WHAT TO EXPECT DURING YOUR ADMINISTRATIVE REVIEW

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DESE School Food Services

Summer
2016

Missouri Department
of Elementary and Secondary Education

Schedule for Today

- Overview of the New Process
- Interaction with Off-Site Reviewers
- Interaction with On-Site Reviewers
- Off-Site Questions
- On-Site Review
- Post Review Procedures

New Process for Administrative Reviews

- Starting in School Year 2016-2017, DESE will be conducting reviews in a slightly different manner
  - You will have two reviewers:
    - An off-site reviewer who will handle the menu documentation and the resource management portion of the review.
    - An off and on-site regional reviewer that will complete all of the other sections of the review.

Notification of Adminstrative Review

- You will be contacted 6-8 weeks prior to your review by your regional reviewer to schedule the date of your review.

Notification of Administrative Review

- After confirming the dates of your review:
  - You will complete a Meal Compliance Risk Assessment Tool for each site selected for review.
  - Your LEA will receive a Confirmation of Date Letter with instructions for completing the off-site assessment tool and an Administrative Review Checklist.

Off-Site Meal Compliance Risk Assessment Tool

- Meal Compliance Risk Assessment Tool
  - For all of the sites selected for review, the Meal Compliance Risk Assessment Tool must be completed.
  - The site with the highest score is most at risk for noncompliance with the meal pattern and must receive a targeted menu review.

Reviewer: Doerhoff, Dana

Risk Score: 15.0

Off-site Assessment

1	In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at the site?			
	School Breakfast Program	(•) Yes ( ) No	15.0	
	Seamless Summer Option	( ) Yes ( ) No	0.0	
	Afterschool Snack Program	( ) Yes ( ) No	0.0	
	Fresh Fruit and Vegetable Program	( ) Yes ( ) No	0.0	
	Special Milk Program	( ) Yes ( ) No	0.0	
2	What are the age/grade groups served in the school?			
	Pre-K	(•) Yes ( ) No	0.0	
	K-5 only (or K-1, K-2, K-3, K-4)	(•) Yes ( ) No	0.0	
	6-8 only (or 6-7, 7-8)	( ) Yes ( ) No	0.0	
	9-12 only (or 10-12)	( ) Yes ( ) No	0.0	
	K-8	( ) Yes ( ) No	0.0	
	6-12	( ) Yes ( ) No	0.0	
	K-12	( ) Yes ( ) No	0.0	
3	Were Performance Standard 1 or Performance Standard 2 violations identified at the previous administrative review or during follow-up activities?	( ) Yes ( ) No	0.0	
4	How many reimbursable meal service lines are in operation? If the site does not have traditional lines, indicate how many different locations students may select from vegetable subgroup offerings.			
	1	( ) Yes ( ) No	0.0	
	2-3	( ) Yes ( ) No	0.0	
	4+	( ) Yes ( ) No	0.0	
5	Do students serve themselves foods via food bars, serving stations, and/or salad bars?	( ) Yes ( ) No	0.0	
6	Does the site utilize cycle menus?	( ) Yes ( ) No	0.0	
7	Are meals served at alternate meal service locations?	( ) Yes ( ) No	0.0	
8	Is the school a HealthierUS Challenge award recipient certified January 1, 2010 or later?	( ) Yes ( ) No	0.0	
9	Does the site have a new kitchen manager, cook, or site manager?	( ) Yes ( ) No	0.0	
	Risk Score:		15.0	

Confirmation of Date letter

- The Confirmation of date letter will contain this information:
  - The date(s) of your review
  - The building(s) that will be reviewed
  - The month of review
  - The week of the target menu review
  - The date of the exit conference
  - Off Site questionnaire instructions
  - Off Site Reviewer contact information

AR Checklist

The Administrative Review Checklist is a tool that provides a summary of the areas that will be reviewed, as well as details regarding the steps that you should be taking during the timeline of the review.

Off-Site Reviewer

- Once your Confirmation of Date letter and AR Checklist are received, your off-site reviewer will contact you to begin the next steps of the review.
- The two areas that the Off-Site Reviewer will complete in cooperation with your LEA are:
  - Resource Management
  - Menu Documentation

Resource Management

Resource Management

- Two tools should be completed annually by the LEA:
  - The Non-Program Food Tool
  - The Paid Lunch Equity Tool
- If the tools are not completed by the time that you are contacted, the off-site reviewer will work with your LEA to make sure they are completed.

Paid Lunch Equity Tool

Paid Lunch Equity

How?

2016-17 lunch increase is calculated using 2% (inflation) plus 2.97% (consumer price index), for a total of 4.97%.

last years total was 4.19%

Why?

To ensure that sufficient funds are provided to the food service account for paid lunches

When?

Paid Lunch Equity (PLE) is an **annual** calculation

Paid Lunch Equity

DESE Food and Nutrition Service Website: https://dese.mo.gov/financial-admin-services/food-nutrition-services/paid-lunch-equity

Guidance & Resources

ome » Financial & Admin. Services » Food & Nutrition Services

- Farm to School
- Food Allergy Information
- Forms
- Healthy, Hunger-Free
- Paid Lunch Equity
- Paid Lunch Prices
  - SP-23-2015 - Release of the FNS-828 Paid Lunch Price Data for School Years 2012-2013 and 2013-2014 announces the publication of the paid lunch prices for SFAs participating in the National School Lunch Program for School Years 2012-2013 and 2013-2014.

    SP-23-2015a: Paid Lunch Prices SY 2012-2013

    SP-23-2015a2: Paid Lunch Prices SY 2013-2014
- Non Program Food Revenue Tool
  - SP-20-2016 - Nonprofit School Food Service Account Nonprogram Food Revenue Requirements
- Payment Transmittal Change Information

Financial & Admin. Services

- News and Updates
- Accounting & Procurement
- Budget
- Career Education Finance
- ESEA/NCLB Finance
- Food & Nutrition Services
  - News and Updates
  - Food Safety/HACCP
  - Food Service Management
  - Guidance & Resources
  - Handbooks
  - HealthierUS School Challenge
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos

Reimbursement Rates

2015-16

NATIONAL SCHOOL LUNCH PROGRAM[1]		LESS THAN 60%	LESS THAN 60% + 6 cents[2]	60% OR MORE	60% or MORE + 6 cents[2]	MAXIMUM RATE	MAXIMUM RATE + 6 cents[2]
CONTIGUOUS STATES	PAID	0.29	0.35	0.31	0.37	0.37	0.43
	REDUCED PRICE	2.67	2.73	2.69	2.75	2.84	2.90
	FREE	3.07	3.13	3.09	3.15	3.24	3.30

Paid Lunch Equity

Compare the average price for paid lunches to the difference between free and paid lunches

Federal reimbursement for free ($3.13) and paid ($0.35) meals

Use the USDA Paid Lunch Equity Tool

(Fill in the “peach” colored areas)

Average Paid Lunch Price across the SFA

New required average across the SFA

Non-Federal source contribution amount

Splitting the requirement between a price increase and non-federal source contributions

Paid Lunch Equity Tool

If your school charges less than $2.78 for paid lunches:

- must adjust weighted average lunch price and/or
- add non-Federal funds to the non-profit school food service account
- 10 cent cap
  - Tool always rounds down to nearest $0.05
  - Any extra amount, positive or negative, will be carried forward each year

Paid Lunch Equity Tool

Step 1: What is my Unrounded Price Requirement? When calculating the Weighted Average Price Requirement for SY 2016-17 the Unrounded Price Requirement from SY 2015-16 must be used.

- Refer to SY 2015-16 PLE tool
- The PLE calculator will help calculate the Unrounded Price Requirement if the SY 2015-16 Unrounded Price Requirement isn't available
  - SY 2010-11 Weighted Average Price

To complete Step 1- Refer to your SFA's completed SY 2015-16 PLE Tool

Step 1

Enter the SY 2015-16 Unrounded Price Requirement in the box below	SY 2016-17 Weighted Average Price Requirement
This is can be found in Section 1: Box A of the SY 2015-2016	Requirement price to the nearest cent
$ 1.87	$ 1.96

Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)

2016-17 lunch increase is calculated using 2% (inflation) plus 2.97% (consumer price index), for a total of 4.97%

Proceed to tab "SY 2016-17 Price Calculator"

If you do not know your SY 2015-16 Unrounded Price Requirement, enter the SY 2010-11 Weighted Average Price

Complete if you do NOT know your SY 2015-2016 Unrounded Price Requirement

Annual Unrounded Requirement Finder

Enter the SY 2010-11 Weighted Average Price below

*** The weighted average price for SY 2010-11 is the weighted average of all paid*

SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2014-2015 Requirement price to the nearest cent	Price 2: SY 2015-2016 Requirement price to the nearest cent
$ 1.53	$ 1.79	$ 1.87

Unrounded Requirement Finder | SY 16-17 Price Calculator | SY 16-17 NonFederal Calculator | SY 16-17 Split Calculator | SY 2016-2017 REPORT

These prices are determined from the Unrounded Requirement Finder tab and are unique to your district. These prices may not always match. The second price is always rounded down to the nearest $0.05.

SY 2016-17 Price Adjustment Calculator

Go to Instructions

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	*Optional* price requirement ROUNDED DOWN to nearest 5 cent
$ 1.96	$ 1.95

Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)

SY 2015-16 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2015.

Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1,536	$ 1.65	$ 2,534.40	
1,678	$ 1.80	$ 3,020.40	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
3,214		$ 5,554.80	$ 1.73

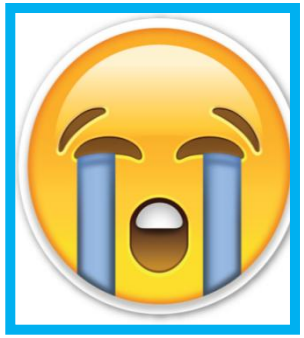
*Note: SY 2015-16 Weighted Average Price equal to or above **$2.78** are compliant for SY 2016-17. **$2.78** is the difference between the Free and Paid reimbursement rates for SY 2015-16.*

Enter the October 2015 number of paid lunches served and claimed and the corresponding price(s) charged. Don't enter non-reimbursable or adult meals.

The total price increase for SY 2016-17 will be calculated and entered into the Total Price Increase for SY 2016-17 box.

The Required price increase with 10 cent cap shows the required weighted average price the district must attain in SY 2016-17 to be in compliance with the PLE. This is calculated by adding the October 2015 Weighted Average Price plus the figure from the Total Price Increase for SY 2016-17 box up to $0.10.

Total Price Increase for SY 2016-17	
$	0.22
Required price increase for SY 2016-17 (with 10 cent cap)	
$	1.83
Remaining increase carried forward to SY 2017-18	
$	0.12
Remaining credit carried forward to SY 2017-18	
$	-



Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	1,536	$ 1.75	$ 2,688.00	
2.	1,678	$ 1.90	$ 3,188.20	
3.			$ -	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	3,214		$ 5,876.20	$ 1.83

If your school has different prices for separate grade groupings, you will need to complete Step 3 (Optional), to determine how to apply the increase to the various grade groupings.

