WHAT TO EXPECT DURING YOUR ADMINISTRATIVE REVIEW

Samantha Taggart
and Kevin Gorsage
DESE School Food Services
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 Administrative 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.
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.
### Off-site Assessment

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at the site?</td>
<td></td>
<td></td>
<td>15.0</td>
</tr>
<tr>
<td>School Breakfast Program</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Seamless Summer Option</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Afterschool Snack Program</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Fresh Fruit and Vegetable Program</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Special Milk Program</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>2</strong> What are the age/grade groups served in the school?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Pre-K</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>K-5 only (or K-1, K-2, K-3, K-4)</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>6-8 only (or 6-7, 7-8)</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>9-12 only (or 10-12)</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>K-8</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>6-12</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>K-12</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>3</strong> Were Performance Standard 1 or Performance Standard 2 violations identified at the previous administrative review or during follow-up activities?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>4</strong> 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.</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>2-3</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>4+</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>5</strong> Do students serve themselves foods via food bars, serving stations, and/or salad bars?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>6</strong> Does the site utilize cycle menus?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>7</strong> Are meals served at alternate meal service locations?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>8</strong> Is the school a HealthierUS Challenge award recipient certified January 1, 2010 or later?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>9</strong> Does the site have a new kitchen manager, cook, or site manager?</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Risk Score:** 15.0
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
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%.

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
# Reimbursement Rates

## 2015-16

<table>
<thead>
<tr>
<th>NATIONAL SCHOOL LUNCH PROGRAM¹</th>
<th>LESS THAN 60%</th>
<th>LESS THAN 60% + 6 cents²</th>
<th>60% OR MORE</th>
<th>60% or MORE + 6 cents²</th>
<th>MAXIMUM RATE</th>
<th>MAXIMUM RATE + 6 cents²</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTIGUOUS STATES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAID</td>
<td>0.29</td>
<td>0.35</td>
<td>0.31</td>
<td>0.37</td>
<td>0.37</td>
<td>0.43</td>
</tr>
<tr>
<td>REDUCED PRICE</td>
<td>2.67</td>
<td>2.73</td>
<td>2.69</td>
<td>2.75</td>
<td>2.84</td>
<td>2.90</td>
</tr>
<tr>
<td>FREE</td>
<td>3.07</td>
<td>3.13</td>
<td>3.09</td>
<td>3.15</td>
<td>3.24</td>
<td>3.30</td>
</tr>
</tbody>
</table>
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

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

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”

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**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

<table>
<thead>
<tr>
<th>SY 2010-11 Weighted Average Price</th>
<th>Unrounded Price Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price 1: SY 2014-2015</td>
</tr>
<tr>
<td></td>
<td>Requirement price to the nearest cent</td>
</tr>
<tr>
<td></td>
<td>Price 2: SY 2015-2016</td>
</tr>
<tr>
<td></td>
<td>Requirement price to the nearest cent</td>
</tr>
</tbody>
</table>
| $ 1.53                            | $ 1.79                      | $ 1.87
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.

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.
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.
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.
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!!
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).

Non-Federal Source Contribution Calculator for SY 2016-17

Enter annual # of Paid Lunches for SY2014-15**

Enter annual # of Paid Lunches for SY2014-15**

Total Price Increase for SY 2016-17

Total SY 2016-17 Annual Non-Federal Source Contribution

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.

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

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.
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.
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.

This can be calculated using *Step 3 (Optional)* on the bottom of the page.
“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.
“SY 2016-17 Split Calculator” Tab

- Enter your new weighted average price

$ 1.78

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

<table>
<thead>
<tr>
<th>Enter annual # of Paid Lunches for SY 2014-15**</th>
<th>Total remaining required Price Increase</th>
<th>TOTAL SY 2016-17 Annual Non-Federal Source Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>23,330</td>
<td>$ 0.17</td>
<td>$ 3,966.10</td>
</tr>
</tbody>
</table>

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

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

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

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 \textbf{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 1,001 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
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
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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Case Cost</th>
<th>Servings per Case</th>
<th>Case Weight</th>
<th>Serving Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Wheat Breadsticks</td>
<td>$33.60</td>
<td>168</td>
<td>12 lbs</td>
<td>32 grams</td>
</tr>
<tr>
<td>Beef Crumbles</td>
<td>$40.00</td>
<td></td>
<td>10.125 lbs</td>
<td>2.25 oz</td>
</tr>
</tbody>
</table>

