturated fat soybean oil.	
Trans Fat	0 grams trans fat per serving Note: FDA allows products with <0.5 grams per serving to be labeled 0 grams. Naturally-occurring trans fat is exempted.	USDA Foods do not contain <u>added</u> trans fats, including: <ul style="list-style-type: none"> • Peanut/sunflower butters • Oils • Potato products • Catfish strips 	
Calories	Daily Average Calorie Ranges (min and max): <i>Breakfast</i> 350-500 (grades K-5) 400-550 (grades 6-8) 450-600 (grades 9-12) <i>Lunch</i> 550-650 (grades K-5) 600-700 (grades 6-8) 750-850 (grades 9-12)	USDA offers a variety of nutrient-dense foods with minimal added ingredients. Product formulations are low in solid fat and added sugar, thus providing fewer discretionary calories.	

Chart of Minimum Requirements for Snacks			Appendix J
Select Two Different Food Items From the Four Components Listed Below			
Age Groups	Ages 3 to 5	Ages 6 to 12	Ages 13 to 18 ¹
1 Milk, fluid²	½ cup	1 cup	1 cup
1 Meat or meat alternate^{5,6,7} Yogurt Peanut or other nut or seed butter Cheese Egg Cooked dry bean or peas Nuts and/or seeds	½ ounce ¼ cup (2 ounce) 1 T ½ ounce ½ 1/8 cup ½ ounce	1 ounce ½ cup (4 ounce) 2 T 1 ounce ½ ¼ cup 1 ounce	1 ounce ½ cup (4 ounce) 2 T 1 ounce ½ ¼ cup 1 ounce
1 Juice⁸ or fruit and/ or vegetable³	½ cup	½ cup	¾ cup
1 Bread and/or cereal⁴: Enriched or whole grain bread or cereal, or Cereal: Cold, dry or Hot, cooked	½ slice 1/3 cup ² ¼ cup	1 slice ¾ cup ⁴ ½ cup	1 slice ¾ cup ⁴ or 1 ounce ½ cup

¹Portions for children ages 13-18 shall be no less than the portions stipulated for children ages 6-12. They may not be served less than the minimum quantities listed on this page. We recommend that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

²Milk served must be low-fat (1%) or non-fat (skim)

³Fruit or vegetable must be full-strength

⁴Grains/Breads must be whole grain or enriched meal or flour. Cereal must be whole-grain or enriched and fortified; either volume (cup) or weight (oz).

⁵A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁶One half egg meets the required minimum amount (one ounce or less) of meat alternate. ⁷Yogurt (4 oz) may be plain or flavored, unsweetened or sweetened.

⁸Juice may not be served when milk is the only other component

RCCI Wellness Policy Example

All Local Educational Agencies must develop and implement a wellness policy that addresses all federal and state requirements/standards as required by the Healthy Hunger-Free Kids Act of 2010. As the federal standard requirements evolve, the school must update their policy to reflect all changes.

Local School/RCCI Wellness Policy Implementation

USDA's Local School Wellness Policy Implementation requires that an advisory group be formed to address the development, implementation and review of the local school wellness policy. The policy must include a plan to include representatives from the following suggested categories: parents, students, school food authority, PE teachers, school health professionals, school board, school administrators, and the general public (which may include a local dietitian, medical professional, business owner, parks and recreation representative, community leader, farmer, etc.). The policy requires the school district to inform and update the public (including parents, students, and others in the community) about the content and implementation of the local school wellness policy annually. The school wellness policy must include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. **At least one goal for each category is required.** School districts must designate one or more school district official(s) or school official(s), as appropriate, to ensure that each school complies with the local school wellness policy. The school district must inform the Nevada Department of Agriculture (NDA) the name(s), position(s), and contact information for the person(s) responsible for the oversight of the local school wellness policy at the district and/or school level by September 30th of each school year. If the designated wellness policy coordinator changes, the school district must notify NDA within 60 days.

