



# FOOD AND NUTRITION DIVISION

Nevada's School Lunch & Breakfast Program

# Small Schools Manual

Nevada Department of Agriculture | Division of Food & Nutrition | 775-353-3758 | [agri.nv.gov](http://agri.nv.gov)

## FORWARD

This manual contains information for School Food Authorities (SFA) 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 SFAs, 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.

Nevada Department of  
Agriculture  
Food and Nutrition Division  
405 S 21<sup>st</sup> Sparks, NV  
89431

Phone: 775-353-3758

[http://agri.nv.gov/Food/FoodNutrition\\_Home/](http://agri.nv.gov/Food/FoodNutrition_Home/)

2014 15 School Year

Revised 10/2014

# CONTENTS

<b>Introduction</b>	<b>1</b>
History and Purpose, Applicable Regulations, Common Acronyms	
<b>General Program Requirements</b>	<b>3</b>
Qualifications of the Institution	
Agreement/Application with the State	
Agency Policy Statement	
Civil Rights	
Wellness Policy	
<b>Children’s Free and Reduced Price Eligibility</b>	<b>6</b>
<b>Menu Planning</b>	<b>7</b>
Meal Requirements for lunch, breakfast, snacks	
Offer vs. Serve	
Portion Sizes	
Food Production Records	
<b>Food Distribution</b>	<b>10</b>
Eligibility, Delivery, Inventory, Receiving, Damages, Complaints	
<b>Procurement</b>	<b>12</b>
Small Purchases, Competitive Bids	
<b>Financial Management</b>	<b>14</b>
Recordkeeping	
Specific	
Prohibitions	
Reimbursement	
<b>Meal Counting and Claiming Procedures</b>	<b>16</b>
Point of Service and Check-off lists	
Non-Reimbursable Meals	
Recording and Reporting for Reimbursement	
Internal Controls: Edit Checks, Monitoring	
<b>State Agency Review</b>	<b>18</b>
Administrative Review	

**Appendices:**

- A Calendar of Due Dates
- B Eligibility Roster
- C Student Check Off List
- D Edit Check
- E Meal Component for Five Day School Week
- F Snack Meal Requirements
- G USDA Meal Pattern Requirements
- H Production Record Samples (Breakfast and Lunch)
- I Average Cost Per Meal
- J Medical Statement for Persons with Allergies
- K Policy Statement
- L Dietary Guidelines (2010) and the School Nutrition Program Comparison

## 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)
- 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 schools 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 a school 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 including program monitoring, 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 301**, 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 SFAs**

SCHOOL FOOD AUTHORITY (SFA) means the governing body which is responsible for the administration of one or more schools, and has legal authority to operate the National School Lunch Program or School Breakfast Program therein or be otherwise approved by FNS to operate the program. The school system superintendent is typically the person authorized by the governing body to sign legal documents for the SFA. The term LOCAL EDUCATION AGENCY (LEA) is used for the local agency responsible for the application, certification, and verification activities of the NSLP and SBP.

All Schools participation in the NSLP or SBP must make free and reduced priced meals available to all eligible children; all schools and institutions participating in the free milk option of the SMP must make free milk available to eligible children.

### **Agreement with the State Agency (SA)**

The application packet 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. The application process and signed agreement (blue ink only) sets forth the terms, conditions, and covenants necessary to comply with government regulations of the programs. 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 SFA. It is the responsibility of the SFA 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.

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. The agreement is the main document in this group, which establishes legal lines of responsibility with the SA. Sponsors must complete annual renewals to extend participation from year to year.

### **Policy Statements**

All LEAs participating in the NSLP, SBP, or the SMP must have an approved free and reduced price policy statement on file at the SA. If an LEA is just starting its participation in the CNP, it must submit its policy statement to the SA for approval as part of the application process. Once approved the policy statement becomes a permanent document, but must be amended when the LEA makes a substantive change in its free and reduced priced price policy. Pricing programs (where children pay for the meals) most often found in schools, require a policy statement as outlined in 7 CFR Part 245.10.

SFAs and LEAS must avoid any policy or practices that have an effect of overtly identifying children receiving free or reduced priced meal benefits. LEAs and SFAs must assure that their policy statement complies with this requirement. Please refer to the Appendix for the Requirements of the Policy Statement.

### **Media Release**

Near the beginning of each school year, the public must be notified that the NSLP, SBP and/or SMP are available in the school or school district. This notice must include the eligibility criteria for free and reduced meals and/or free milk. It must be provided to the local news media, the unemployment office, and any major employers who are contemplating large layoffs in the attendance area of the school. The public release must contain the same information supplied in the letter to households, except that the public release must contain both the free and reduced price Income Eligibility Guidelines (IEGs).

### **Informing Households**

Each year, at the beginning of the school year, information letters must be distributed to the households of children attending the school. This letter tells the families which Child Nutrition Programs are available and notifies households that meals may be available free or at a reduced price, or that milk may be available free. The information letter must be sent to households of all schoolchildren either before the beginning of the school year or very early in the school year so eligibility determinations can be made for free and reduced benefits as soon as possible. The information letter may be distributed by the postal service, emailed to the parent/guardian or included in the information packet provided to students. Please refer to the USDA website for a prototype application packet.

If the LEA only uses paper applications, an application form and instructions must be included with the letter to households. If the LEA uses a computer or web-based system as one of their application processes, the information letter must inform the household how to access the system in order to apply for benefits. In addition, the letter must explain to the household how to obtain and submit a paper application.

### **Household Applications**

LEAs must provide household applications to families applying for free or reduced price meals or free milk benefits. A household application is submitted by a household for all children in that household that attend schools in the same LEA.