Breadsticks:  
$33.60 \div 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

**CHICKEN STEW RECIPE**

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>Weight/Measure</th>
<th>Cost per oz.</th>
<th>Cost per recipe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetable Oil</td>
<td>1 oz</td>
<td>$0.10</td>
<td>$0.10</td>
</tr>
<tr>
<td>Onions</td>
<td>10 oz</td>
<td>$0.02</td>
<td>$0.20</td>
</tr>
<tr>
<td>Carrots</td>
<td>6 oz</td>
<td>$0.05</td>
<td>$0.30</td>
</tr>
<tr>
<td>Water</td>
<td>40.5 oz</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Seasoning</td>
<td>½ tsp</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Garlic Powder</td>
<td>1½ tsp</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Canned tomatoes</td>
<td>26 oz</td>
<td>$0.10</td>
<td>$2.60</td>
</tr>
<tr>
<td>Potatoes</td>
<td>12 oz</td>
<td>$0.02</td>
<td>$0.24</td>
</tr>
<tr>
<td>Diced Chicken</td>
<td>13 oz</td>
<td>$0.20</td>
<td>$2.60</td>
</tr>
<tr>
<td>Canned Beans</td>
<td>56 oz</td>
<td>$0.05</td>
<td>$2.80</td>
</tr>
</tbody>
</table>

**Calculating Food Cost**

1. Add Cost per Recipe
   - $8.84

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

**Formula**

\[
\frac{\text{Sum of major food costs in recipe}}{\text{Total Number of servings recipe yields}} = \text{Cost per serving of recipe}
\]
## Calculating Food Cost

### Per Serving/Item Cost

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Case Cost</th>
<th>Servings per Case</th>
<th>Case Weight</th>
<th>Serving Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strawberries, Sliced, Frozen</td>
<td>$35.07</td>
<td>54.5</td>
<td>30 lb</td>
<td>1 cup</td>
</tr>
<tr>
<td>Green Beans, Frozen</td>
<td>$15.52</td>
<td>87</td>
<td>30 lb</td>
<td>1 cup</td>
</tr>
</tbody>
</table>

**Strawberries:**
\[
$35.07 \div 54.5 = $0.64 \text{ per serving}
\]

**Green Beans:**
\[
$15.52 \div 87 = $0.18
\]
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

Total: $1.63
## Nonprogram Tracking Tool: Adult Meals

<table>
<thead>
<tr>
<th>Nonprogram Foods</th>
<th>Per Item/Serving Cost</th>
<th>Total Cost</th>
<th>Items/Servings Sold</th>
<th>Sale Price</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM1 Adult Meals</td>
<td>1.63</td>
<td>30.97</td>
<td>19</td>
<td>2.25</td>
<td>42.75</td>
</tr>
<tr>
<td>AM2 Adult Meals</td>
<td>1.87</td>
<td>24.31</td>
<td>13</td>
<td>2.25</td>
<td>29.25</td>
</tr>
<tr>
<td>AM3 Adult Meals</td>
<td>1.60</td>
<td>48.00</td>
<td>30</td>
<td>2.25</td>
<td>67.50</td>
</tr>
<tr>
<td>AM4 Adult Meals</td>
<td>1.69</td>
<td>33.80</td>
<td>20</td>
<td>2.25</td>
<td>45.00</td>
</tr>
<tr>
<td>AM5 Adult Meals</td>
<td>1.51</td>
<td>36.24</td>
<td>24</td>
<td>2.25</td>
<td>54.00</td>
</tr>
<tr>
<td>AM6 Adult Meals</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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## Nonprogram Tracking Tool: Vending Machines

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<th>Items/Servings Sold</th>
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<th>Total Revenue</th>
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## Nonprogram Tracking Tool: Catered and Vended Meals

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<th>Items/Meals Purchased</th>
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<th>Total Revenue</th>
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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

<table>
<thead>
<tr>
<th>Nonprogram Foods</th>
<th>Per Item/Serving Cost</th>
<th>Total Cost</th>
<th>Items/Servings Sold</th>
<th>Sale Price</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Ice Cream</td>
<td>0.50</td>
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<td>0.30</td>
</tr>
<tr>
<td>A3 Fruit</td>
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<td>27</td>
<td>0.30</td>
<td>8.10</td>
</tr>
<tr>
<td>A4 Vegetable</td>
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<td>23</td>
<td>0.25</td>
<td>5.75</td>
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<tr>
<td>A5 PB Sandwich</td>
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<td>135.52</td>
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<td>231.00</td>
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Totals: 714.98 1,019.05
## Nonprogram Tracking Tool: Program Food Costs