Smart Snacks Nutrition Standards for all Foods Sold in Schools

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish science-based nutrition standards for all foods and beverages sold to students in school during the school day. The Smart Snacks Nutrition Standards support efforts by school food service staff, school administrators, teachers, parents, and the school community, who all work together to instill healthy habits in students. The Smart Snacks Nutrition Standards cover all foods sold in schools. This means foods sold during the school day in the following locations, (but not limited to) school stores, vending machines, bake sales, the snack bar, must meet the minimum federal regulations as laid out in the Smart Snacks Nutrition Standards. The intent of these standards is not to limit popular snack items, but instead to make healthier snacks available to students. These snacks must meet common-sense standards for fat, saturated fat, sugar, and sodium, while promoting products that have whole grains, low-fat dairy, fruits, vegetables or protein foods as their main ingredients.

Advisory Group

School districts must establish a diverse team made up of committed school and community stakeholders to assess the school districts needs and develop a policy that meets the operational realities of the school district and works toward improved health and wellness outcomes for schoolchildren. In addition, **this group must meet at a minimum of twice a year to review and update** the local school wellness policy (LSWP), as needs change, goals are met, new information emerges, and the annual review is completed.

Each school district is required to include a plan that identifies representatives from the following categories to participate in the development, implementation, and periodic review and update of the LSWP: Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public.

Setting Nutrition Promotion and Education Goals

All foods and beverages available for sale or given away to students on the school campus during the school day must meet the Smart Snacks Nutrition Standards. All marketing and advertising of foods on school property that do not meet the Smart Snacks Nutrition Standards must be replaced.

- a) Groups: Youth are taught the basic nutrition standards for healthy eating including “MyPlate” guidelines.
- b) Staff training: Educate/train staff to become knowledgeable in the area of nutrition or ongoing professional development for teaching nutrition. A Smart Snacks calculator is available online (smart snacks product calculator) to assist staff and parents in educating on standards as well as meal/snack planning.
- c) Time and scheduling for meals: Meal and snack times are scheduled in giving youth 30 minutes to eat. Youth entering the program during non-meal times are given a full meal upon request regardless of time of day.
- d) Special nutritional needs will be made available to all youth upon notification of dietary requirements.

Setting Physical Activity Goals

The primary goal for RCCI’s physical activity component is to provide opportunities for every youth to develop the knowledge to maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle.

a) A physical activity program encompasses a variety of opportunities for students to be physically active including: outdoor games, health education that includes preventive maintenance for sustaining a healthy lifestyle, indoor activities, and breaks for stress release when requested.

b) Youth will receive 30 or more minutes per day of physical activity. Activity/recess prior to lunch is recommended.

c) Teachers, school personnel, and community personnel will not use physical activity or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

Setting Goals for RCCI Activities Designed to Promote Student Wellness

Policies established under this category create an environment that provides consistent wellness messages and is conducive to healthy eating and being physically active. The RCCI play a role in helping students make healthy food choices. The RCCI will serve reimbursable meals that meet the CNP requirements as well as follow the principles of the Dietary Guidelines for Americans.

a) Access to RCCI nutrition programs: all children who require food are able to obtain it in a non-stigmatizing manner

b) Time and scheduling for meals: Meal and activity times are posted on the daily schedule for youth to see. Forty five minutes is allotted for meals. Activities and recreation are scheduled in the morning, afternoon and evening.

d) Access to space for physical activity: The RCCI has space for indoor games and backyard space. Youth have access to these areas during the daily schedule.

e) Coordinated RCCI Health approach: Staff meetings are held monthly. During this time, discussions are held related to health, safety, food and nutrition, and wellness. Smoking is not allowed at the RCCI and a designated space in accordance with the law is allotted for staff smoking that is not accessible to youth. Materials are available and posted concerning smoking, health, nutrition

f) Staff wellness: physical activities and/or nutrition services or programs designed to benefit staff health: All staff are required to go through various trainings and preparedness for working with “at risk” youth. These include TB testing, HIV,AIDS, and Infectious Disease. The RCCI also has an Alcohol and Drug Free workplace policy. Staff are encouraged to take time for self care and accrue vacation and sick time for this purpose. Staff are allowed access to meals and snacks that are prepared in accordance with the CNP. Staff also participate in all activities with youth.