Included on the website is a link to prototype “Family Friendly application” packages. The free and reduced application form has been translated into languages to assist LEAs to ensure that their application is made available in a language a LEP household can understand.

The LEA may make the application and supporting materials available electronically via the Internet. In addition, the LEA may accept applications electronically and may provide for electronic signatures for such submissions. All disclosure restrictions must be met and acceptance of the application and electronic signatures must be in accordance with guidance issued by FNS. Please refer to the link below for more information:

<http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

### **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. If two inspections per year are not routinely provided by the health department, all sponsors of National School Lunch Programs must request these from their local county health department and keep documentation of the request. A copy of the most recent health inspection must be visibly posted in the facility for public viewing. 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. For more information and to view the Nevada School Wellness Policy and accompanying Best Practices Manual visit <http://nutrition.nv.gov/>



## **CIVIL RIGHTS**

Any materials disseminated by an SFA regarding the School Meal Programs such as the free and reduced price meal application and benefit issuance letters must include the following statement:

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

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.

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/complaintfilingcust.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](mailto: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). USDA is an equal opportunity provider and employer.

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.

SFAs must also have on file data on the racial/ethnic makeup of the children applying and participating in the School Meal Programs.

The “**...And Justice for All**” nondiscrimination poster must be displayed prominently near the point of meal service. The poster can be obtained by contacting our 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.

### **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. 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 of the School Nutrition Programs, there are several items to be completed during each year. Please refer to Appendix A for this information.

## **CHILDREN'S FREE AND REDUCED PRICE ELIGIBILITY**

It is necessary to establish the eligibility of the children participating in the NSLP and/or SBP.

### **Students**

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 (Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR) or other categorical Eligible programs including Direct Certification)
- Direct Certification is a process under which LEAs certify children who are members of households receiving assistance under the Assistance Programs (SNAP, TANF, or FDPIR) as eligible for free school meals, without further application, based on information provided by the State/local agency administering those programs; eligibility for free meals is extended to all children in a household in one member has been directly certified under the Assistance Programs. Automated data matching is the most common direct certification method used to directly certify students.
- 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). The free guidelines are at or below 130 percent of the Federal poverty guidelines and the reduced price guidelines are between 130 and at or below 185 percent of the Federal poverty guidelines. The IEGs are adjusted annually by the Federal government and are effective July 1-June 30 of each year.
- Other Source Categorically Eligible children include migrant, runaway, homeless, foster children and federally funded programs such as Head Start Centers as well as State funded pre-kindergarten programs.
- Annual verification reporting is required of the number of students that are a DC SNAP match versus a DC "other" match
- A monthly listing is provide by the State Agency through a specialized program called Mustang; the link below contains a user guide and information to process the required match:  
<https://files.nv.gov>  
For more information on the matching, contact the Nevada Department of Agriculture.

For more eligibility information, please reference the USDA Eligibility Manual for Schools website below or contact the Nevada Department of Agriculture.

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

### **Notification of Eligibility**

Households must be notified of their eligibility status. Households with children who are approved for free or reduced price benefits may be notified in writing or verbally.

Households with children who are denied benefits must be provided with written notification of the denial. The notification must advise the household of:

- Reason for denial of benefits;
- Right to appeal;
- Instructions on how to appeal; and
- Their ability to re-apply for free and reduced price benefits at any time during the school year

A household may appeal either the denial of benefits or the level of benefits for which they have been approved. When a household requests an appeal, the hearing procedures outlined in the LEA's free and reduced price policy statement must be followed.

### **Record Retention**

All free and reduced price applications, including applications from households denied benefits and inactive applications, must be kept on file for a minimum of three (3) years after the final claim is submitted for the fiscal year in which they pertain.

### **Verification**

Student's applications are subject to verification and verification summary reporting requirements. Verification is confirmation of eligibility for free and reduced price meals under NSLP and SBP. Verification is only required when eligibility is determined through the application process, not through direct certification conducted with an Assistance Program or officials or agencies that documented Other Source Categorical Eligibility. Verification must include either confirmation of income eligibility or confirmation that the child or any member of the household is receiving assistance under SNAP, FDPIR, or TANF or that a child is Other Source Categorically Eligible. Verification may include confirmation of any other information required on the application, such as household size.

The verification for the sample pool is based on the total number of approved applications as of October 1<sup>st</sup>. Once the sample pool is determined, the LEA calculates the sample size-the number of applications that must be verified. At least one application must always be verified. The verification activities must be complete by November 15<sup>th</sup> of each school year. Please check the USDA regulations for specific verification requirements and current procedures at:

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

## **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**. 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 Nutritional Requirements:

- 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

**SAMPLE LUNCH MENU**

Toasted Cheese Sandwich on  
Whole Grain Bread  
Tossed Salad  
Banana  
Milk

**FOOD ITEM**

Cheese  
Bread  
Romaine, tomatoes & carrots  
Banana  
1% Milk

**FOOD COMPONENT**

Meat/Meat Alternate  
Grains/Bread  
Vegetable  
Fruit  
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.

<b>SAMPLE BREAKFAST MENU</b>	<b>FOOD ITEM</b>	<b>FOOD COMPONENT</b>
French Toast-Whole Grain	Bread	Grain/Bread
Applesauce	Fruit	Fruit
Fresh Peaches	Fruit	Fruit
Milk	1% Milk	Fluid Milk

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>

<http://www.fns.usda.gov/sites/default/files/SP10-2012av7.pdf>

### **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. Children **must be offered** all **five** food components; to be reimbursable children must choose at least full portions of **three** of the five components offered, and one must be a fruit or vegetable.