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## Nonprogram Tracking Tool:
### Program Food Revenue

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## Nonprogram Revenue Calculator

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<td>Total Nonprogram Food Cost</td>
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<tr>
<td>Total Food Costs</td>
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</tr>
<tr>
<td>Total Nonprogram Food Revenue</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$ -</td>
</tr>
<tr>
<td>Minimum portion of revenue from nonprogram funds</td>
<td>0%</td>
</tr>
<tr>
<td>Minimum Revenue Required from the Sale of Nonprogram Foods</td>
<td>$ -</td>
</tr>
<tr>
<td>Additional Revenue Needed to Comply</td>
<td>$ -</td>
</tr>
</tbody>
</table>
## Nonprogram Revenue Calculator

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Program Cost</td>
<td>$6,627</td>
</tr>
<tr>
<td>Total Nonprogram Food Cost</td>
<td>$888</td>
</tr>
<tr>
<td>Total Food Costs</td>
<td>$7,516</td>
</tr>
<tr>
<td>Total Nonprogram Food Revenue</td>
<td>$1,258</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$11,947</td>
</tr>
<tr>
<td>Minimum portion of revenue from nonprogram funds</td>
<td>12%</td>
</tr>
<tr>
<td>Minimum Revenue Required from the Sale of Nonprogram Foods</td>
<td>$1,412</td>
</tr>
<tr>
<td>Additional Revenue Needed to Comply</td>
<td>$154</td>
</tr>
</tbody>
</table>
## Nonprogram Revenue Tool

<table>
<thead>
<tr>
<th>Nonprogram Revenue Calculator</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the cost for reimbursable meal, cost of nonprogram food and total revenue</td>
<td></td>
</tr>
<tr>
<td><strong>Cost for Reimbursable Meal Food</strong></td>
<td>$450,000</td>
</tr>
<tr>
<td><strong>Cost of Nonprogram Food</strong></td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Total Food Costs</strong></td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>Total Nonprogram Food Revenue</strong></td>
<td>$90,000</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

- 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
Nonprogram Revenue Requirement

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

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).

$50,000 Nonprogram Food = 10% minimum
$500,000 Total Food

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

<table>
<thead>
<tr>
<th>Additional revenue required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum revenue required</td>
</tr>
<tr>
<td>Subtract (-)</td>
</tr>
<tr>
<td>Total nonprogram revenue</td>
</tr>
</tbody>
</table>

$100,000
- $90,000
$10,000
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.
The week of Review can be found in your confirmation of date letter.
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).
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)
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 FULLY COOKED CHARBROILED BEEF PATTIES
NATURAL MESQUITE AND HICKORY SMOKE FLAVORING ADDED
CARAMEL COLOR ADDED

ONE 2.45 OZ. FULLY COOKED CHARBROILED BEEF PATTY PROVIDES 2.06 OZ. EQUIVALENT MEAT/MEAT ANALOG
ALTERNATE FOR CHILD NUTRITION MEAL PATTERN REQUIREMENTS. USE OF THIS LABEL AND STATEMENT
AUTHORIZED BY THE FOOD AND NUTRITION SERVICE, USDA 11-12.

INGREDIENTS: GROUND BEEF (NOT MORE THAN 20% FAT), WATER, TEXTURED VEGETABLE PROTEIN PRODUCT [SOY PROTEIN CONCENTRATE, CARAMEL COLOR, ZINC OXIDE, NIACINAMIDE, FERROUS SULFATE, COPPER GLUCONATE, VITAMIN A PALMITATE, CALCIUM PANTOTHENATE, THIAMINE MONONITRATE (B1), PYRIDOXINE HYDROCHLORIDE (B6), RIBOFLAVIN (B2), CYANOCOBALAMIN (B12)], SEASONING [DEXTROSE, MALTODEXTRIN, FOOD STARCH - MODIFIED, WORCESTERSHIRE SAUCE SOLIDS (MOLASSES, VINEGAR, CORN SYRUP, SALT, CARAMEL COLOR, GARLIC, SUGAR, SPICE, TAMARIND, NATURAL FLAVOR), ONION POWDER, GARLIC POWDER, SPICE, NATURAL SMOKE FLAVOR, GRILL FLAVOR (FROM SOYBEAN OIL), SALT, SODIUM PHOSPHATES, CARAMEL COLOR], CONTAINS: SOY.