Establishing Nutrition Standards for All Foods and Beverages Available on sight while youth are in the program

Please note that if you sell foods on the school's campus, the products must meet the standards.

A list of approved products (Smart Snacks Approved List), will be made available online. These standards should be reviewed with vendors.

Youth's lifelong eating habits are greatly influenced by the types of foods and beverages available to them. The RCCI must ensure that all school meals, beverages and snacks served at school meet the Nutrition Standards in The National School Lunch and School Breakfast Programs under the Healthy Hungry-Free Kids Act of 2010.

To be allowable, a food item must meet all the competitive food standards as follows:

Calories:

Snack/Side Item- ≤ 200 calories per item as served (includes any accompaniments)

Entrée- ≤ 350 calories per item as served (includes any accompaniments)

AND

Sodium:

Snack/Side Item- ≤ 230 mg per item as served until June 30, 2016 (≤ 200 mg after July 1, 2016)

Entrée- ≤ 480 mg per item as served

AND

Fat:

Total Fat- $\leq 35\%$ of calories

Saturated Fat- $< 10\%$ of calories

Trans Fat- 0 g per serving

AND

Sugar:

Total Sugar- $< 35\%$ by weight

In addition to the Smart Snacks Nutrition Standards, food items **must meet one** of the following criteria;

Be a grain product that contains $> 50\%$ whole grains by weight or have whole grains listed as the first ingredient on the food label; **OR**

Have listed as the first ingredient on the food label, one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; **OR**

Be a combination food that contains at least 1/4 cup fruit and/or vegetable; **OR**

Contain 10% Daily Value (DV) of Calcium, Potassium, Vitamin D, or Dietary Fiber (Effective through June 30, 2016).

*If water is the first ingredient, the second ingredient must meet one of the above criteria.

Beverages:

Allowable beverages vary by grade level and address container size. All beverages sold on the school campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day anywhere on the school campus.

Beverages for all:

Water– Plain, no size limit

Milk– Unflavored non-fat, unflavored low-fat, or flavored non-fat milk, ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle school and high school.

Juice– 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners), ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle school and high school allowable.

It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.

Beverage	Elementary School	Middle School	High School
Plain water	No Size Limit	No Size Limit	No Size Limit
Low-fat milk, unflavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Non-fat milk, unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
100% Fruit/Vegetable juice**	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz

All foods and beverages in elementary school and middle school must be **non-carbonated and caffeine-free**, with the exception of trace amounts of naturally-occurring caffeine substances (e.g. chocolate milk).

Chewing Gum:

Sugar-free chewing gum is exempt from all competitive food standards and may be sold to students at the discretion of the school district.

Reporting and Record Keeping

School districts must retain basic records demonstrating compliance with the LSWP and must include the following documentation: Compliance with the requirements of advisory group representation, triennial assessment of the LSWP, annual LSWP progress

reports for each school under the jurisdiction, demonstrate compliance with public notification which includes: The web site address for the LSWP and/or how the public can receive/access a copy of the LSWP; A description of each school's progress in meeting the local school wellness goals; A summary of each school's events or activities related to LSWP implementation; The name, position(s)/title, and contact information of the designated wellness policy coordinator at the district and/or school level; and Information on how individuals and the public can get involved with the advisory group.

Revenue/Fundraising:

School districts must identify how they will track revenue from the sale of food on the school campus during the school day by one or both of the following methods:

Federal Standard: All revenue from the sale of non-program foods purchased with funds from the non-profit school food service account shall accrue to the non-profit school food service account of the participating school food authority.

Nevada Revised Statute: Each school's wellness policy shall include: Guidelines for revenue accounting, in accordance with NRS 233B.050, or in accordance with established school district rules of practice.