SFAs 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 amount from three food components. Under the OvS, the student must select three food items, including at least ½ cup of fruits to have a reimbursable breakfast.

[http://www.fns.usda.gov/tn/Resources/offer\\_v\\_serve.html](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>

## **Food Production Records**

You must complete 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. SA staff only accepts 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](http://nutrition.nv.gov/layouts/Page_Style_1.aspx?id=8674)

## **Meal Requirements: Afterschool Snack Program**

To be eligible for this program, the SFA must offer education or enrichment activities in an organized, structured and supervised environment AFTER school. See the Appendix for the snack meal requirements.

<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**

USDA Foods are purchased by the government to improve the nutritional status of children and offered to SFAs 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 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. The Commodity Foods website may be found at: <http://commodityfoods.nv.gov/>

### **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. The same inventory valuation method currently used by the SFA for purchased products applies 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/cnd/Governance/regulations/7cfr210_09.pdf)

[http://www.fns.usda.gov/sites/default/files/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/fdd/regs/fd_regulations.htm)

[http://www.fns.usda.gov/sites/default/files/Part250\\_2014.pdf](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.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.access.gpo.gov/nara/cfr/waisidx_07/7cfr3019_07.html)

[http://www.fns.usda.gov/sites/default/files/7CFRpart220\\_2014.pdf](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 2<sup>nd</sup> 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.

SFAs may use a bookkeeping system of their choice. The following section specifies the types of financial records that must be retained.

#### **Cash and Cash-like Records**

Savings and/or Checking Account

Cash-on-hand

Cash due the program

Negotiable securities

Cash payable (a debit item)

BSR (\* state level sponsors only)

#### **Expenses**

Net Purchases\*

Commodity charges

Labor

Other Expenses

#### **Examples of Minimum Records**

Bank Statements

Cash count record and petty cash account

Federal reimbursement due, charged lunches, discounts earned

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

Bill that is on hand to cover a legitimate nonprofit food service expense and rebates

Budget Status Report

#### **Examples of Minimum Records**

Food purchases, less discounts and returns

State processing, handling and delivery charges

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

The nonprofit food service may pay these costs. Supporting bills must be retained. Examples are trash, 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. They are as followed:

1. **Meal Counts** - SFAs 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** - SFAs must maintain an accurate record of the number of children eligible for free and reduced price meals (applications of 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 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 SFA 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>

SFAs 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 CNP system in the year the SFA 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. For more information, contact the Nevada Department of Agriculture.

### **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/>

Contact the Nevada Department of Agriculture for user log in information.

## **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.

SFAs 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 meals 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

### **Rosters**

Rosters 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.

Rosters 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 school must be marked off, and the date of withdrawal should be noted. Newly enrolled students must be added and the date noted.

The list must include the date and the type of meal being counted and maintained as documentation of numbers claimed for that meal on that date.

### **Electronic Point of Service**

This system is used with a computerized POS at a kitchen location. Student data must be connected to a main system which has the ability to update the Free & Reduced status of the students.

### **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 not meeting the meal pattern requirements

### **Internal Controls**

All SFAs 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 SFAs 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. The attendance factor is adjusted annually; please check with the SA on this percentage. This edit check must be done daily at all school sites. Most POS systems calculate this for the SFA but the percentage must be reviewed annually at the start of each school year. However, the manual form is attached in the Appendix and should be reviewed.

**Monitoring** - Every school year, each SFAs must perform at least one On-Site Review for 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 SFA 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 a SFA 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](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 10<sup>th</sup> 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 per Federal Regulations.

### **State Agency Reviews**

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 (SFAs) and RCCIs comply with the NSLP and SBP during a three year cycle. Within the 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
<p>Application for Participation                      Sponsor Application                      Site Application for each site                      Agreement with debarment, lobbying and certification pages (2 copies with original signatures)                      Signature Authorization                      Kindergarten Special Milk Program Policy Statement if participating                      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  <b>Schools Only:</b>                      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                          Application for Free Milk for Split Kindergarten                          Eligibility Notification FRL                          Eligibility Notification Milk                          Eligibility Notification for Automatically Eligible Students                      Income Eligibility Guidelines                      Amelioration Report                      Public Release for the new school year</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p style="text-align: center;"><b>June 1</b></p>

## 7 CFR 210 and 220 - Reporting Due Dates

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



## 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 <sup>th</sup> 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.
Food Safety 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 <sup>th</sup> of each month and no later than the 60 <sup>th</sup> day following the month of meal service.  No later than the 80 <sup>th</sup> day following the month
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 – By 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>

Site \_\_\_\_\_ Month \_\_\_\_\_

**Eligibility Roster (Sample) - Edit Check See Appendix D - If the number of children eating is greater than the National Average Attendance Factor for the year, check the eligibility of each child eating for accuracy.**

Name of Institutionalized Child	Date of Birth	Date Entered	Date Exited	Eligibility Category	Date of Eligibility Determination

Approving Official Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sample Student Roster**

**Appendix C**

Day of the Week	9/1	9/1	9/1	9/2	9/2	9/2	9/3	9/3	9/3	9/4	9/4	9/4	9/5	9/5	9/5
Name of Child	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
Child A	X	X		X	X										
Child B				X	X		X	X							
<b>TOTAL</b>															

Approving Official Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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					
			13					
			14					
			15					
			16					
			17					
			18					
			19					
			20					
			21					
			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.