Example: Elementary K-5 charges $1.75 and the Middle/High charges $1.90 to be compliant with the required weighted average price of $1.83

Unrounded Requirement Finder | **SY 16-17 Price Calculator** | SY 16-17 NonFederal Calculator | SY 16-17 Split Calculator | SY 2016-2017 REPORT

SY2016-2017 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2016-2017. Information on this report is used to determine the SY 2016-2017 weighted average price requirements.
Please print and keep in records.
NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY2016-2017 Weighted Average Paid Price Requirements

A. SY 2016-17 Weighted Average Price Requirement*: **This price will be entered into the SY 2017-2018 tool to determine the SY2017-2018 weighted average price requirements*	**$1.96**
B. *Optional* Price ROUNDED DOWN to nearest 5 cents:	**$1.95**

Section 2: Amounts Carried Forward to SY 2017-2018

Select the SY 2016-2017 method used to ensure sufficient funds are provided for PAID Lunches

Increase SY2016-2017 average weighted price

- Increase SY2016-2017 average weighted price
- Contribute Non-Federal sources for SY2016-2017
- Both
- At or above equity
- Exemption Granted

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2017-18:	**$0.12**
B. Remaining credit carried forward to SY 2017-18:	**$0.00**
Enter in the new average weighted price for SY 2016-17:	**$1.83**

If you have decided to increase the price of the paid lunch to meet the SY 2016-17 Weighted Average Price Requirement, you will need to click the drop down box arrow and make the selection. Enter the weighted average price from Step 3 (Optional) Pricing Estimation Calculator.

Congratulations!
You have completed the SY 2016-17 PLE tool!!

Instructions | Unrounded Requirement Finder | SY 16-17 Price Calculator | SY 16-17 NonFederal Calculator | SY 16-17 Split Calculator | **SY 2016-2017 REPORT** | SY 15-16 Price Calculator

Non Federal Funding Sources

SY 16-17 Price Calculator | **SY 16-17 NonFederal Calculator** | SY 16-17 Split Calculator | SY 2016-2017 REPORT

In lieu of raising paid lunch prices

Contribute non-Federal sources to the nonprofit school food service account. Must calculate the appropriate amount to contribute (Still have to complete the tool).

Total number of paid reimbursable lunches claimed for the previous school year

Multiple by the difference between the SY 2015-2016 weighted average paid lunch price requirement and the SY 2015-16 weighted average paid lunch price

Current Weighted
Enter in the current weighte *Note: If SFA did not change the we* *SY2011-2012, SY2012-2013, SY2013* *the SY2010-11 weighted average p*
$ 1.73

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	***Optional* price ROUNDED DOWN to nearest 5 cent**
$ 1.96	$ 1.95
Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)	

Click here to determine SY2015-2016 weighted average price

Non-Federal Source Contribution Calculator for SY 2016-17		
Enter the total paid lunch count (for all prices). *ual Non-Federal Source for SY2016-2017 are estimated based on the ACTUAL lunch count tered below*		
Enter annual # of Paid Lunches for SY2014-15**	**TOTAL Price Increase for SY 2016-17**	**TOTAL SY 2016-17 Annual Non-Federal Source Contribution**
23,387	$ 0.22	$ 5,145.14
Note: Total price increase for SY 2016-2017 is based on the difference between the weighted average price entered above and SY 2016-2017 rounded DOWN requirement.		

Enter the total amount of non-Federal source contributions from the SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, and SY 2015-16

Your required non-federal funds contribution for SY 2016-17 will appear

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2015-16	Annual Non-Federal Source Contribution Requirement for SY 2016-17
$ 4,858.44	$ 286.70

Price Increase Requirement for SY 2016-17 (with 10 cent cap)	SY 2016-17 Annual Non-Federal Source Contribution (with 10 cent cap)
$ 0.10	$ 286.70

This example SFA must contribute $286.70 for the SY 2015-16 if they do not want to raise their paid lunch price(s).

Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18
$ -

Remaining Credit carried forward to SY 2017-18
$ -

The two green boxes may show a shortfall or credit that will be carried forward into the following school year. As long as the 2016-17 Annual Non-Federal Source Contribution (with 10 cent cap) is met, the SFA is in compliance with PLE

SY 16-17 Price Calculator | **SY 16-17 NonFederal Calculator** | SY 16-17 Split Calculator | SY 2016-2017 REPORT

2016-17 Split Price and Non-Federal Calculator

ce and Non-Federal Calc

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	*Optional* price requirement ROUNDED DOWN to nearest 5 cent
$ 1.96	$ 1.95

Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)

SY 2015-16 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2015.

Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1,536	$ 1.65	$ 2,534.40	
1,678	$ 1.80	$ 3,020.40	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
3,214		$ 5,554.80	$ 1.73

*Note: SY 2015-16 Weighted Average Price equal to or above **$2.78** are compliant for SY 2016-17. **$2.78** is the difference between the Free and Paid reimbursement rates for*

Enter the October 2015 number of paid lunches claimed and the corresponding prices charged.

The *Required price increase for SY 2016-17 (with 10 cent cap)* box shows the required weighted average price that the district must attain in SY 2016-17

Total Price Increase for SY 2016-17
$ 0.22

Required price increase for SY 2016-17 (with 10 cent cap)
$ 1.83

SY 16-17 Price Calculator | SY 16-17 NonFederal Calculator | **SY 16-17 Split Calculator** | SY 2016-2017 REPORT

SY 16-17 Price Calculator | SY 16-17 NonFederal Calculator | **SY 16-17 Split Calculator** | SY 2016-2017 REPORT

Since you are choosing to split the required price increase between raising paid lunch prices and contributing non-federal funds, you will need to determine your new weighted price increase.

New Price Increase
Enter the new price increase for SY2016-2017 to assist in meeting the requirement. See optional Pricing Estimation Calulator below if needed.

This can be calculated using *Step 3 (Optional)* on the bottom of the page.

(Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.			$ -	
2.			$ -	
3.			$ -	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	-		$ -	$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

"SY 2016-17 Split Calculator" Tab

Enter the number of October 2015 paid lunches and corresponding prices. Alter the prices at each level to your district's desired paid lunch prices for SY 16-17 Your new weighted average price will show in the circled box

(Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	1,536	$ 1.70	$ 2,611.20	
2.	1,678	$ 1.85	$ 3,104.30	
3.			$ -	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	3,214		$ 5,715.50	$ 1.78

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new

"SY 2016-17 Split Calculator" Tab

- Enter your new weighted average price

New Price Increase
Enter the new price increase for SY2016-2017 to assist in meeting the requirement. See optional Pricing Estimation Calulator below if needed.
$ 1.78

- Enter the annual number of paid lunches for SY 2014-15

Non-Federal Source Contribution Calculator for SY 2016-17		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2016-2017 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY 2014-15**	Total remaining required Price Increase	TOTAL SY 2016-17 Annual Non-Federal Source Contribution
23,330	$ 0.17	$ 3,966.10
Note: Total price increase for SY 2016-2017 is based on the difference between the weighted average price entered above and SY 2016-2017 rounded DOWN requirement.		

Split Calculator

- Enter the total non-federal source contributions from SY 2011-12, 2012-13, 2013-14, 2014-15, and 2015-16

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2015-16	Annual Non-Federal Source Contribution Requirement for SY 2016-17
$ 3,062.41	$ 903.69

Price Increase Requirement for SY 2016-17 (with 10 cent cap)	SY 2016-17 Annual Non-Federal Source Contribution (with 10 cent cap)
$ 0.05	$ 903.69

This example SFA must contribute $903.69 for the SY 2016-17

- Your required non-federal funds contribution for SY 2016-17 will appear

Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2017-18
$ -

Remaining Credit carried forward to SY 2017-18
$ -

- The two green boxes may show a shortfall or credit that will be carried forward into the following school year. As long as the 2016-17 contribution is met, the SFA is in compliance with Paid Lunch Equity.

Non Federal Funding Sources

For SY 2016-17, LEAs may continue to count as a non-Federal source: SP 09-2016

- Any funds provided by organizations for any paid meal
- Any proportion attributable to paid meals from direct payments made from school district funds to support lunch service
  (i.e. a general funds balance transfer)
  - Make an adjustment to balance on Revenue and Expenditures report
- Excess non-Federal contribution from SY 2015-16 may be subtracted from the total SY 2016-17 contribution requirement
- Complete the non-Federal Calculator Tab in the PLE tool

Non-Federal Funding Sources

Some examples of **unallowable** non-Federal funding for PLE are

- Money (cash) from non program foods
  - A la Carte items
  - Catering
  - Adult meals
  - Vending, school store, etc…
- Once a year State payments
- In-kind contributions
  - Charging for janitorial services, café monitors, office supplies, utilities that were provided without cost prior to July 1, 2011

Waivers

SP-19-2015 and SP-28-2014

Schools can submit a letter to the State Agency providing justification of all factors specified in SP:

- Meal Standards
- Competitive Foods
- Administrative Reviews (if applicable)
- Meal Service and Participation
- Resource Management (PLE requirements and non-program food revenue requirements)
- Non-program food revenue (submit most recent non-program food revenue tool)
- PLE requirement
  - SY 2014-15 Average Weighted Paid Lunch Price
  - SY 2015-16 Required Price Increase (submit most recent PLE tool)
  - How did you meet the PLE requirement in SY 2011-12
  - How did you meet the PLE requirement in SY 2012-13
  - How did you meet the PLE requirement in SY 2013-14
  - How did you meet the PLE requirement in SY 2014-15
- Professional Support
- Cafeteria and Kitchen Equipment
- Free/Reduced Price Eligibility Determinations

Waiver

Three-month excess balance

Schools can ask for a waiver from the PLE tool

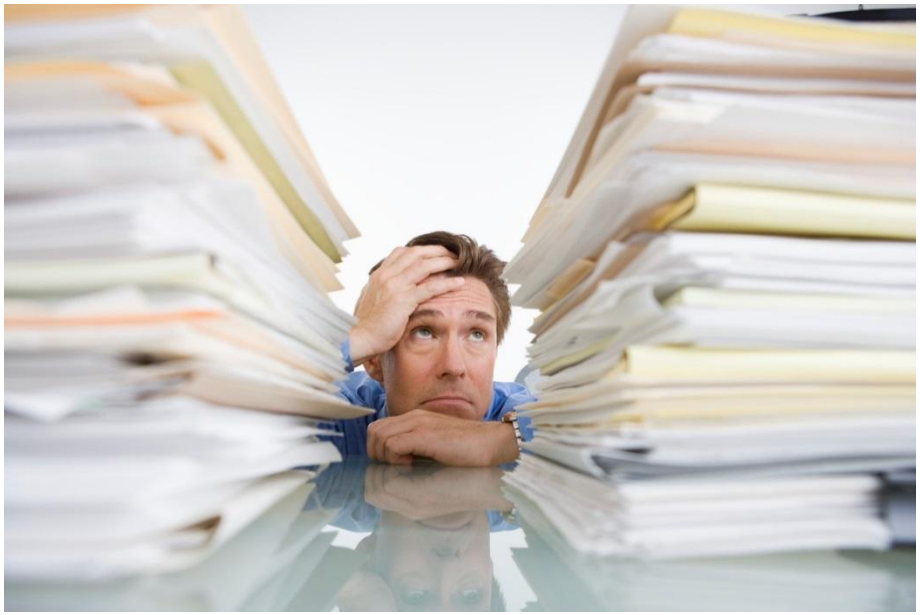
127 schools were notified last year

Doubled from last year

All schools with an excess balance must report how they are spending the balance or payment will be held

Paid Lunch Equity Tool

Each year print a copy of the PLE Tool and keep in your records



PLE Tool Example

- George Washington School District
  - G.W. Elementary School had 1,765 paid lunches in October 2010 at $1.95 per paid lunch
  - G.W. Middle School had 1001 paid lunches in October 2010, at $2.05 per paid lunch
  - G.W. High School had 766 paid lunches in October 2010, at $2.15 per paid lunch
  - G.W. Elementary School had 1,588 paid lunches in October 2015 at $2.40 per paid lunch
  - G.W. Middle School had 892 paid lunches in October 2015 at $2.50 per paid lunch
  - G.W. High School had 687 paid lunches in October 2015 at $2.60 per paid lunch

- Complete the 2016-2017 PLE tool to determine what prices the LEA should charge for the paid lunches.