All items sold to students on campus during the school day must meet the Smart Snacks Nutrition Standards.

RETURN TO STATE OFFICE
Nevada Department of Agriculture
National School Lunch Program and School Breakfast Program
Policy Statement for Free and Reduced-Price Meals

(School Food Authority [SFA])		(CNP Agreement #)	
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has agreed to participate in the: (Check each program in which one or more schools of the SFA participates)

- | | |
|--|-------|
| <input type="checkbox"/> National School Lunch Program | NSLP |
| <input type="checkbox"/> Afterschool Care Program | ASCP |
| <input type="checkbox"/> School Breakfast Program | SBP |
| <input type="checkbox"/> Seamless Summer Option | SSO |
| <input type="checkbox"/> Special Milk Program | SMP |
| <input type="checkbox"/> Child and Adult Care Food Program | CACFP |
| <input type="checkbox"/> Summer Food Service Program | SFSP |
| <input type="checkbox"/> Fresh Fruit and Vegetable Grant Program | FFVP |

The SFA accepts responsibility for providing free and reduced-price meals to eligible children in the school under its jurisdiction.

The SFA assures the Nevada Department of Agriculture (NDA) that it will uniformly implement the following policies to administer the program (s) in schools under its jurisdiction. In fulfilling these responsibilities, the SFA agrees to:

A. Free Meals: Serve meals free to students committed to _____ by a Nevada Court. All youth committed to _____ are students at _____ after court commitment to _____. _____ is responsible for food, shelter, medical care, etc., for the youth. Each youth committed to _____ constitutes an individual household and as such qualifies for free meals, without the need for an application, as the income of the household is at or below the free limit of the Income Eligibility Guidelines.

B. Equal Treatment: Ensure no physical segregation of (excluding situations related to disciplinary action in this youth _____ facility), nor any other discrimination against, any student because of his inability to pay the full price of the meal. The names of the students eligible to receive free meals shall not be published, posted or announced in any manner and there must be no overt identification of any such students by use of special tokens, tickets or any other means. Further assurance is given that student’s eligibility for free meals shall not be required to:

1. Work for their meals. (Youth in this facility, based on interest and qualifying behavior, may be able to participate in various vocational learning situations including a culinary program. Participation in these programs is not in exchange for food.)
2. Use a separate lunchroom service area.
3. Go through a separate serving line.
4. Enter the lunchroom through a separate entrance.

5. Eat meals at a different time.

C. Nondiscrimination: Operate the indicated programs so that no student is discriminated against because of race, color, national origin, sex, age or disability.

D. Verification: The designated, verifying official will confirm that each youth committed to ___ _____ has been sent there pursuant to a Commitment Order issued by a Nevada Court.

Compliance with these requirements will be monitored by NDA as part of its administrative review requirements and verification efforts.

RETURN TO STATE OFFICE
Nevada Department of Agriculture
National School Lunch Program and School Breakfast Program
Policy Statement for Free and Reduced-Price Meals

E. Revisions to Policies: Submit to NDA any revisions to your administrative procedures or the policy statement. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner as at the beginning of the school year.

F. Attachments: The following attachments are adopted with and considered part of this policy statement:

Attachment A: Meal Count/Collection Procedure(s)

Attachment B: Menu Planning System

Signatures:

Designated Official/Superintendent Name	Signature	Date

Nevada Department of Agriculture Food and Nutrition Division Administrator Name	Signature	Date

Policy Statement for Free and Reduced-Price Meals

(School Food Authority [SFA])		(CNP Agreement #)	
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Attachment A: Meal Count/Collection Procedure(s)

1. The following meal count/collection procedure is used for (check one or all as appropriate):

Breakfast
All students receive all meals free of charge; accordingly, there are no charge or prepayment procedures or reimbursable vs. non-reimbursable meals or categories. Counts of students/meals served are made by staff performing the counts at the end of the serving line.
Lunch
All students receive all meals free of charge; accordingly, there are no charge or prepayment procedures or reimbursable vs. non-reimbursable meals or categories. Counts of students/meals served are made by staff performing the counts at the end of the serving line.
Snack

2. In the following sites:

School Name	Breakfast	Lunch	Snack

Programs that Do Not Charge Separately

In programs that do not charge separately, all children are served the meal without a charge. The cost of the meal, beyond the reimbursement received by NDA, is considered by the SFA as an expense of operating the NSLP and SBP.