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

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

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

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



**Appendix F**

<b>Chart of Minimum Requirements for Snacks</b>			
<b>Select Two Different Food Items From the Four Components Listed Below</b>			
<b>Age Groups</b>	<b>Ages 3 to 5</b>	<b>Ages 6 to 12</b>	<b>Ages 13 to 18<sup>1</sup></b>
<b>1 Milk, fluid<sup>2</sup></b>	½ cup	1 cup	1 cup
<b>1 Meat or meat alternate<sup>5,6,7</sup></b> 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
<b>1 Juice<sup>8</sup> or fruit and/ or vegetable<sup>3</sup></b>	½ cup	½ cup	¾ cup
<b>1 Bread and/or cereal<sup>4</sup>:</b> Enriched or whole grain bread or cereal, or Cereal: Cold, dry or Hot, cooked	½ slice 1/3 cup <sup>2</sup> ¼ cup	1 slice ¾ cup <sup>4</sup> ½ cup	1 slice ¾ cup <sup>4</sup> or 1 ounce ½ cup

<sup>1</sup>Portions 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.

<sup>2</sup>Milk served much be low-fat (1%) or non-fat (skim)

<sup>3</sup>Fruit or vegetable must be full-strength

<sup>4</sup>Grains/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).

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

<sup>8</sup>Juice may not be served when milk is the only other component



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



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



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



Nutrient	Requirements	How USDA Foods Supports Requirements
<b>Sodium</b>	<b>Target 1: SY 2014-15</b> Lunch 41230mg (K-5) 41360mg (6-8) 41420mg (9-12) Breakfast 4540mg (K-5) 4600mg (6-8) 4640mg (9-12)	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.
	<b>Target 2: SY 2017-18</b> Lunch 4935mg (K-5) 41035mg (6-8) 41080mg (9-12) Breakfast 4485mg (K-5) 4535mg (6-8) 4570mg (9-12)	USDA will continue to dialog with industry to modify specifications to achieve further sodium reductions where possible to help schools meet subsequent targets.
	<b>Final target: SY 2022-23</b> Lunch 4640mg (K-5) 4710mg (6-8) 4740mg (9-12) Breakfast 4430mg (K-5) 4470mg (6-8) 4500mg (9-12)	
	<b>Saturated Fat</b> <10% of total calories	USDA offers lean meats, poultry, fish, and reduced fat cheeses. Additionally, USDA offers a lower saturated fat
<b>Trans Fat</b>	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"> <li>x Peanut/sunflower butters</li> <li>x Oils</li> <li>x Potato products</li> <li>x Catfish strips</li> </ul>
<b>Calories</b>	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.

**Breakfast Menu #1 (Offer VS Serve)**

**Fresh Fruit Cup**

**100% Juice**

**Cold Cereal**

**WG Toast**

**Scrambled Eggs**

**Yogurt Low Fat**

**Milk Fat Free**

**Milk**

**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 (Min/Day)	Portion Size	Reimb. Planned	Non-Reimb. Planned	Purchase Unit	Exact Qty/ Purchase Qty*	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/>*

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

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

### 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

Milk	\$ 0.18
Juice	0.20
Cereal	<u>0.33</u>
	\$ 0.71

#### Lunch

Milk	\$ 0.18
Fruit	0.20
Vegetable	0.20
Bread	0.15
Main Dish	0.50
Dessert	<u>0.17</u>
	\$ 1.40

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.

**Diet Modification Request for Foods Served Through  
Child Nutrition Programs of **insert district or school name****

Appendix J

Student's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

District and/or school/site: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Does the patient have a disability as defined in Section 504 of the Rehabilitation Act of 1973 of the Americans with Disability Act and updates?**

**YES = Disability-To be completed by licensed physician**

Federal regulations governing the Child Nutrition Programs provide that schools/districts **must** make substitutions in meals for students who are considered to have a disability as defined by the Americans with Disability Act and whose disability restricts their diet when supported by a statement signed by a physician licensed by the state which includes all information in questions a and b

a. **Must** identify: 1) the impairment/diagnosis that is a disability, 2) the major life activity affected, and 3) why it alters the student's diet:

b. What diet modifications are needed? (e.g., texture changes and/or food item substitutions)  
**Must** identify any foods to be omitted: (see back of page) | **Must** identify foods to be substituted/added

Signature of Licensed Physician: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print name: \_\_\_\_\_

**NO = Medical condition, but not a disability – To be completed by recognized medical authority**

A school/district, **at its discretion**, may make menu substitutions with a signed statement from a medical authority for a student who is not disabled but is unable to consume food items because of food intolerances or allergies.

a. Please identify the medical or other special dietary condition including intolerances and allergies that alters the student's diet:

b. What diet modifications are requested? (e.g., texture changes and/or food item substitutions)

List any foods to be omitted: (see back of page) | Foods to be substituted/added

Signature of Medical Authority: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print name: \_\_\_\_\_

Questions? Please contact **insert person's name** at **insert email and/or phone number**.



Please return this form to the school Nurse or office to be forwarded to **Child Nutrition/Food Service Department**.

---

To be kept on file in the Child Nutrition Services Office.