Nonprogram Food Revenue Tool

What is Nonprogram Food?

Food (including beverages) sold in a participating school other than reimbursable meal;

AND

Purchased using funds from the nonprofit school food service account

Nonprogram Food Revenue Tool

Must be completed annually

Demonstrates compliance with Healthy Hunger-Free Kids Act Section 206

- SP39-2011; SP20-2016

Ensure that revenue from the sale of non-program foods generates at least the same proportion of revenue as they contribute to the LEAs food costs

- Ensures that LEAs are not using program money to subsidize nonprogram food sales

Types of Nonprogram Food Sales

Adult Meals

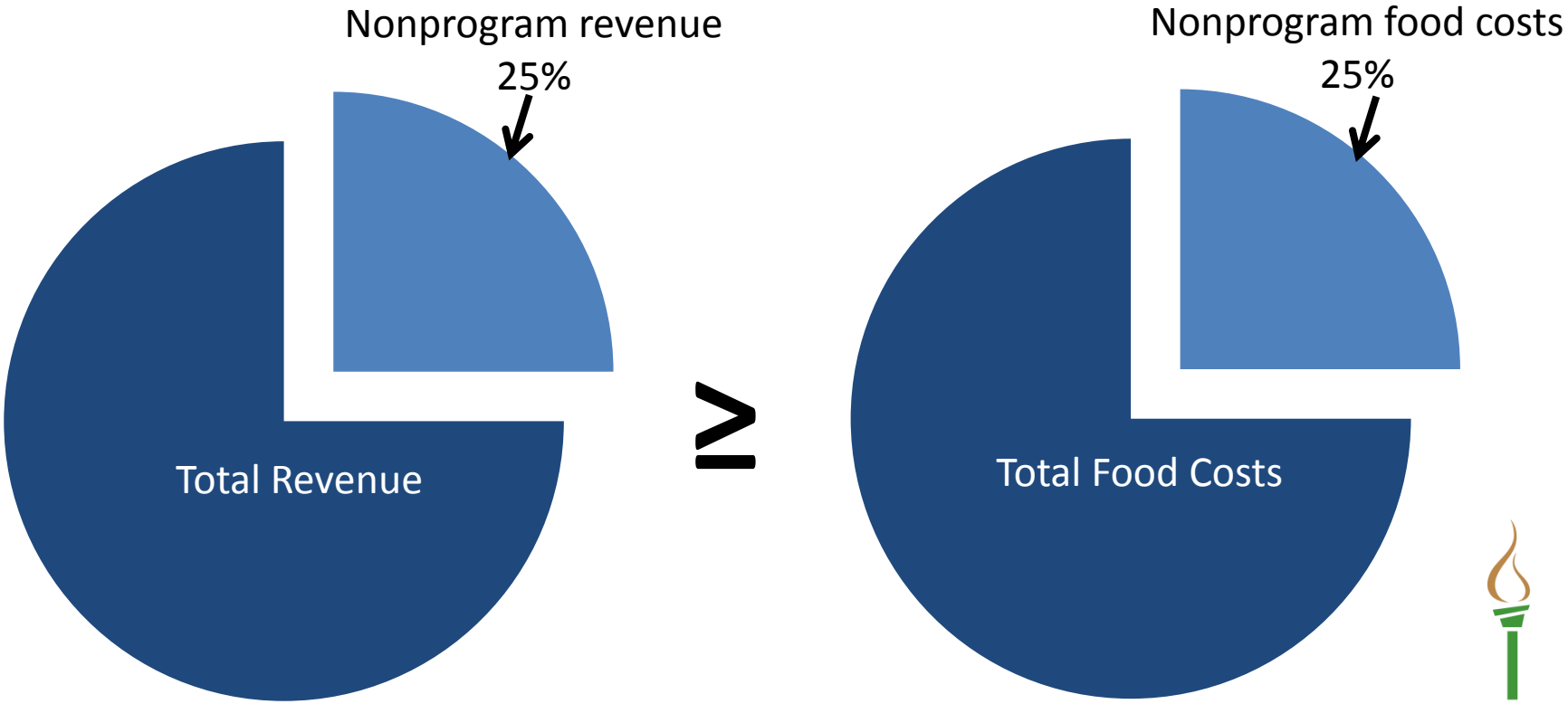
Extra milk

Other food items outside of the reimbursable meal

- A la carte
- Vending machines
- Fundraisers
- Vending meals
- Catering
- School Stores

Non-Program Food Revenue Requirement

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} \geq \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$



Data needed to complete tool

1. Food Cost for Nonprogram Food

- A la carte
- Adult Meals
- Extra milk
- Vending Machines, School Stores (if through Food Service)
- Catering, Vended Meals, Purchasing for other entities
- Any other nonprogram food purchased with nonprofit food service account funds

Data needed to complete tool

2. Food Cost of Program Food

- Reimbursable Meal - Breakfast
- Reimbursable Meal - Lunch
- Afterschool Snack Program
- Special Milk Program

Data needed to complete tool

3. Total Nonprogram Revenue

Revenue from Nonprogram foods

- A la carte
- Adult meals
- Extra Milk
- Vending Machines, School Stores (if through Food Service)
- Catering, Vended Meals, Purchasing for other Entities
- Any other nonprogram food purchased with nonprofit food service account funds

Must include fund transfers to cover cost of adult meals if a meal is provided to teachers at no charge

Data needed to complete tool

4. Total Revenue from All Food

Nonprogram

- A la carte, Adult Meals, Extra Milk, Vending Machines, School Stores (if through Food Service), Catering, Vended Meals, Purchasing for other Entities, Any other nonprogram food purchased with nonprofit food service account funds

Program

Reimbursable Meal – Breakfast, Reimbursable Meal – Lunch, Afterschool Snack Program, Special Milk Program
Claim Reimbursement

Time Period to Use to complete Tool

LEAs are allowed to select a reference period

- Period of at least 5 consecutive operating days
  (or 4 consecutive days for schools that only operate 4 days)
  - Revenue and cost data from the same period
- Strongly encouraged to use data from a longer period
  - Monthly, Annually, Biweekly
- Selected days must represent typical food service operations
  - No holidays, summer school, vacations, or special circumstances

Pricing Adult Meals - FNS 782-5

LEAs must ensure that the Federal reimbursements, students' payments, and other nondesignated food service revenues do not subsidize program meals served to adults.

Minimum adult Payment

Other sources designated specifically for the support of adult meals, i.e. local fringe benefits or payroll funds funding
from voluntary agencies

Must cover cost of the meal, including the value of USDA entitlement and bonus donated foods

Adult Meal Food Cost

- Actual food cost
- 5 day period
- Separate from adult meal price

Calculating Food Cost

Per Serving/Item Cost

$$\frac{Case\ cost}{Number\ of\ servings/items\ per\ case} = cost\ per\ serving/item$$

Item	Case Cost	Servings per Case	Case Weight	Serving Size
Whole Wheat Breadsticks	$33.60	168	12 lbs	32 grams
Beef Crumbles	$40.00		10.125 lbs	2.25 oz

Breadsticks:
$33.60 ÷ 168 = $0.20 per serving

Beef Crumbles:

- ***determine servings per case: 10.125 lbs * 16 oz per lb = 162 oz per case.***
  162 oz ÷ 2.25 oz per serving = 72 servings per case
  $40.00 ÷ 72 = $0.56 per serving

Calculating Food Cost - Recipes

$$\frac{\text{Sum of major food costs in recipe}}{\text{Total Number of servings recipe yields}} = \text{Cost per serving of recipe}$$

CHICKEN STEW RECIPE	Yield: 25 Servings		
Ingredient	Weight/ Measure	Cost per oz.	Cost per recipe
Vegetable Oil	1 oz	$0.10	$0.10
Onions	10 oz	$0.02	$0.20
Carrots	6 oz	$0.05	$0.30
Water	40.5 oz	$0.00	$0.00
Seasoning	½ tsp	$3.00	
Garlic Powder	1½ tsp	$2.00	
Canned tomatoes	26 oz	$0.10	$2.60
Potatoes	12 oz	$0.02	$0.24
Diced Chicken	13 oz	$0.20	$2.60
Canned Beans	56 oz	$0.05	$2.80

1. Add Cost per Recipe
$8.84

2. Divide cost by servings
$8.84/25 servings = $0.35 per serving

Calculating Food Cost

Per Serving/Item Cost

$$\frac{Case\ cost}{Number\ of\ servings/items\ per\ case} = cost\ per\ serving/item$$

Item	Case Cost	Servings per Case	Case Weight	Serving Size
Strawberries, Sliced, Frozen	$35.07	54.5	30 lb	1 cup
Green Beans, Frozen	$15.52	87	30 lb	1 cup

Strawberries:
$35.07 ÷ 54.5 = $.64 per serving

Green Beans:
$15.52 ÷ 87= $.18

Calculating Food Cost: Adult Meal

To calculate the cost of an adult meal you add the cost of each serving that makes up that meal.