HEATING INSTRUCTIONS: FROM A FROZEN STATE, BAKE ON A PAN IN A PREHEATED CONVECTION OVEN AT 350 FOR 8 MINUTES OR IN A CONVENTIONAL OVEN AT 325 FOR 12 MINUTES. MICROWAVE ON HIGH POWER FOR ABOUT 1 1/2 MINUTES. MICROWAVE OVENS VARY, TIMES GIVEN ARE APPROXIMATE.

AdvancePierre Foods, Inc. 9999 Princeton Glendale RD. Cincinnati, OH 45246

CN Label (Watermark)
## Commodities

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

### Nutritional Facts

<table>
<thead>
<tr>
<th>Product Code Number</th>
<th>Product Description</th>
<th>Calories (in 1/2 serving)</th>
<th>Total Fat (g)</th>
<th>Total Carbohydrate (g)</th>
<th>Protein (g)</th>
<th>Calories from Fat (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3794</td>
<td>Beef Patty (1.85 oz)</td>
<td>23.13</td>
<td>1.85</td>
<td>1</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>3795</td>
<td>Beef Patty (1 oz)</td>
<td>23.13</td>
<td>1.85</td>
<td>1</td>
<td>200</td>
<td>100</td>
</tr>
</tbody>
</table>

For additional product information visit [http://dese.mo.gov/divadm/food/Nutritional_Facts_Index.html](http://dese.mo.gov/divadm/food/Nutritional_Facts_Index.html)
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**

<table>
<thead>
<tr>
<th>H#</th>
<th>QUANTITY</th>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>WAREHOUSE</th>
<th>LOT NO.</th>
<th>PRODUCTION CODE</th>
<th>GROSS WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F-100188</td>
<td>CS</td>
<td>Farmland Ham, WA, CKD</td>
<td>FARM</td>
<td>1</td>
<td>116914 101514</td>
<td>40 LBS</td>
</tr>
<tr>
<td>1</td>
<td>F-100241</td>
<td>CS</td>
<td>964 40Z Peach Ind Cup, DCDPR</td>
<td>FARM</td>
<td>1</td>
<td>121306 030315</td>
<td>27 LBS</td>
</tr>
<tr>
<td>1</td>
<td>F-110394</td>
<td>CS</td>
<td>1224CT Tortilla WH WHAT 8'</td>
<td>FARM</td>
<td>1</td>
<td>120499 020615</td>
<td>27 LBS</td>
</tr>
<tr>
<td>3</td>
<td>F-150MC</td>
<td>CS</td>
<td>NFG Nordic Bread, Entree, 4oz</td>
<td>FARM</td>
<td>1</td>
<td>121339 030415</td>
<td>26 LBS</td>
</tr>
<tr>
<td>1</td>
<td>F-61210</td>
<td>CS</td>
<td>GDX GD BRD CHICKEN NUGGET (5P)</td>
<td>FARM</td>
<td>1</td>
<td>121337 031215</td>
<td>30 LBS</td>
</tr>
<tr>
<td>1</td>
<td>F-CP5694</td>
<td>CS</td>
<td>JUM BRD PORK CHOPPETTE (3,35O)</td>
<td>FARM</td>
<td>2</td>
<td>121485 030615</td>
<td>58 LBS</td>
</tr>
</tbody>
</table>

*END-OF-ORDER*
Menu Documentation Activity

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>12-7-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>PCR3</td>
</tr>
<tr>
<td>Offer Versus Serve?</td>
<td>Yes _ No X</td>
</tr>
<tr>
<td>Grades: PC-S</td>
<td></td>
</tr>
<tr>
<td>Seconds/A is Game?</td>
<td>Yes _ No</td>
</tr>
</tbody>
</table>

**Menu Production Worksheet**

<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Planned</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-6</td>
<td></td>
<td>84</td>
</tr>
<tr>
<td>6-8</td>
<td></td>
<td>150</td>
</tr>
<tr>
<td>2-12</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>140</td>
<td>184</td>
</tr>
</tbody>
</table>

### Menu Items

- **Grain/Bread:**
  - Ultimate Breakfast Bowl

- **Fruit:**
  - Mandarins
  - Orange Juice

- **Vegetables:**
  - DG, RO, BP, S, C—Identify veg subgroup in Component column

- **Other Including Meat Substitution for Grain**

- **Milk:**
  - Whole/cheese choice

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Serving Size</th>
<th>Planned Servings</th>
<th>Actual Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultimate Breakfast Bowl</td>
<td>1 ea.</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Mandarin</td>
<td>4 oz</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>Orange Juice</td>
<td>4 oz</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>Whole/cheese choice</td>
<td>1/2 pt</td>
<td>140</td>
<td>140</td>
</tr>
</tbody>
</table>
• 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.
## BID SPECIFICATION