Date received by Child Nutrition: \_\_\_\_\_ Date discontinued: \_\_\_\_\_ (Attach documentation)

**Some common allergens with various ways they are found in foods.  
Please check the box in front of food groups that should NOT be served:**

**Lactose/milk – Do not serve the following checked items:**

- Fluid Milk to drink or use on cereal cereal? \_\_yes \_\_no
- Milk based desserts such as: ice cream and pudding
- Hot entrees with cheese as a prime ingredient such as: grilled cheese, cheese pizza, or macaroni & cheese
- Cheese baked in products such as: a casserole or on meat pizza
- Cold cheese such as: string cheese or sliced cheese on a sandwich
- Milk in products such as: breads, mashed potatoes, cookies or graham crackers

**SERVE THESE ITEMS INSTEAD:**

¼ cup of fluid milk to be used on

**Soy - Do not serve the following checked items:**

- Protein products extended with soy
- Processed items cooked in soy oil
- Food products with soy as an ingredient no matter where on the ingredient list
- Food products with soy listed as the fourth ingredient or further down the list

**SERVE THESE ITEMS INSTEAD:**

**Egg - Do not serve the following checked items:**

- Cooked eggs such as scrambled eggs or hard cooked eggs served hot or cold
- Eggs used in breading or coating of products
- Baked products with eggs such as breads or desserts

**SERVE THESE ITEMS INSTEAD:**

**Shellfish or fish – Do not serve the following checked items:**

- Specific fish or seafood type: \_\_\_\_\_

**SERVE THESE ITEMS INSTEAD:**

**Peanuts – Do not serve the following checked items:**

- Peanuts, individually or as an ingredient
- Foods containing peanut oil
- Foods items identified as manufactured in a plant that also handles peanuts

**SERVE THESE ITEMS INSTEAD:**

**Tree nuts – Do not serve the following checked items:**

- Specify type(s): \_\_\_\_\_
- Foods items identified as manufactured in a plant that also handles nuts

**SERVE THESE ITEMS INSTEAD:**

**Milk substitution for non-disability reasons (For a disability, the licensed physician must sign on front)**

A school/district, **at its discretion**, may make a **nutrient equal substitution** with a signed statement from a parent or medical provider for a student who is unable to consume fluid milk for any reasonable request that does not rise to a level of a disability.

\_\_\_\_\_ I request a substitute for fluid milk for my student.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1(866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877-8339 or 1(800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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

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

_____	National School Lunch Program	NSLP
_____	Afterschool Care Program	ASCP
_____	School Breakfast Program	SBP
_____	Seamless Summer Option	SSO
_____	Special Milk Program	SMP
_____	Child and Adult Care Food Program	CACFP
_____	Summer Food Service Program	SFSP
_____	Fresh Fruit and Vegetable Grant Program	FFVP

The SFA accepts responsibility for providing free and reduced-price meals to eligible children in the schools 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 from households that submit a complete application and (1) the income of the household is at or below the free limit of the Income Eligibility Guidelines or the household provided a current Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) benefit number

**Direct Certification:** The district agrees to participate in direct certification of students through eligibility documentation received directly from the state or local SNAP/TANF offices via electronic transfer methods showing that the student(s) are from households currently receiving SNAP or TANF benefits.

**B. Reduced-Price Meals:** Serve meals at a reduced-price to students from households whose income is at or below the reduced-price limit of the Income Eligibility Guidelines.

**C. Limit Reduced-Price Costs:** Set reduced-price charges for breakfast and lunch at or below the maximum reduced price allowed by regulations (30 cents for breakfast, 40 cents for lunch, and 15 cents for snacks) and below the full price of the breakfast or lunch.

**D. Equal Treatment:** Ensure no physical segregation of, nor any other discrimination against, any student because of his/her inability to pay the full price of the meal. The names of the students eligible to receive free or reduced-price 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 or reduced-price meals shall not be required to:

1. Work for their meals.
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.
6. Eat a meal different from the meal sold to students paying the full price.

**E. Nondiscrimination:** Operate the NSLP and SBP so that no student is discriminated against because of race, color, national origin, sex, age or disability.

**F. Verification:** The designated verifying official must verify eligibility of applying households in accordance with program regulations and annually maintain records as follows:

1. A summary of the verification efforts which include the selection methods used;
2. The total number of applications on file as of October 1; and
3. The percentage or number of applications verified.
4. Amelioration reporting prior to March 1, annually to identify areas where the district may improve non-response rates.

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

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

The designated hearing official must ensure that the hearing procedure provides the following for both the household and SFA:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to time, date and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es).

7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference. It is recommended that the hearing official hold a position at a higher administrative level than the reviewing official(s).
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
9. That the parties concerned and their designated representative, if any, be notified in writing of the decision. If the hearing results in a reduction or termination of benefits for the household, the written notification to the household of the hearing official's decision should include the 10-day advance notice of adverse action.
10. That for each hearing a written record be prepared, which includes: (a) the decision under appeal; (b) any documentary evidence; (c) a summary of any oral testimony presented at the hearing; (d) the decision of the hearing official and the reasons for that decision; and (e) a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written records must be retained for a period of five years after the end of the program year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.

**H. Reviewing Official(s):** The designated reviewing official (s) shall review applications and make eligibility determinations. Such official l(s) will use the criteria outlined in this policy to determine which individual students are eligible for free and reduced-price meals.

**I. Public Release:** Submit a public/media release to the local news media, local unemployment offices, local minority and grassroots organizations and major employers contemplating or experiencing large layoffs. [This Public Media Release must contain the same information supplied in the letter to households, including both the free and reduced price income eligibility guidelines (IEG's). The SMP Public Media Release should not contain reduced price IEG's. Districts implementing Provision 2, must notify the media about the availability of school meals at no charge under the NSLP and, if applicable, the SBP.]

**J. Application Forms and Processes:** Develop and distribute to each household a notice/letter about program benefits and an application form for free and reduced-price school meals. These forms must be distributed at or around the beginning of each school year and whenever there is a change in eligibility criteria. Interested households are responsible for completing the application and returning it to the school for review. The SFA must maintain documentation of eligibility determinations for a period of three years plus the current school year following the end of the program year to which they pertain or longer if there are unresolved audits or reviews pending.