Chicken Stew:	$0.35
Breadstick:	$0.20
Strawberries:	$0.64
Green Beans:	$0.18
Milk:	$0.26
	$1.63

Nonprogram Tracking Tool: Adult Meals

	Nonprogram Food Cost			Nonprogram Food Revenue		
	Nonprogram Foods	Per Item/Serving Cost	Total Cost	Items/Servings Sold	Sale Price	Total Revenue
AM1	Adult Meals	1.63	30.97	19	2.25	42.75
AM2	Adult Meals	1.87	24.31	13	2.25	29.25
AM3	Adult Meals	1.60	48.00	30	2.25	67.50
AM4	Adult Meals	1.69	33.80	20	2.25	45.00
AM5	Adult Meals	1.51	36.24	24	2.25	54.00
AM6	Adult Meals		0.00			0.00
AM7	Adult Meals		0.00			0.00
AM8	Adult Meals		0.00			0.00
AM9	Adult Meals		0.00			0.00
AM10	Adult Meals		0.00			0.00
	Totals:		173.32			238.50

Nonprogram Tracking Tool: Vending Machines

	Nonprogram Food Cost			Nonprogram Food Revenue		
	Nonprogram Foods	Per Item/Serving Cost	Total Cost	Items/Servings Sold	Sale Price	Total Revenue
	Vending Machines					
V1	water	0.78	20.28	26	1.00	26.00
V2	juice	0.98	17.64	18	1.25	22.50
V3	chips	0.48	4.80	10	0.75	7.50
V4	granola bar	0.18	1.26	7	0.50	3.50
V5			0.00			0.00
V6			0.00			0.00
V7			0.00			0.00
V8			0.00			0.00
V9			0.00			0.00
V10			0.00			0.00
V11			0.00			0.00
V12			0.00			0.00
V13			0.00			0.00
V14			0.00			0.00
V15			0.00			0.00
	Totals:		43.98			59.50

Nonprogram Tracking Tool: Catered and Vended Meals

	Nonprogram Food Cost				Nonprogram Food Revenue	
	Nonprogram Foods	Per Item/Meal Cost	Items/Meals Purchased	Total Cost	Sale Price	Total Revenue
	Catered Event			1,682.00		1,800.00
	Catered Event					
	Catered Event					
	Catered Event					
	Catered Event					
	Vended Meals	1.65	10	16.50	2.00	20.00
	Vended Meals			0.00		0.00
	Vended Meals			0.00		0.00
	Vended Meals			0.00		0.00
	Vended Meals			0.00		0.00
VI1	hot dog buns	0.10	100	10.00	0.25	25.00
VI2	hot dogs	0.65	100	65.00	0.85	85.00
VI3	hamburger buns	0.15	150	22.50	0.45	67.50
VI4	hamburger patties	0.85	200	170.00	1.00	200.00
VI5				0.00		0.00
VI6				0.00		0.00
VI7				0.00		0.00
VI8				0.00		0.00
VI9				0.00		0.00
VI10				0.00		0.00
	Totals:			1,966.00		2,197.50

Option to include Catering, etc.

Due to potential complexities, the following are **not required** to be included:

- Catering
- Vended Meals
- Purchasing for other entities

LEAs may choose to include these

- MUST include BOTH the food costs and the revenues

If not included, LEAs must be able to provide documentation demonstrating the recovery of full costs.

Nonprogram Tracking Tool: A La Carte

	Nonprogram Food Cost			Nonprogram Food Revenue		
	Nonprogram Foods	Per Item/Serving Cost	Total Cost	Items/Servings Sold	Sale Price	Total Revenue
	A La Carte					
A1	Ice Cream	0.50	239.50	479	0.75	359.25
A2	Bread	0.11	0.33	3	0.10	0.30
A3	Fruit	0.25	6.75	27	0.30	8.10
A4	Vegetable	0.25	5.75	23	0.25	5.75
A5	PB Sandwich	0.44	135.52	308	0.75	231.00
A6	Turkey Sandwich	0.77	38.50	50	0.75	37.50
A7	Ham Sandwich	0.65	32.50	50	0.75	37.50
A8	Milk	0.31	59.83	193	0.30	57.90
A9	Dressing	0.15	2.10	14	0.20	2.80
A10	Chef Salad	1.80	45.00	25	2.25	56.25
A11	Cereal/Granola/Oatmeal	0.21	17.64	84	0.50	42.00
A12	Entre	0.49	69.58	142	0.75	106.50
A13	Juice	0.19	9.50	50	0.35	17.50
A14	Muffin	0.48	41.76	87	0.50	43.50
A15	4oz. Yogurt/cottage cheese	0.33	5.28	16	0.45	7.20
A16	6oz. Yogurt	0.68	5.44	8	0.75	6.00
A17			0.00			0.00
A18			0.00			0.00
A19			0.00			0.00
A20			0.00			0.00
	Totals:		714.98			1,019.05

Nonprogram Tracking Tool: Program Food Costs

	Program Food Costs			
	Program Foods	**Cost Per Meal**	**Meals Served**	**Total Cost**
L1	Student Lunch	$1.40	303	$424.20
L2	Student Lunch	$1.53	402	$615.06
L3	Student Lunch	$1.72	294	$505.68
L4	Student Lunch	$1.87	396	$740.52
L5	Student Lunch	$1.11	304	$337.44
L6	Student Lunch	$1.60	410	$656.00
L7	Student Lunch	$1.59	314	$499.26
L8	Student Lunch	$1.69	404	$682.76
L9	Student Lunch	$1.35	310	$418.50
L10	Student Lunch	$1.51	369	$557.19
B1	Student Breakfast	$1.09	221	$240.89
B2	Student Breakfast	$1.17	239	$279.63
B3	Student Breakfast	$0.87	235	$204.45
B4	Student Breakfast	$1.09	228	$248.52
B5	Student Breakfast	$0.85	232	$197.20
S1	Student Snack	$0.10	32	$3.20
S2	Student Snack	$0.10	39	$3.90
S3	Student Snack	$0.10	36	$3.60
S4	Student Snack	$0.10	40	$4.00
S5	Student Snack	$0.15	36	$5.40
M	Special Milk			$0.00
	Total:			$6,627.40

Nonprogram Tracking Tool: Program Food Revenue

	Program Food Revenue				
	Reimbursement Rate	Price Charged to Student	Revenue Per Student	Meals Served	Total Program Revenue
Lunch					
Full Price	$0.35	2.10	2.45	1598	3,915.10
Reduced	$2.73	0.40	3.13	135	422.55
Free	$3.13	0.00	3.13	248	776.24
Full Price	$0.35	1.85	2.20	779	1,713.80
Reduced	$2.73	0.40	3.13	176	550.88
Free	$3.13	0.00	3.13	387	1,211.31
Full Price	$0.35	1.00	1.35	173	233.55
Reduced	$2.73	0.40	3.13	0	0.00
Free	$3.13	0.00	3.13	10	31.30
Breakfast					
Full Price	0.29	1.25	1.54	163	251.02
Reduced	1.36	0.30	1.66	30	49.80
Free	1.66	0.00	1.66	107	177.62
Full Price	$0.29	1.25	1.54	270	415.80
Reduced	$1.36	0.30	1.66	138	229.08
Free	$1.66	0.00	1.66	272	451.52
Full Price	$0.29	0.90	1.19	165	196.35
Reduced	$1.36	0.30	1.66	0	0.00
Free	$1.66	0.00	1.66	10	16.60
Afterschool Snack					
Full Price	$0.07	0.15	0.22	173	38.06
Reduced	$0.42	0.00	0.42	0	0.00
Free	$0.84	0.00	0.84	10	8.40
Special Milk					
Full Price			0.00		0.00
Reduced			0.00		0.00
Free		0.00	0.00		0.00
				Total:	10,688.98

Nonprogram Tracking Tool: Nonprogram Revenue Calculator

Nonprogram Revenue Calculator		
Total Program Cost	$ -	
Total Nonprogram Food Cost	$ -	
Total Food Costs	$ -	
Total Nonprogram Food Revenue	$ -	
Total Revenue	$ -	
Minimum portion of revenue from nonprogram funds	0%	
Minimum Revenue Required from the Sale of Nonprogram Foods	$ -	
Additional Revenue Needed to Comply	$ -	

Nonprogram Tracking Tool: Nonprogram Revenue Calculator

Nonprogram Revenue Calculator		
Total Program Cost	$ 6,627	
Total Nonprogram Food Cost	$ 888	
Total Food Costs	$ 7,516	
Total Nonprogram Food Revenue	$ 1,258	
Total Revenue	$ 11,947	
Minimum portion of revenue from nonprogram funds	12%	
Minimum Revenue Required from the Sale of Nonprogram Foods	$ 1,412	
Additional Revenue Needed to Comply	$ 154	

FOOD AND NUTRITION SERVICE

Nonprogram Food Revenue Tool

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 450,000	
Cost of Nonprogram Food	$ 50,000	
Total Food Costs	$ 500,000	
Total Nonprogram Food Revenue	$ 90,000	
Total Revenue	$ 1,000,000	
Minimum portion of revenue from nonprogram funds	10%	
Minimum Revenue Required from the Sale of Nonprogram Foods	$ 100,000	
Additional Revenue Needed to Comply	$ 10,000	

$50,000/
$500,000

Nonprogram Revenue Requirement

Total Food Costs:	$ 500,000
Nonprogram Food	50,000
Program Food	450,000
Total Revenue:	$ 1,000,000

$\frac{\$50,000 \text{ Nonprogram Food}}{\$500,000 \text{ Total Food}}$ = 10% minimum

10% x $1,000,000= $100,000 Revenue Required

Since the nonprogram food costs are 10 percent of the total food costs ($50,000 of $500,000), the revenue from the nonprogram foods must equal ten percent or more of the total program revenue: $1,000,000 x 10 percent = $100,000 (Nonprogram Food Revenue target).

Additional Revenue to Comply?

For this example, the SFA must receive $100,000 or more in revenue from the sale of nonprogram foods. To the extent that these revenues fall short of the revenue target, LEAs must take action to either increase á la carte prices or invest additional funds to the food service account from sources outside the food service account

Additional revenue required	
Minimum revenue required	$100,000
Subtract (-)	-$90,000
Total nonprogram revenue	$10,000

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 29,540	
Cost of Nonprogram Food	$ 5,554	
Total Food Costs	$ 35,095	
Total Nonprogram Food Revenue	$ 3,965	
Total Revenue	$ 24,092	
Minimum portion of revenue from nonprogram funds	16%	
Minimum Revenue Required from the Sale of Nonprogram Foods	$ 3,813	
Additional Revenue Needed to Comply	$ -	

If the "Additional Revenue Needed to Comply" Line is blank, no further action is required

This means the revenue ratio is equal to or greater than the food cost ratio

Limited A La Carte - Option

LEAs that offer a limited number of nonprogram food items (ex. only sell extra milk and adult meals) can base compliance on:

- Recovering more than the per-serving food cost of the nonprogram food items

Do not need to complete the tool

Must have separation of nonprogram cost and revenue from program cost and revenue

Resource Management

Resource Management: Question set 700s

- Enrollment
  - Question 700
- Previous Financial Findings
  - Question 701
- Maintenance of Nonprofit School Food Service Account
  - Questions 702 – 706
- Paid Lunch Equity (PLE)
  - Questions 707 – 710
- Revenue from Non-program Foods
  - Questions 711 – 715
- Indirect Costs
  - Question 716

Menu Documentation

Menu Documentation

- The Menu Documentation that will be required for your review
  - Breakfast and Lunch Menus for both the month of review and the month that the review is occurring.
  - Production records, nutrition facts labels/CN labels, product formulation statements, and recipes for the week of review**.** The week of review can be found in your confirmation of date letter. (breakfast & lunch) (Targeted Menu Review).
  - Only recipes and labels related to the **entrée** items, **grain**, or **meat/meat alternate** items.

Week of Review

The week of Review can be found in your confirmation of date letter.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Margaret M. Vandeven, Ph.D.
Commissioner of Education

Ronald Lankford, Ed.D.
Deputy Commissioner

Division of Financial and Administrative Services

205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

Date

Agreement No. 000-000

Authorized Rep, Title
School Name
Mailing Address
Mailing Address

Dear Authorized Rep:

This letter confirms the planned visit on **Date of Review** at your district. The purpose of the visit is to conduct an Administrative Review (AR) of the Child Nutrition Programs administered by **LEA Name**. The following sites will be reviewed:

- Lunch — Site of Review
- Breakfast — Site of Review
- Snack — Site of Review
- FFVP — Site of Review

The month of review will be **Month of Review**. A targeted menu review will also be conducted at **Site Selected** for the week of **Week of Review**.