1. The SFA is responsible for providing program benefits to eligible children and assures that although no identifiable charge is established for meals, it will uniformly implement the following policy. In fulfilling its responsibilities, the SFA agrees to:
 - a. Keep documentation to support household eligibility for three years after the end of the school year to which they pertain. If audit findings are not resolved, the records must be kept until all audit issues are resolved.
 - b. For SFAs operating an RCCI, develop and keep a list with the following information about each child: (1) name; (2) date of birth; (3) dates of admission and exit; (4) income; and (5) eligibility determination and data. **Note:** Children at RCCIs are considered a family of one. Exceptions to this are children of house parents living at the institution; there are now and will prospectively be none.

c. Designate

Name of Designated Official	Signature	Date

To determine eligibility for free meals, this official will use the criteria outlined in this policy to confirm that all individual children committed to _____
_____ may claim free meals.

2. All approved meal count/collection procedures must include a point-of-service count of reimbursable meals by category. Describe how daily point-of service counts are taken.

Signatures:

Designated Official/Superintendent Name	Signature	Date

Nevada Department of Agriculture Food and Nutrition Division Administrator Name	Signature	Date

Policy Statement for Free and Reduced-Price Meals

(School Food Authority [SFA])		(CNP Agreement #)	
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Attachment B: Menu Planning System

All SFA/RCCI must follow “Nutrition Standards in the National School Lunch and School Breakfast Programs” beginning with the implementation of the lunch patterns on July 1, 2012.

New breakfast patterns will be implemented on July 1, 2013.

All SFA/RCCI will offer two milk choices at each meal. Non-flavored milk will be 1% or non-fat; flavored milk will be non-fat.

Revised

5-2014

How to Calculate the Average per Meal Food Cost for a Breakfast and a Lunch

For a complete cycle of menus (no less than 14 days) calculate the food cost for each breakfast and lunch. The cost per serving for each item in the menu would be calculated by dividing the per unit purchase price of an item by the number of servings obtained per purchase unit. Example: 24 servings of fruit from a can costing \$2.40 would give a cost per serving of \$0.10.

Example of one day:

Breakfast	Lunch
Milk \$ 0.18	Milk
Juice 0.20	Fruit
Cereal <u>0.33</u>	Vegetable
\$ 0.71	Bread
	Main Dish
	Dessert

Add the cost of each breakfast (at least 14 days) together and divide the total by the number of days to get the average cost per breakfast. Do the same for lunches.

Breakfast Menu #1 (Offer VS Serve)

Fresh Fruit Cup

100% Juice Cold Cereal WG Toast

Scrambled Eggs

Yogurt Low Fat Milk Fat Free Milk

Food Based *Breakfast* Production Record Sheet NSLP 5-Day (K-5)