Applications may be submitted at any time during the year. Households enrolling a student in a school for the first time must be supplied with appropriate free and reduced-price school meal application materials regardless of the time of year the student is registered. If a student transfers from one school to another under the jurisdiction of the same SFA, that student's eligibility for free or reduced-price meals will be transferred to and honored by the receiving school. The application will be maintained at the originating school with a copy provided to the receiving school or another method to track such activity may be employed.

In certain cases, foster children are also eligible for free and reduced-price school meal benefits. If a household has foster children living with them and wishes to apply for such benefits for the foster children, the household should be provided a free and reduced-price school meals application.

The SFA must promptly notify households of the approval or denial of their application. When an application is denied, households must be provided with written notification. This written notification must include: (1) the reason for the denial of application, e.g., income in excess of allowable limits or incomplete application; (2) notification of the right to appeal; (3) instructions on how to appeal; and (4) a statement reminding households that they may reapply for free and reduced-price benefits at any time during the school year. The reasons for denial must be properly documented and retained on file at the school or the SFA level for a period of five years after the end of the program year to which they pertain.

**K. Collection and Accountability:** Establish a procedure to collect money from students who pay for their meals and to account for the number of free, reduced-price and full-price meals served to eligible students on a daily basis. The collection procedure(s) will be used so that no student in the school will be aware of such procedure or the identity of the students receiving free or reduced-price meals.

**L. 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.

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

- Attachment A:** 1. Designation of Hearing Official  
2. Designation of Reviewing Official (s)  
3. Designation of Verifying Official  
4. Designation of Pre-Approval Official(s)
- Attachment B:** Meal Count/Collection Procedure(s)
- Attachment C:** Public/Media Release
- Attachment D:** Income Eligibility Guidelines
- Attachment E:** Notice/Letter to Households
- Attachment F:** Free and Reduced-Price School Meals Application
- Attachment G:** Letter to Households of Approval/Denial of Benefits
- Attachment H:** Letter to Household of Selection for Verification of Eligibility
- Attachment I:** Letter of Verification Results and Adverse Action for Income Households
- Attachment J:** Notification of Predetermined Eligibility (Direct Certification)  
Notification of Predetermined Eligibility (Head Start)  
Notification of Predetermined Eligibility (Migrant)  
District Policy and Process for Predetermined Eligibility McKinney-Vento Act (Homeless)
- Attachment K:** Menu Planning System

**Signatures:**

Designated Official/Superintendent Name	Signature	Date

Nevada Department of Education Office of Child Nutrition and School Health Director Name	Signature	Date

**RETURN TO STATE OFFICE**  
**Policy Statement for Free and Reduced-Price Meals**

\_\_\_\_\_  
(School Food Authority [SFA]) (CNP Agreement #)

**Attachment A: Designation of Hearing, Reviewing and Verifying Officials**

Instructions: Update this attachment only when necessary.

\_\_\_\_\_  
(School Food Authority [SFA]) (CNP Agreement #) designates as:

1. Hearing Official

Name of Responsible Individual	Signature
--------------------------------	-----------

This person shall ensure that all required provisions of the appeal process are followed as outlined on Section G of this policy statement.

The hearing official must be someone not involved in making the determination under appeal or any previous conference. It is recommended that the hearing official hold a position at a higher administrative level than the reviewing official (s). The hearing official and reviewing/verifying official (s) cannot be the same individual.

2. Reviewing  
Official

Name of Responsible Individual	Signature
--------------------------------	-----------

2. Reviewing  
Official

Name of Responsible Individual	Signature
--------------------------------	-----------

This person reviews applications and makes eligibility determinations. This official will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced-price meals.

3. Verifying Official

Name of Responsible Individual	Signature
--------------------------------	-----------

This person verifies the eligibility of applicant households in accordance with program regulations and maintains annual records as follows: (1) a summary of the verification efforts which includes the selection methods used; (2) the total number of applications on file by October 1; and (3) the percentage or number of applications verified.

4. Amendments: A blank copy of this attachment may be used to amend the policy statement if there ever is a need to change one or more of the above designated officials. Complete the following and forward a copy to the Nevada Department of Agriculture (NDA) for approval.

Designated Official Name	Signature	Date

NDE - OCNSH Director	Signature	Date

**Policy Statement for Free and Reduced-Price Meals**

\_\_\_\_\_  
 (School Food Authority [SFA]) (CNP Agreement #)

**Attachment B: Meal Count/Collection Procedure(s)**

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

Breakfast	
Lunch	
Snack	





3. All approved meal count/collection procedures must include a method for:

- prepayment and/or post billing (charging). Charging is seldom recommended.
- provision for allowing for prepayment charging should make free and reduced-price meal recipients appear as students who prepay full price (or charge).

Check one of the following:

	Full and reduced-price meal payments can be made by students or parents in advance in a designated area away from the cafeteria serving line on a daily, weekly or monthly basis.
	Students receiving free meal benefits appear to be prepaying for meals. (Charging may or may not be allowed.)
	Full and reduced-price meals can be charged. Parents are billed and may mail in payments or students and a parent may pay in a designated area away from the cafeteria serving line.
	Care is taken that neither the billing nor the payment process identifies those who pay nothing. Students receiving free meal benefits appear to be charging meals.
	Full and reduced-price meal payments can be made electronically.

4. The option of prepayment (and/or charging) of meals should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc.

Some school food authorities (SFAs) offer incentives for prepayment options when cash is also accepted on the serving line.

Check one or more of the following:

The ability for students and/or parents to prepay (or charge) is routinely advertised:

	In the letter to parents (Notice/Letter to Households) sent home with the application at the beginning of each school year.
	In an announcement made over the school's public address system.
	In a newspaper/newsletter article/Web site.
	By a posted notice (sign) displayed in the cafeteria area.