An exit conference will be conducted on **Date of Exit**. The exit conference is an opportunity to discuss all areas of the review to include program violations identified and a preliminary assessment of the actions needed to correct the violations.

Child Nutrition Label (CN)

- The CN labeling Program is run by the FNS of the U.S. Department of Agriculture in cooperation with Food Safety and Inspection Service, Agriculture Marketing Service and National Marine Fisheries Service
- Provides warranty for products
- Clearly identifies the contribution of a product toward the meal pattern requirements
- Main dish products that contribute significantly to the meat/meat alternate component

  Beef patties, cheese or meat pizza, burritos, egg rolls, chicken patties and breaded fish portions

Child Nutrition Label (CN)

Program operators must keep records of the original CN from the product carton.

If the actual CN Label is laser printed on the carton or cannot be easily removed, then a photocopy of the carton is acceptable.

If the actual CN Label, photograph, or photocopy of the valid CN Label is not available, school program operators may document the CN identification number and the product name on the Bill of Lading (invoice).

CN Label

CN

000000

five .875 oz. breaded fish nuggets with APP provides 2.0 oz. equivalent meat/meat alternate and 1 serving of bread alternate for the Child Nutrition Meal Pattern Requirements. (use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/00

CN

CN

CN

Documenting Watermarked CN Label Requirements

If the original CN Label from the product carton, or the valid photograph or photocopy of the original CN label is not available, program operators may provide the Bill of Lading (Invoice) containing the product name and:

- A hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor; or
- An electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor.

CN Label (Watermark)

Commodities

- http://dese.mo.gov/divadm/food/Commodities_Index.html
  - Nutritional Information
  - Link to all USDA Food Fact Sheets
  - Nutrient Facts for Processed Commodities

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

School Year 2016-2017
Nutritional Information for AdvancePierre Foods

AdvancePierre Foods

Product Code Number	Product Description	Case Weight (lbs)	Serving Size (oz)	Portions per Serving	Svgs per Case	Calories	Calories From Fat	% Cal From Fat	Total Fat (g)	Sat Fat (g)	Trans Fat (g)	Cholest (mg)	Sodium (mg)	Total Carbs (g)	Dietary Fiber (g)	Sugars (g)	Protein (g)	Vitamin A (% DV)	Vitamin C (% DV)	Calcium (% DV)	Iron (%DV)	CN Number (if applicable)	Meat/M A Credit	Veg Credit	Bread Svgs Credit
3779-150	Flamebroiled Beef Pattie w/Onion (1.85 oz soy added)	23.13	1.85	1	200	100	60	60%	7	2.5	0	25	180	1	0	0	8	0	0	2	6	084591	1.5		
3715	Flamebroiled Beef Pattie (2.40 oz soy added)	20.25	2.4	1	135	130	70	53%	8	3	0	30	180	1	0	0	12	0	0	2	8	086966	2		
3742	Flamebroiled Beef Pattie Low Sodium (2.25 oz soy added)	20.25	2.25	1	144	130	70	53%	8	3.5	0	40	85	1	0	0	12	0	0	2	8	080691	2		
3782	Flamebroiled Beef Pattie w/Onion--Wrappers (2.60 oz soy added)	16.25	2.6	1	100	140	80	57%	9	3.5	0.5	35	300	2	1	1	12	0	2	2	8	035919	2		
69097	Flamebroiled Beef Pattie (2.10 oz soy added)	15.09	2.1	1	115	110	60	54%	6	2.5	0	25	45	2	0	0	11	0	0	4	8	090249	2		
69001	Flamebroiled Beef Steak Burger (1.60 oz)	21	1.6	1	210	100	60	60%	7	2.5	0	30	80	0	0	0	8	0	0	0	4	085512	1.5		
69050	Flamebroiled Beef Steak Burger (2.0 oz)	21.25	2	1	170	120	80	66%	8	3.5	0.5	40	100	0	0	0	10	0	0	0	6	088458	2		
69104	Flamebroiled Beef Steak Burger (2.20 oz)	15.81	2.2	1	115	120	70	58%	8	3	0	40	55	1	0	0	12	0	0	2	6	090752	2		
1-15-230	Pub-Style Beef Steak Burgers (3.0 oz)	30	3	1	160	190	110	57%	13	5	0	60	260	0	0	0	17	0	0	0	8	NA	3		
1-56403-20	Beef Meatloaf Slice w/Ketchup Glaze (3.0 oz soy added)	18.75	3	1	100	170	90	52%	10	4	0	35	220	6	1	3	13	2	8	2	10	079455	2		
1-16-530-0	Flamebroiled Beef Salisbury Steak (3.0 oz soy added)	31.88	3	1	170	140	60	42%	7	3	0	40	430	4	1	1	16	0	2	4	10	093746	2		
1-17-305-0	Beef Meatballs (5@ 0.50 oz=2.50 oz)	30	2.5	5	192	180	110	61%	12	5	0	45	270	3	0	1	13	0	2	2	6	090924	2		
3753	Flamebroiled Rib Shaped Beef Patty w/BBQ Sauce (3.0 oz soy added)	18.75	3	1	100	170	80	47%	9	3.5	0.5	30	310	9	1	7	12	6	6	4	10	084402	2		
1-320410-20	Cooked Beef Crumbles (2.0 oz)	30	2	1	240	100	60	60%	7	3	0	25	115	0	0	0	9	0	0	0	6	085118	2		
1-320610-20	Cooked Beef Pattie Crumble (2.0 oz soy added)	30	2	1	240	100	50	50%	6	2.5	0	20	85	1	1	0	10	0	0	2	8	085119	2		
9485	Fully Cooked Beef Sausage Pattie (1.20 oz)	18.75	1.2	1	250	70	40	57%	4.5	1.5	0	20	240	1	0	0	6	0	0	0	2	082694	1		
69005	Harvest Breaded Beef Pattie w/Applesauce (3.20 oz soy added)	30	3.2	1	150	260	140	53%	16	4	0	30	180	16	3	1	15	2	2	4	15	090002	2		1
69009	Breaded Beef Patties-Stick Shaped (4 @ 0.97=3.88 oz soy added)	30.31	3.88	4	125	320	180	56%	20	5	0	35	330	19	4	1	16	0	0	4	15	090061	2		1
69141	Fully Cooked Sliced Beef (2.53 oz)	30	2.53	1	190	150	40	26%	4.5	1.5	0	65	260	3	0	2	22	0	0	2	10	092864	2		
1171	Mini Twin Cheeseburger on WG Bun (2 @ 2.35 oz =4.70 oz soy added)	28.2	4.7	2	96	320	110	34%	13	6	0.5	40	480	36	4	7	17	6	25	15	15	092466	2		2
69060	FC Link Shaped Beef Sausage Sandwich (2.45 oz soy added)	15.31	2.45	1	100	170	50	29%	6	2	0	20	350	20	2	4	9	0	15	4	10	089795	1		1
69123	Mini Twin Bf Patty w/Onion & Pepperjack on WG Bun (2 @ 2.1 oz =4.2 oz soy added)	25.2	4.2	2	96	290	100	34%	11	5	0	25	390	33	3	7	14	4	20	10	15	092158	2		2
69094	Breaded Beef Steak on a Whole Grain Bun (3.20 oz)	16	3.2	1	80	250	90	36%	10	3.5	0	25	390	27	3	4	11	0	100	4	10	090215	1		1.75
3750	Pork Sausage Patties (1.20 oz)	18.75	1.2	1	250	70	45	64%	5	1.5	0	25	260	0	0	0	7	0	0	2	2	051061	1		
3755	Pork Sausage Links (1.20 oz)	18.75	1.2	1	250	70	45	64%	5	1.5	0	25	260	0	0	0	7	0	0	2	2	051062	1		
3787	Flamebroiled Rib Shaped Pork Patty w/BBQ (3.0 oz soy added)	18.75	3	1	100	190	90	47%	10	3.5	0	40	400	10	1	7	13	4	2	2	6	084406	2		
9488	Flamebroiled Rib Shaped Beef Patty w/Honey BBQ Sauce (3.2 oz soy added)	35.55	3.25	1	175	210	120	57%	13	4.5	0	40	600	11	1	8	12	6	2	2	6	073633	2		
69078	Pork Sausage Patty on Whole Grain Bun (2.70 oz)	16.88	2.7	1	100	240	120	50%	13	4.5	0	30	390	21	2	4	8	0	110	4	8	090089	0.75		1.25
69142	Pork Pattie Crumbles (2.46 oz. Soy added)	40	2.46	1	260	150	100	66%	11	4	0	30	200	2	1	1	12	2	0	2	6	092548	2		
1-24640-0	Harvest Breaded Pork Patty w/Applesauce (3.75 oz Soy Added)	30.47	3.75	1	130	260	120	46%	13	3.5	0	30	200	19	4	1	17	2	8	6	15	089990	2.5		1

For additional product information visit http://dese.mo.gov/divadm/food/Nutritional_Facts_Index.html
AdvancePierre

Flamebroiled Beef Pattie w/Onion (1.85 oz soy added)	23.13	1.85	1	200	100	60	60%	7	2.5	0	25	180	1	0	0	8

Product Formulation Statement

If a product does not have a CN label, a Product Formulation Statement (PFS) can also be used for crediting purposes.

A PFS is obtained via a request to the food manufacturer.

An appropriate Product Formulation Statement will provide specific information about the product and show how the food credits toward the CN meal pattern citing CN Program resources and/or regulations.

A PFS must be SIGNED to be valid!

Bill of Lading

FILE COPY

THIS MEMORANDUM is an acknowledgement that a Bill of Lading has been issued and is not the Original Bill of Lading, not a copy or duplicate, covering the property named herein, and is intended solely for filing or record.
RECEIVED, subject to the classifications and tariffs in effect on the date of the receipt by the carrier of the property described in the Original Bill of Lading.