Menu: Breakfast Menu #1 (Offer VS Serve)		Date: / /		Day:			Site: Elementary School			
			Age Group	Total Reimbursable Meals Served: 85			Total Non-Reimbursable Meals Served: 5			
Food Items (AP)	Amt of Food Per Wk (Min/	Portion Size	Reim b. Planned	Non-Reimb. Planned	Purchase Unit	Exact Qty/ Purchase Qty**	Amt Actually	Amt of Food Left	Food Temp	Comments:
Meal Pattern:		(Oz/Cups)	(Servings)	(Servings)			(Servings)	(Servings)	(In	
Fruit (Cups) <i>See Buying Guide for Limitations</i>	5 (1/2) *									
Fruit Fruit,		1/2 C	90	10	1 Gal (97.7	3.12/4.00	10	15		
Juice 100%		4	45	5	4 oz cartons	5	5	10		
Vegetable (Cups) <i>See Buying Guide for Limitations</i>										
Dark										
Orange										
Beans/Peas										
Starchy										
Other										
Grains (Oz Eq.)	7-10 (1)									
Ready-To-Eat Cold		3/4 C	90	10	Single Serv	100 pkgs	10	10		
WG Bread		1	90	10	Sli	100	10	10		
Meat/Meat Alt (Oz Eq.)										
Lg Eggs,		2	55	5	L	6.67/6.75	6	5		
Ready-To-Serve		4	25	5	Single Serv	3	3	5		
Fluid Milk	5									
1% Low Fat		8	65	10	1/2 pint	7	7	5		
Fat Free Milk		8	25	10	1/2 pint	3	3	5		
Other Foods (Syrup, jelly, butter,										
Margarine		0.5 oz	90	10	0.5oz pats	100	10	15		
Jelly		0.5 oz	90	10	0.5oz pkts	100	10	10		
Ketchup		0.5 oz	60	5	0.5oz pkts	6	6	10		

Lunch Menu #1 (Offer VS Serve)

Spaghetti w/ Meat Sauce

WG Dinner Roll

Broccoli

Celery Sticks Crisp Apple Slices

Choice of Cupped Fruit

Low Fat Milk

Fat Free Chocolate Milk

Food Based Lunch Production Record Sheet NSLP 5-Day (K-5)

Menu: Lunch Menu #1			Date: / /		Day:		Site: Elementary School			
Spaghetti w/ Meat Sauce			Age Group: K-5		Total Reimbursable Meals Served: 85			Total Non-Reimbursable Meals Served: 5		
Food Items (AP)	Amt of Food Per Wk	Portion Size	Reimb. Planne	Non-Reimb. Planned	Purchase Unit	Exact Qty/ Purchase	Amt Actually Prepared	Left Over Food	Food Temps	Comments:
Meal		(Cups)	(Servings)	(Servings)			(Servings)	(Servings)	(In °F)	
Fruit (Cups) <i>See Buying Guide for Limitations</i>	5 (1/2)									
Fruit	Apple	1/2 C	50	5	Lbs	7.05/7.25 Lbs	55	5		
	Fruit,	1/2 C	40	5	#10 Can	1.85/2.00	45	5		
Juice										
Vegetable (Cups) <i>See Buying Guide for Limitations</i>										
Dark	Broccoli	1/2 C	65	5	Lbs	14.58/14.75 Lbs	70	0		
Red/Orang	Spaghetti	1/4 C	95	5	#10 Can	2.09/3.00	100	10		
Beans/Peas										
Starch										
Other	Celery	1/2 C	45	5	Lbs	8.20/8.25 Lbs	50	5		
Grains (Oz Eq.)	7-10 (1)									
	WG	1/2 C	95	5	Lbs	9.43/9.50 Lbs	100	10		
	WG Roll	1 roll	75	5	Dozen	6.67/ 7 Dozen	80	9		
Meat/Meat Alt (Oz Eq.)										
	Lean Ground Beef	1 oz	95	5	Lbs	8.45/8.5 lbs (Raw)	100	10		
Fluid Milk	5 (1)									
	1% Low Fat	1 each	65	10	1/2 pint	75	75	5		
	Fat Free Chocolate	1 each	25	10	1/2 pint	35	35	5		
Other Foods (Syrup, jelly, butter, etc.)										
	Margarine	0.5 oz	75	5	0.5 oz pats	80	80	5		
	Ranch	0.75 oz	65	5	0.75 oz pkts	70	70	12		

**1/2 Cup Fruit Requirement SY 2013-14; 1 Cup Fruit Requirement SY 2014-15*

***NFSMI Food Buying Guide Calculator was used to determine amounts: <http://fbg.nfsmi.org/>*