5. All approved meal count/collection procedures must include a medium of exchange that is issued to students for obtaining a meal. Students receiving free meals must be issued the identical medium of exchange as those students prepaying (or charging) full or reduced-price meals. The systems for coding, distributing and collecting the medium of exchange must ensure that students receiving free and reduced-price meal benefits are not overtly identified. A common area and method for distributing and collecting the medium of exchange must be used for all three categories. Check one of the following. If more than one box is checked, grades or campuses must be designated. All students receiving free, reduced-price and paid meals and those prepaying will be issued:

- A verbal identifier to be used on the serving line in exchange for the meal. A number or the student's name are the most commonly used verbal identifiers.
- A coded ticket or token.
- A coded I.D. card.
- A coded automated tab.
- A coded bar line card for scanning.
- A coded number for use on a key pad.
- Another individual identifier (thumb print, etc.)

6. The medium of exchange for free and prepaid (or charged) reduced-price and full-price meals must be identical except for the code. Color coding by category or single-symbol coding using obvious identifiers such as F, R and P is prohibited. Check one of the following. Medium of exchange should be coded in the following manner:

- Coding series. Example: Free-1 through 1,999/Reduced-price-2,000 through 3,999/Full price-4,000 and above.
- Coding by number. Example: Number ending in 0, an odd or even number.
- Coding by variation. Example: Variations in signature, placement of date or ticket distributor such as Mary Smith, Mary J. Smith and M. Smith.
- Coding by subtle differences. Example: Differences in printing such as capital letter, period, spacing of a line or differences in underlining.
- Coding by number digits. Example: 4 digits for free, 5 digits reduced-price and 6 digits for full price.
- Coded by bar line for scanning.
- Coded number used on a keypad.

7. All approved meal count/collection procedures must include a point-of-service count of reimbursable meals by category. Teacher roll counts, unverified morning meal counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by "backing into" the numbers of meals served are not point-of-service counts. Check one of the following:

- The cashier is stationed at the end of the serving line, determines the meal selected is reimbursable and counts the meal by category.
- The cashier is stationed at the beginning of the serving line and a staff member is stationed at the end of the line to verify that each meal selected is reimbursable. If a non-reimbursable meal is selected by a student; a system is in place for removing that meal from the proper category of the count of meals claimed for reimbursement.
- Other. An alternate method must be individually written using the guidelines in step 9e.

8. It is understood that in addition to prepaid (or charged) meals, some cash meals may also be sold and counted. Meals paid for in cash on the line may be counted in a different manner than those prepaid (or charged). These meals may be tallied, counted mechanically, recorded on a cash register, etc. However the medium of exchange for students receiving free, prepaid reduced-price and prepaid full-price meals must be collected and counted in exactly the same manner. Check one of the following:

When students receiving free, prepaid reduced-price or prepaid full-price meals pass the cashier, they:

- Call out their number and the cashier strikes it from a numbered sheet. The count by category is taken from the numbered sheet.
  - Call out their name and the cashier checks the name off a coded roster. The count is taken from the roster by category.
  - Present a coded ticket/token and it is collected. The count is taken from the tickets/tokens.
  - Present a ticket and all tickets are marked in some manner and returned to the student. Simultaneously, the count by category is tallied, mechanically counted, recorded on a cash register, etc.
  - Present an automated tab card. The card is mechanically cut and a count by category is simultaneously taken.
  - Present a bar line card. The card is scanned and a count is simultaneously taken.
  - Punch in number on keypad. As number is entered, the count by category is simultaneously taken.
  - Other.
- 

b. When students pay cash for their reduced-price and/or full-price meals and those meals are counted in a manner different from what is described above, please describe the method used for counting. Attach additional pages if needed.

9. By using steps 1-8 as outlined on the preceding pages, it is possible to describe most meal count/collection procedures used throughout the state. If an alternate method is used, it must be individually written. Care should be taken to include all necessary information as outlined below:

a. How can meals be prepaid or charged?

b. How is the system for prepayment and charging advertised?

c. What medium of exchange will be issued to students receiving free or prepaid (or charged) reduced-price or full-price meals?

d. How will the medium of exchange be coded?

e. Where is the count by category taken? The count by category must be at the point-of-service where it is determined that reimbursable meals were selected by students. When using classroom counts, the school must develop a system for a child coming to school late, leaving early or not selecting a reimbursable meal.

The school should retain written documentation as proof that the needed changes are being made.

**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 (private schools and RCCIs) or five years (public schools) 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. These children must have an application on file.

c. Designate

Name of Responsible Individual	Signature
--------------------------------	-----------

To determine eligibility for free and reduced-price meals, this official will use the criteria outlined in this policy to determine which individual children’s claims may be made for free or reduced-price 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. Check one of the following:

- The cashier is stationed at the end of the serving line, determines the meal selected is reimbursable and counts the meal by category.
- The cashier is stationed at the beginning of the serving line and a monitor is stationed at the end of the line to verify that each meal selected is reimbursable. If a non-reimbursable meal is selected by a student, a system is in place for removing that meal from the proper category of the count of meals claimed for reimbursement. Individual plans must be written for each site and submitted annually to the state agency for approval.
- Other. An alternate method must be individually written and submitted annually to the state agency for approval.