PAGE # 2 of 2

SHIP FROM: 01
LANTER DISTRIBUTING LLC
8250 NE UNDERGROUND DRIVE
BUILDING 32ABC, PILLAR 140
KANSAS CITY, MO 64161

SPECIAL INSTRUCTIONS:

Non Pub

WHSE BIL: 151766
ARRIVE DATE: 4/15/15
SHIP DATE: 4/15/15
FREIGHT CHARGE: PREPAID

Warehouse, as Agent for the Shipper/Consignor Where Name and Address is Shown Below
SHIP TO:
[redacted]

SEND FREIGHT BILL WITH COPY OF BILL OF LADING TO:
LANTER DISTRIBUTING LLC
P.O. BOX 68
MADISON, IL 62060

CARRIER: SHIPPERS REF. AND WHSE. BIL NO. MUST APPEAR ON ALL FREIGHT BILLS

SHIPPERS REFERENCE NO.	ORDER DATE	ROUTE	CARRIER	SCAC
096-701-0415	3/26/15	TRUCK	LANTER DISTRIBUTING	LRFD

PRO NUMBER	VEHICLE NO.	SEALS	PRO NUMBER
LEN412666			

APPOINTMENT #	APPT. DATE / APPT. TIME	CARRIER ARRIVAL DATE	MDSE LEAVES FACILITY DATE TIME	DLDC SLSC / DLSC SLDC	VNDR SHIP POINT#

H/M	QUANTITY	ITEM NO.	DESCRIPTION / WHSE. LOT NO. / PRODUCTION CODE	GROSS WEIGHT
	1	F-100188	CS FARMLAND HAM,WA,CKD 1 116914 101514	40 LBS
	1	F-100241	CS 96/4.4OZ PEACHES INDCUP DCDFR 1 121306 030315	27 LBS E
	1	F-110394	CS 12/24CT TORTILLAS WH WHEAT 8' 1 120499 020615	27 LBS
	1	F-150MC	CS NFG WGCHEESEYBREAD ENTREE 4OZ 1 121339 030415	26 LBS A
	1	F-61210	CS GDK GD BRD CHICKEN NUGGET (5P 1 121537 031215	30 LBS
	2	F-CP5694	CS JTM BRD PORK CHOPPETTE (3.35O 2 121485 030615	58 LBS
			* * END-OF-ORDER * * *	

CHARGES ADVANCED: $

Received $ to apply in prepayment of the charges on the property described hereon.
Agent or Cashier

Per (The shipper hereby acknowledges only the receipt of property)

Shipper Certification
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable requirements of the DOT.

Per _____

Date _____

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value for the property is specifically stated by the shipper to be not exceeding
_____ per _____."

NOTE (2) Liability Limitation of carrier for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).
NOTE (3) Commodities requiring special or additional care or

Menu Documentation Activity

Using the breakfast and lunch menu provided, what menu documentation would need to be submitted to DESE for your Administrative Review.

7	8	9	10	11
Breakfast Round Mandarin Oranges, Juice	Bagel w/ Cream Cheese Yogurt, Apple, Juice	Pancakes w/ Syrup Blueberries, Juice	Goody Bun Pears, Juice	Chicken Biscuit Strawberries, Juice
Grilled Cheese Tomato Soup, Green Beans Pears, Pudding	Chicken Penne Garlic Bread, Garden Salad Peaches	Spaghetti w/ Meat Sauce Bread, Broccoli Mixed Fruit, Jello	Ham and Beans Cornbread, Spinach Mandarin Oranges	Chicken Nuggets Sweet Potatoes, Black-eyed Peas, Berry Blend

Menu Documentation

- Remember the required items for the targeted menu review
  - Production Records for the week of review
  - Nutrition facts labels/CN labels, and recipes for the week of review.
  - **Remember: Only recipes and labels related to the entrée items, grain, or meat/meat alternate items**!

- So knowing this, what documents would we need from the menu provided?

Menu Documentation

7	8	9	10	11
Breakfast Round	Bagel w/ Cream Cheese	Pancakes w/ Syrup	Goody Bun	Chicken Biscuit
Mandarin Oranges, Juice	Yogurt, Apple, Juice	Blueberries, Juice	Pears, Juice	Strawberries, Juice
Grilled Cheese	Chicken Penne	Spaghetti w/ Meat Sauce	Ham and Beans	Chicken Nuggets
Tomato Soup, Green Beans	Garlic Bread, Garden Salad	Bread, Broccoli	Cornbread, Spinach	Sweet Potatoes, Black-eyed
Pears, Pudding	Peaches	Mixed Fruit, Jello	Mandarin Oranges	Peas, Berry Blend

Menu Documentation

Let's start with breakfast on the first day, the 7th:

7

Breakfast Round

Mandarin Oranges, Juice

Grilled Cheese

Tomato Soup, Green Beans

Pears, Pudding

Menu Documentation

The first thing that we would need is the completed production record for the day:

Menu Produc Work Sheet
NEW Food Based Menu Planning--Breakfast

Date 12-7-15
School PCR3
Offer Versus Serve? Yes___ No X
Grades: PK-8
Seconds/A la Carte? Yes X No___

Meal Cou...s

Grade Group	Planned	Actual
K-5		84
6-8		42
9-12		
Adult		1
Total	140	127

Menu	Serving Temperature	Component Contribution	Recipe No. or Brand & Product Code	Quantity Prep (# of servings, pounds, cans)	Grades: PK-8 Serving Size	Grades: PK-8 Planned Servings	Grades: Serving Size	Grades: Planned Servings	Grades: Serving Size	Grades: Planned Servings	Total Amount Prepared	Total Adult/ A la Carte Sold	Total Leftover/ comments
Grain/Bread: check (v) if whole grain rich													
Ultimate Breakfast Round				140	1 ea	140							
Fruit													
Mandarin oranges				9 cans	4 oz	140							
Juice					4 oz	140							
Vegetables: DG, RO, BP, S, O--identify veg subgroup in Component column													
Other including Meat substitution for grain													
Milk													
White/Choc choice					Yzpt	140							

Menu Documentation

- Next, we need to look at the menu items to determine what labels, recipes, or statements we need .
- There is only one grain or meat item on the menu for the day: The Ultimate Breakfast Round
- We now need either a CN Label or Product Formulation Statement that tells how that item credits toward the meal pattern.

Menu Documentation

RICH'S

Rich Products Corporation
1150 Niagara St., PO Box 245, Buffalo, NY 14240
1-800-449-5764 * (559) 227-9265 * Fax (559) 227-9924

BID SPECIFICATION

Product Name:	UBR - THE ULTIMATE BREAKFAST ROUND™ CINNAMON ROUND GRANOLA BAR (BAKED/IND. WRAPPED)*	**Serving Size:**	1 BREAKFAST ROUND
Product Code:	08733	**Case Count:**	126
		Case Weight:	18.998 lb
		Case Cube (ft):	1.0104

Food authority may have the option of determining bread servings based on the actual flour content of the product or use *FCS Instruction 783-1, Rev 2, Exhibit A.

Grain/Bread Serving Based on Flour Content			Whole Grain-Rich Oz. Eq.Based on Baked Weight		
Grain/Bread Serving Food Based Menu Credits: (Based on 16 grams Flour Content = 1 oz. eq)	2.0 OZ EQ GRAINS		**Grain/Bread Serving Food Based Serving Credits:** (Based on Baked Weight)	.75 OZ EQ GRAINS	
Reference used to determine bread servings:	**Whole wheat flour:**	**20.56 gms**	**Reference used to determine bread servings:** (Based on Baked Weight)	***USDA SP 30 2012- Ehibit A Chart** (Issued April 26, 2012)	
	Oats:	**14.51 gms**			
	non credit grains:	**.47 gms**			
Frozen Dough Weight:	2.5 oz (70.9 g)		**Group E** 1 serving = 69 gm or 2.4 oz	1/2 serving = 35 gm or 1.2 oz	
Baked Weight:	2.2 oz (62.3 g)		3/4 serving = 52 gm or 1.8 oz	1/4 serving = 18 gm or 0.6 oz	

Calories:	270	**Sodium:**	190 mg	**Vitamin A:**	7.87 IU
Fat:	8 g	**Carbohydrates:**	44 g	**Vitamin C:**	0.01 mg
Saturated Fat:	3 g	**Dietary Fiber:**	6.09 g	**Calcium:**	30.20 mg
Trans Fat:	0 g	**Sugar:**	18 g	**Iron:**	1.35 mg
Cholesterol:	5 mg	**Protein:**	5 g		

Ingredient Statement:

WHOLE WHEAT FLOUR, SUGAR, OATS, SOYBEAN AND PALM OILS, CINNAMON DROPS (SUGAR, PALM OIL, CINNAMON, NONFAT DRY MILK, SOY LECITHIN (AN EMULSIFIER)), INULIN, MOLASSES, CONTAINS LESS THAN 2% OF THE FOLLOWING: GLYCERINE, BROWN SUGAR, LEAVENING (BAKING SODA), EGGS, CINNAMON, MODIFIED CORN STARCH, RAISIN PASTE, NATURAL AND ARTIFICIAL FLAVOR, SALT, CARRAGEENAN, GUAR GUM, SOY LECITHIN, (5183-01)
CONTAINS: WHEAT, MILK, SOY AND EGGS. PRODUCTS MADE AFTER 8/19/14 WILL BE PRODUCED IN A NUT-FREE FACILITY.

Child Nutrition Product Statement:

A 2.2 oz round granola breakfast bar. Each round contributes 2.0 OZ EQ grain servings as determined by the grams of whole wheat flour and oats, or 0.75 OZ EQ grain servings as determined by baked weight. Contains 32.0 g of whole wheat flour and oats.

Bid Specification Description:
A 2.2 oz cinnamon ultimate breakfast round (baked/ind. wrapped), ready to thaw and serve. Each breakfast round contains 35.01 g of whole wheat flour and oats. Packed 126 individually wrapped breakfast rounds per case. Rich's® PC# 08733.

I certify that the above product information is accurate.

Signature/Title — Judith Crisafulli, Regulatory Specialist, Compliance & Regulatory Affairs