---

Name of Designated Representative	Signature	Date
-----------------------------------	-----------	------

---



---

NDE - OCNSH Director	Signature	Date
----------------------	-----------	------

---

**Policy Statement for Free and Reduced-Price Meals**

---

(School Food Authority [SFA]) (CNP Agreement #)

**Attachment K: Menu Planning System**

**Attachment K: Menu Planning System**

**Menu Planning System Definitions: One food based menu planning approach and same age/grade groups.**

NSLP and SBP

- One food-based menu planning approach and same age/grade groups
- Fruits and vegetables are two separate food components
- Daily fruits requirement
- Under OVS, students must select at least ½ cup of the fruits or the vegetables component as part of the reimbursable meal
- Weekly grains ranges plus daily minimum requirement
- On the third year of rule implementation, all grains offered during the school week must be whole grain-rich
- Fat-free (unflavored or flavored) and unflavored low-fat milk only

- Calorie minimum and maximum levels
- Intermediate (Target 1 and Target 2) and final sodium reductions
- Trans fat limit
- Limit on saturated fat only (not on total fat)
- 3-year administrative review cycle

**Reauthorization Legislation:**

**The SFA will revise the Policy Statement for Free and Reduced Price Lunches when components of reauthorization legislation change program requirements. The Policy Statement for Free and Reduced Price Lunches will be maintained in the sponsor file, standards of practice, or standard operating procedure files**

***Dietary Guidelines and the School Nutrition Program Comparison Chart***

<b><i>Dietary Guidelines for Americans 2010</i></b>	<b>School Nutrition Program</b>
<b>Balancing Calories to Manage Weight</b> <ul style="list-style-type: none"> <li>The Dietary Guidelines recommend improving eating and physical activity behaviors, managing body weight, increasing physical activity, and maintaining appropriate calorie balance during each stage of life</li> </ul>	<b>Balancing Calories to Manage Weight</b> <ul style="list-style-type: none"> <li>Specific calorie levels are required for a meal to be considered a healthy school meal depending on the age/grade groups. These calorie levels are based on weekly averages.</li> </ul>
<b>Foods and Food Components to Reduce</b> <ul style="list-style-type: none"> <li>Americans should reduce their sodium intake to less than 2,300 mg or 1,500 mg per day depending on age and other individual characteristics.</li> </ul>	<b>Foods and Food Components to Reduce</b> <ul style="list-style-type: none"> <li>Sodium requirements phased in over a period of 10 years.</li> <li>USDA Foods are able to provide low-sodium processed meats, cheeses, and other Meat/Meat Alternate products.</li> </ul>
<b>Foods and Food Components to Reduce</b> <ul style="list-style-type: none"> <li>Less than 10% of calories should be from saturated fat, less than 300 mg of cholesterol, reduce <i>trans</i> fat consumption, reduce calories from solid fat</li> </ul>	<b>Foods and Food Components to Reduce</b> <ul style="list-style-type: none"> <li>Saturated fat less than 10% of calories over a school week.</li> <li>Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.</li> </ul>
<b>Foods and Nutrients to Increase</b> <ul style="list-style-type: none"> <li>Choose a variety of protein such as lean meat, beans, peas, soy products, and unsalted nuts/seeds, increase the amount in variety of seafood, use oils to replace solid fats where possible</li> </ul>	<b>Foods and Nutrients to Increase</b> <ul style="list-style-type: none"> <li>Lean or extra lean meats, seafood, yogurt, tofu, poultry, beans/peas (legumes), eggs, cheese.</li> <li>Nuts and seeds and their butters listed in USDA-FNS guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data. However, nuts and seeds may be used to meet no more than one-half of the Meat/Meat Alternate component and must be paired with another Meat/Meat Alternate to meet the full requirement. This restriction does not apply to nut butters.</li> </ul>



**Dietary Guidelines and the School Nutrition Program Comparison Chart**

<b><i>Dietary Guidelines for Americans 2010</i></b>	<b>School Nutrition Program</b>
<b>Building Healthy Eating Choices</b> <ul style="list-style-type: none"> <li>Choose foods that provide: potassium, dietary fiber, calcium, and vitamin D</li> </ul>	<b>Building Healthy Eating Choices</b> <ul style="list-style-type: none"> <li>Food-Based Menu Planning</li> <li>Food component means one of the food components which comprise reimbursable meals.</li> </ul>
<b>Building Healthy Eating Choices</b> <ul style="list-style-type: none"> <li>Consume at least half of all grains as whole grains. Increase whole-grain intake by replacing refined grains with whole grains.</li> <li>Choose foods that provide: potassium, dietary fiber, calcium, and vitamin D</li> </ul>	<b>Building Healthy Eating Choices</b> <ul style="list-style-type: none"> <li>Whole Grain-rich foods required weekly and daily. All grains must be whole grain-rich for breakfast and lunch meals.</li> <li>Daily lunch vegetable requirement includes dark green, red/orange, beans/peas (legumes), starchy, and other vegetable subgroups required weekly.</li> <li>Fruit is offered daily at breakfast and lunch meals.</li> <li>Fluid milk, must be low-fat (unflavored) or fat-free (unflavored or flavored) is offered daily at breakfast and lunch meals.</li> </ul>
<b>Building Healthy Eating Choices</b> <ul style="list-style-type: none"> <li>Individual water intake needs vary widely, based in part on level of physical activity and exposure to heat stress</li> </ul>	<b>Building Healthy Eating Choices</b> <ul style="list-style-type: none"> <li>The Healthy, Hunger-Free Kids Act of 2010 established a requirement for making water available to students in the National School Lunch Program</li> </ul>
<b>Helping Americans Make Healthy Choices</b> <ul style="list-style-type: none"> <li>Americans prepare their own food and engage in physical activity</li> <li>The Nation's health will require a multi-sector approach</li> </ul>	<b>Helping Students Make Healthy Choices</b> <ul style="list-style-type: none"> <li>USDA Foods</li> <li>HealthierUS School Challenge</li> <li>Chef's Move to Schools</li> <li>Fuel Up to Play 60</li> </ul>