3/28/2014
Issue Date

Menu Documentation

Next we will get the documentation ready for lunch on the 7th

7

Breakfast Round

Mandarin Oranges, Juice

Grilled Cheese

Tomato Soup, Green Beans

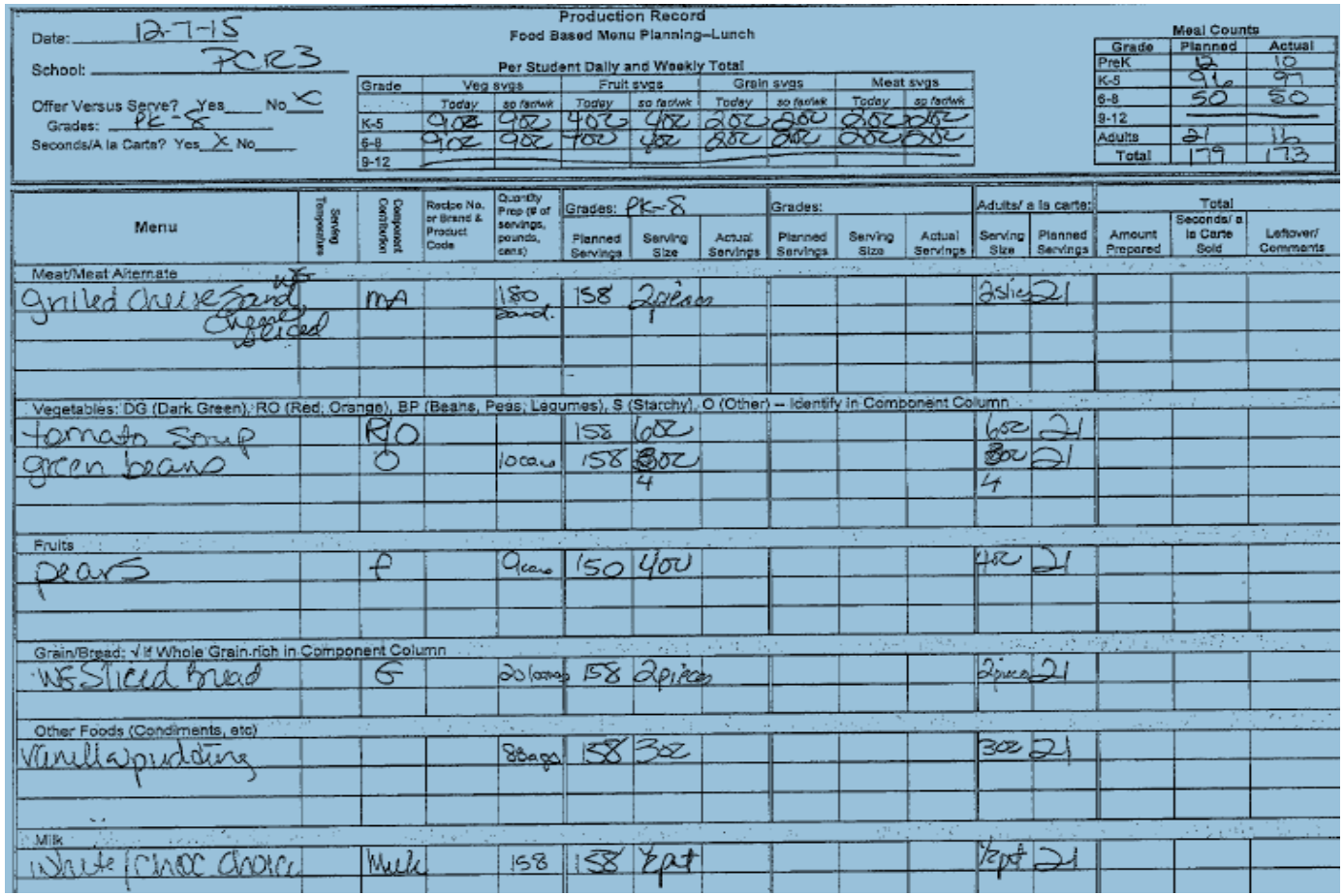
Pears, Pudding

Menu Documentation

- Production Record
- The Grilled Cheese contains a meat and a grain, so we will need labels for each of the ingredients that contribute to those areas.
  - Bread Label
  - Cheese Label
- Also, since the grilled cheese involves multiple steps to prepare, a recipe will need to be provided.

Menu Documentation

- Production Record



Production Record
Food Based Menu Planning–Lunch

Date: 12-7-15
School: PCR3
Offer Versus Serve? Yes ___ No X
Grades: PK-8
Seconds/A la Carte? Yes X No ___

Per Student Daily and Weekly Total

Grade	Veg svgs Today	Veg svgs so far/wk	Fruit svgs Today	Fruit svgs so far/wk	Grain svgs Today	Grain svgs so far/wk	Meat svgs Today	Meat svgs so far/wk
K-5	9oz	90z	40z	40z	20z	20z	20z	20z
6-8	9oz	90z	40z	40z	20z	20z	20z	20z
9-12								

Meal Counts

Grade	Planned	Actual
PreK	12	10
K-5	91	97
6-8	50	50
9-12		
Adults	21	16
Total	179	173

Menu	Serving Temperature	Component Contribution	Recipe No. or Brand & Product Code	Quantity Prep (# of servings, pounds, cans)	Grades: PK-8 Planned Servings	Grades: PK-8 Serving Size	Grades: PK-8 Actual Servings	Grades: Planned Servings	Grades: Serving Size	Grades: Actual Servings	Adults/ a la carte: Serving Size	Adults/ a la carte: Planned Servings	Total: Amount Prepared	Total: Seconds/ a la Carte Sold	Total: Leftover/ Comments
Meat/Meat Alternate															
grilled cheese sand. w/ cheese sliced		MA		180 sand.	158	2pieces					2slice	21			
Vegetables: DG (Dark Green), RO (Red, Orange), BP (Beans, Peas, Legumes), S (Starchy), O (Other) – Identify in Component Column															
tomato soup		RO			158	6oz					6oz	21			
green beans		O		10cans	158	8oz 4					8oz 4	21			
Fruits															
pears		F		9cans	150	4oz					4oz	21			
Grain/Bread: √ if Whole Grain-rich in Component Column															
WG Sliced bread		G		20loaves	158	2pieces					2pieces	21			
Other Foods (Condiments, etc)															
vanilla pudding				8bags	158	3oz					3oz	21			
Milk															
White/choc choice		Milk		158	158	½pt					½pt	21			

Menu Documentation

- Recipe for Grilled Cheese

000482 - GRILLED CHEESE-SCRATCH, HS

Source: MMF
Number of Portions: 1
Size of Portion: SANDWICH

Recipe HACCP Process: #2 Same Day Service

Meat/Alt: 1 oz
Grains: 2 oz
Fruit: 0 Cup
Vegetable: 0 Cup
Milk: 0 Cup

902653 34211 BREAD, 100% WHOLE WHEAT PULLMAN.... 2 SLICE 902573 53360 CHEESE, SLICED, AMERICAN..... 2 SLICE (0.5 oz)	PREHEAT OVEN TO 350°F. PUT ONE SLICE OF BREAD ON SHEET PAN. TOP WITH TWO CHEESE SLICES AND SECOND SLICE OF BREAD. BAKE 10-12 MINUTES OR UNTIL BREAD IS BROWNED AND CHEESE IS MELTED. SERVING SIZE IS 1 SANDWICH. PROVIDES 1 OZ MEAT/MEAT ALTERNATE AND 2 OZ GRAIN EQUIVALENTS. CCP: Heat to 135° F or higher.

*Nutrients are based upon 1 Portion Size (SANDWICH)

Calories	240	kcal	Cholesterol	50.00	mg	Sugars	*0.00*	g	Calcium	180.00	mg	41.25%	Calories from Total Fat
Total Fat	11.00	g	Sodium	790.00	mg	Protein	11.00	g	Iron	1.44	mg	18.75%	Calories from Sat Fat
Saturated Fat	5.00	g	Carbohydrate	24.00	g	Vitamin A	300.00	IU	Water[1]	*N/A*	g	0.00%	Calories from Trans Fat
Trans Fat[2]	0.00	g	Dietary Fiber	4.00	g	Vitamin C	0.00	mg	Ash[1]	*N/A*	g	40.00%	Calories from Carbohydrates
												18.33%	Calories from Protein

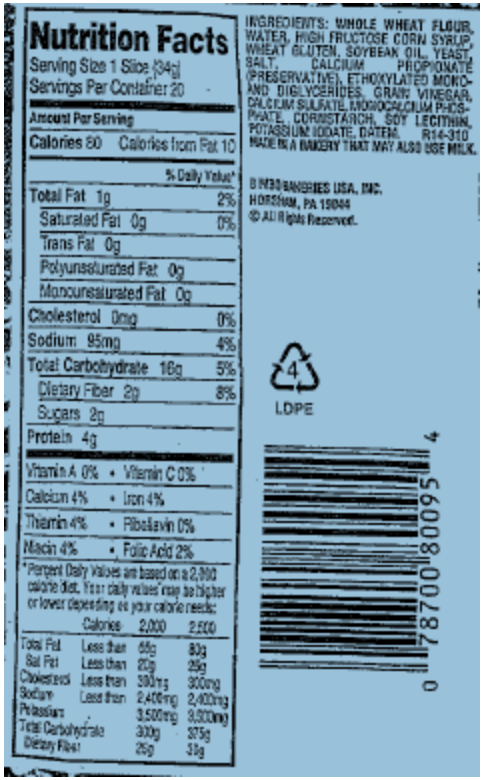
**N/A* - denotes a nutrient that is either missing or incomplete for an individual ingredient*
** - denotes combined nutrient totals with either missing or incomplete nutrient data*
[1] - denotes optional nutrient values
[2] - Trans Fat value is provided for informational purposes only, not for monitoring purposes.

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

Menu Documentation

- Ingredients of Grilled Cheese that contribute to the M/MA or Grain component of the meal pattern

Bread



Nutrition Facts

Serving Size 1 Slice (34g)
Servings Per Container 20

Amount Per Serving		
Calories 80	Calories from Fat 10	
		% Daily Value*
Total Fat 1g		2%
Saturated Fat 0g		0%
Trans Fat 0g		
Polyunsaturated Fat 0g		
Monounsaturated Fat 0g		
Cholesterol 0mg		0%
Sodium 95mg		4%
Total Carbohydrate 16g		5%
Dietary Fiber 2g		8%
Sugars 2g		
Protein 4g		
Vitamin A 0% • Vitamin C 0%		
Calcium 4% • Iron 4%		
Thiamin 4% • Riboflavin 0%		
Niacin 4% • Folic Acid 2%		

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Potassium		3,500mg	3,500mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, HIGH FRUCTOSE CORN SYRUP, WHEAT GLUTEN, SOYBEAN OIL, YEAST, SALT, CALCIUM PROPIONATE (PRESERVATIVE), ETHOXYLATED MONO- AND DIGLYCERIDES, GRAIN VINEGAR, CALCIUM SULFATE, MONOCALCIUM PHOSPHATE, CORNSTARCH, SOY LECITHIN, POTASSIUM IODATE, DATEM. R14-310
MADE IN A BAKERY THAT MAY ALSO USE MILK.

BIMBO BAKERIES USA, INC.
HORSHAM, PA 19044
© All Rights Reserved.

4
LDPE

0 78700 80095 4

Cheese

USDA FOODS
HEALTHY CHOICES AMERICAN GROWN

100018—Cheese, American, Yellow, Pasteurized, Sliced

Category: Meat/Meat Alternate

MyPlate

PRODUCT DESCRIPTION

This item is a pasteurized, processed yellow American cheese. This product is available in cases with six 5-pound loaves containing 160 1/2-ounce slices per loaf.

CREDITING/YIELD

- One case yields 480 1-ounce portions of cheese.
- CN Crediting: 1 ounce cheese credits as 1 oz equivalent meat/meat alternate.

CULINARY TIPS AND RECIPES

- Sliced American cheese can be used as a sandwich component or in recipes that are enhanced by a smooth, creamy melted cheese.
- Processed cheeses should be used in moderation when planning lower sodium menus.
- For more culinary techniques and recipe ideas, visit NFSMI or Team Nutrition.

FOOD SAFETY INFORMATION

- For more information on safe storage and cooking temperatures, and safe handling practices please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles

NUTRITION FACTS

Serving size: 1 ounce/2 slices (28 g), American cheese

Amount Per Serving	
Calories	110
Total Fat	9g
Saturated Fat	5g
Trans Fat	0g
Cholesterol	25mg
Sodium	270mg
Total Carbohydrate	2g
Dietary Fiber	0g
Sugars	1g
Protein	5g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, please contact the product manufacturer.

Nutrient values in this section are from the USDA National Nutrient Database for Standard Reference or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

Menu Documentation

You would continue this process for the rest of the days for the week of review.

Off-Site Assessment Tool

Where the fun begins!

Off-Site Assessment Tool

- Accessible through DESE Web Applications
- Includes questions on a number of monitoring areas and is intended for completion prior to the on-site visit

Off-Site Assessment

- Certification and Benefit Issuance

  Question set 100s

- Verification

  Question set 200s

- Meal Counting and Claiming

  Question set 300s

Off-Site Assessment Question Sets

- Civil Rights
  - Question set 800s
- LEA On-site Monitoring
  - Question set 900s
- Local School Wellness Policy
  - Question set 1000s
- Smart Snacks
  - Question set 1100
- Professional Standards
  - Question set 1200
- School Breakfast and Seamless Summer Option
  - Question set 1600s (if applicable)
- Special Provision Options
  - Question set 2100s (if applicable)

Off-Site Dietary Specifications Tool

- Dietary Specifications Tool has two components and must be completed for the site with the highest score on the Meal Compliance Assessment Tool (targeted menu review site) for lunch and breakfast if applicable.
  - Off-site Assessment portion must be completed by LEA prior to review.
  - On-site Assessment portion will be completed by Nutrition Program Specialists during the review.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Review Tracking > Dashboard > Review Forms > Review Forms (On-site) > School Year: 2015 - 2016

Dietary Specifications Assessment Tool - Lunch

000-000
ABCR-V
123 Highway ABC
John Smith
(000)000-0000
John.smith@school.net

000-000
ABC R-V Elem. School
123 Highway ABC
ABS, USA 123456

Off-site - Low Risk: Perform On-site Review to Validate
On-site - Low Risk: No Nutrient Analysis Required

Assessment

Instructions:

For each question below, select the number that corresponds to the best description.

1 - Always (every day or 5 days/week)

2 - Most items or most of the time (3-4 days/week)

3 - Some items or some of the time (1-2 days/week)

4 - Never (0 days/week)

1 Are specifications considered when purchasing menu items and condiments to limit the following?

a. Saturated-Fat

Lunch Off-site 1 - Always On-site 1 - Always

b. Sodium

Lunch Off-site 1 - Always On-site 1 - Always

c. Trans-Fat

Lunch Off-site 1 - Always On-site 1 - Always

2 Only low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored) milk is used for student consumption and in menu recipes.

Lunch Off-site 1 - Always On-site 1 - Always

3 Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese.

Lunch Off-site 1 - Always On-site 1 - Always

4 Cheese (all varieties including reduced fat) is controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal. This includes cheese offered on salad bars.

Lunch Off-site 1 - Always On-site 1 - Always

5 Are non-creditable cheese products offered as part of a reimbursable meal? (Non-creditable cheese includes: cheese sauce without a CN label, cheese product, imitation cheese and powdered cheese).

Lunch Off-site 4 - Never On-site 4 - Never

On-Site Review

On-Site Review Procedures

- Entrance Conference
  - Authorized representative is briefed on purpose of review, on-site documentation is provided, etc.

- On-Site Review
  - Off-Site questions are validated and information is confirmed accurate at this time
  - Complete a series of on-site questions
  - Meal observation takes place

- Exit Conference
  - Authorized representative is presented with results/findings of review

Meal Access and Reimbursement

Certification & Benefit Issuance

Community Eligibility Provision (CEP)

Verification

Meal Counting and Claiming

On-Site Assessment – LEAs Without CEP

- Certification and Benefit Issuance
  - Validate LEA's procedures from off-site assessment tool
  - Validate Student Certifications: Review applications, direct certification, etc. and compare to Benefit Issuance Document
  - Review denied applications
- Verification
  - Sample of applications is selected to determine compliance with Verification requirements

LEAs Participating in CEP Only

- Certification documentation used to determine the Identified Student Percentages (ISP) will be reviewed.
  - Base Year documentation includes:
    - direct certification lists
    - documentation for extension of eligibility
    - homeless/migrant liaisons
    - Base Year's ISP year's roster of enrolled students
- Verification – LEAs operating CEP only - are exempt.

LEAs With Some sites, But Not All Participating in CEP

- Certification and Benefit Issuance
  - Validate LEA's procedures from off-site assessment tool
  - Validate Student Certifications: Review applications, direct certification, etc. and compare to Benefit Issuance Document
  - Review denied applications
  - At least one CEP site will be selected for an abbreviated review.
    - Abbreviated review – verify the claiming percentages were applied correctly to the monthly claim for reimbursement.
- Verification
  - Must conduct verification for sites not conducting CEP
  - Sample of applications is selected to determine compliance with verification requirements

Meal Counting and Claiming

- Meal counts at the school level
  - NPS will observe meal service at the POS
  - Review the meal count documentation on the day of review
  - Review meal counts for the review period
- Meal counts at the LEA level
  - Review meal counts for the review period from each school within the LEA.

When is Fiscal Action taken?

- Certification and Benefit Issuance.
  - Miscategorized certifications
  - Benefit Issuance Errors
  - Failure to update a change in status resulting from verification
- CEP
  - Claiming Percentages are incorrect

Fiscal Action

- Meal Counting and Claiming
  - Inaccurate meal counting or claiming
    - Counting errors include: meal counts do not equal number of meals served to eligible students, second meals were counted, meal counts exceed number of eligible students by category.
  - CEP
    - Inaccurate claiming percentage from last ISP is used to claim meals.

Meal Pattern & Nutritional Quality

Meal Components & Quantities

Offer vs. Serve

Dietary Specifications & Nutrient Analysis

Overview

- Nutrition Program Specialist will assess whether the school:
  - Offers students the required meal components in the required quantities;
  - Implements Offer vs. Serve by giving students access to required meal components on all reimbursable meal service lines; and
  - Reimbursable meals meet the dietary specifications & complete a nutrient analysis if necessary.

Meal Patterns & Quantities

- Assess meal pattern compliance
  - Milk, Vegetable subgroups, whole grain rich requirements, etc.
- Review breakfast and lunch documentation for compliance
  - Menus/production records
  - Menu certification documents
- Week must be 3-7 consecutive days
- Missing meal components may result in the expansion of review documentation to the entire review period

On-site Meal Observation

- Prior to Meal Service
  - Ensure all reimbursable meal lines offer all required components
  - Observe meal preparation
- During the Meal Service
  - Observe a percentage of meal service for each line
  - Determine if meals contain correct components & quantities for grade group
  - Ensure students have access to, and know how to select a reimbursable meal

Offer vs. Serve (OVS)

<u>DESE FNS will monitor whether:</u>

- School is offering enough food on all reimbursable meal service lines
- Signage is posted explaining selection of food to be considered a reimbursable meal
- Students are selecting enough components/items to make a reimbursable meal
- Food service staff at the POS are trained and can recognize a reimbursable meal

OVS On-site Meal Observation

- Meals selected by students contain a minimum of 3 food components (NSLP) or food items (SBP) as the students exit the meal service line
- Each reimbursable meal contains at least ½ cup of fruits or vegetables
- Staff accurately judge quantities when school utilizes service stations, theme bars and self serve bars

Dietary Specifications & Nutrient Analysis

- Reviewer will determine if LEA is serving reimbursable meals according to Dietary Specifications
  - Calories
  - Saturated Fat
  - Sodium
  - *Trans* Fat
- Dietary Specifications tool is High Risk – the Reviewer will conduct a one week weighted nutrient analysis for lunch and breakfast to assess if the reimbursable meal meets the Dietary Specifications.

Fiscal Action on Meal Pattern Violations

- If it is found that a meal component is <u>completely missing</u>, fiscal action must be taken

Fiscal Action - Repeated Violations

- Violations involving vegetable subgroups and/or milk type, corrective action is needed, if this violation is repeated on the next review then it is considered a repeat violation and fiscal action must be taken
- Violations involving food quantities and/or whole grain-rich foods, corrective action is needed, if this violation is repeated on the next review then it is considered a repeat violation and fiscal action may be taken

General Program Compliance

Civil Rights

LEA On-site Monitoring

Local Wellness Policy

Smart Snacks in School

Professional Standards

Water

Food Safety

Reporting and Recordkeeping

SBP and SFSP/SSO Outreach (if applicable)

Civil Rights-Overview

- Reviewer will ensure that the USDA, "And Justice for All," poster is displayed in a prominent location and visible to program students
- Determine that the correct non-discrimination statement is used on program materials
- Determine if denied applications are disproportionately submitted by minority households
- During meal observation on day of review, it will be determined if all program students have equal access to the program without discrimination

Staff Training on Civil Rights

- Records are required to be kept annually of Civil Rights trainings that are completed by food service staff
  - This includes anyone who works with the Child Nutrition Programs

- Trainings can consist of presentations prepared by DESE Food and Nutrition Services or presentations prepared by the LEA

Local Wellness Policy

- LWP portion of the administrative review changed to address HHFKA and FNS Memo SP 42-2011
  - Deficiencies handled through technical assistance only
    - No final rule
    - Limited implementation guidance
  - Assess progress and provide implementation suggestions
  - No LWP = Corrective Action

Smart Snacks

- One week of menu documentation from the review period to ensure food and beverages sold a la carte during meal services are compliant with requirements.
- Interview school district staff and food service staff to gain understanding of food and beverage sales within the LEA
- Review nutrition documentation for food and beverage items sold in schools.

Smart Snacks

- NPS must observe all locations where students are able to purchase foods and beverages to ensure:
  - Nutrition documentation provided for review is consistent with foods and beverages being sold
  - Leftover NSLP/SBP entrees are only sold to students the same day or the day after initially served in the NSLP/SBP
- Review exempt fundraiser documentation

Professional Standards

- NPS will verify that training standards are being met at the LEA
  - Number of staff and their job titles
  - Ensure that that every employee is receiving the correct amount of training hours that corresponds to their job title.
  - Ensure hiring standards are being met for new directors.
  - Interview the LEA to see how hours are being tracked.

Food Safety

- General areas of review
  - Written food safety plan/HACCP plan
  - Food safety inspections
  - Recordkeeping
  - Storage
- Corrective Action
  - Each area assessed at the site level
  - If all schools compliant, LEA compliant

Other Federal Program Reviews

Fresh Fruit and Vegetable Program

Afterschool Snack Program

Seamless Summer Option

Special Milk Program

Afterschool Snack Program

- NPS must examine afterschool snack documentation:
  - Each school selected for the Administrative Review that operates the snack program
  - Assess compliance in the following areas:
    - Eligibility
    - Accountability/Meal Counting and Claiming
    - Meal Pattern/Production Records
    - Monitoring
    - General Areas

Seamless Summer Option (SSO)

- LEA's that are participants in SSO and have been selected for an Administrative Review in SY 2016-2017 can expect to be receive a SSO during the 2017 summer.

FFVP Review

- Three components to the FFVP review process
  - NPS will establish the FFVP review sample size
  - Claim validation
    - One month's claim is validated per site
    - Any month can be selected
    - Status of administrative costs will be checked
  - FFVP meal service observation
    - Occurs at each FFVP site selected
- Fiscal Action will be used to recover any payments in whole or in part, that is inconsistent with FFVP requirements

Post-Review Activities

Administrative Review Exit Conference

- Conducted on the last day of on-site review
  - Intent of review
  - Documented Corrective Action
  - Corrective Action Plan
  - Fiscal Action (if applicable)

Administrative Review Report

- Administrative Review Report (i.e., Notification Letter of Review Results)
  - Review Summary of each area reviewed
  - Corrective Action Document
  - Fiscal Action (if applicable)
  - Timeframes

Closing of Review

- Review is officially closed once the CAD is received and approved by NPS

DESE – Food and Nutrition Services

- http://dese.mo.gov/financial-admin-services/food-nutrition-services
  - Administrative State Agency Review

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