**Product Name:** CINNAMON ROUND GRANOLA BAR (BAKED/RND. WRAPPED)*

<table>
<thead>
<tr>
<th>Serving Size:</th>
<th>1 BREAKFAST ROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Count:</td>
<td>126</td>
</tr>
<tr>
<td>Case Weight:</td>
<td>18.998 lb</td>
</tr>
<tr>
<td>Case Cube (cm)</td>
<td>2.0104</td>
</tr>
</tbody>
</table>

### Grain/Bread Serving Based on Flour Content

<table>
<thead>
<tr>
<th>Grain/Bread Serving</th>
<th>Whole Grains Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Based Menu Cred.</td>
<td>Whole wheat flour 20.56 gms</td>
</tr>
<tr>
<td></td>
<td>14.31 gms non credit grains</td>
</tr>
<tr>
<td>Frozen Dough Weight</td>
<td>2.5 oz (70.9 g)</td>
</tr>
<tr>
<td>Baked Weight</td>
<td>2.2 oz (62.3 g)</td>
</tr>
</tbody>
</table>

### Grain/Bread Serving Based on Baked Weight

<table>
<thead>
<tr>
<th>Grain/Bread Serving</th>
<th>Whole Grains Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Based Menu Cred.</td>
<td>Whole wheat flour .75 OZ EQ GRAINS</td>
</tr>
<tr>
<td></td>
<td>(Based on 4 oz)</td>
</tr>
<tr>
<td>Frozen Dough Weight</td>
<td>1.0 servings = 3 oz or 1.0 oz</td>
</tr>
<tr>
<td>Baked Weight</td>
<td>1.0 servings = 2 oz or 1.5 oz</td>
</tr>
</tbody>
</table>

### Nutritional Information:

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>270</td>
</tr>
<tr>
<td>Fat</td>
<td>8g</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>3g</td>
</tr>
<tr>
<td>Trans Fat</td>
<td>0g</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>5 mg</td>
</tr>
<tr>
<td>Sodium</td>
<td>190 mg</td>
</tr>
<tr>
<td>Carbohydrates</td>
<td>44 g</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>6.09 g</td>
</tr>
<tr>
<td>Sugar</td>
<td>16 g</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>5 mg</td>
</tr>
<tr>
<td>Calcium</td>
<td>30.25 mg</td>
</tr>
<tr>
<td>Vitamin A</td>
<td>7.87 IU</td>
</tr>
<tr>
<td>Vitamin C</td>
<td>0.01 mg</td>
</tr>
</tbody>
</table>

### Inability Statement:

INCREASE WHEAT FLOUR, SUGAR, DATE, CORNMEAL AND OATMEAL, CINNAMON STICKS, SUGAR, PUMPKIN SEEDS, CINNAMON, NUTMEG, DRY MILK, EGG YOLKS, EGG WHITES, EGG YOLKS, AND SALT, CARAMEL, ASH SEEDS, CINNAMON, MODIFIED CORN STARCH, Marcus, Starch, Natural, and Artificial Flavor, Salt, Caramel, Guar Gum, and Aspic (Enzymes). CONTAINING WHEAT, MILK, EGG, AND BAKED PRODUCTS MADE AFTER BAKING WILL BE PRODUCED IN A NUT-FREE FACILITY.

### Child Nutrition Product Statement:

A 2.2 oz round granola breakfast bar. Each bar contains 2.8 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 (chilled, wrapped), ready to throw and serve. Each breakfast round contains 35.01 g of whole wheat flour and oats. Packaged 126 individually wrapped breakfast rounds per case. Rich's BID # 09733.

I certify that the above product information is accurate.

*Signature/Title: Judith C. Statull, Regulatory Specialist*  
 Compliance & Regulatory Affairs  
 3/9/2014
Next we will get the documentation ready for lunch on the 7th.

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.
### Production Record

**Menu Documentation**

#### Date:

**12-1-15**

**School:**

**PK-3**

**Offer Versus Survey?**

Yes

**Grades:**

PK-3

**Secondary Ala Carte?**

Yes

**Table:**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Grades: PK-3</th>
<th>Grades: PK-8</th>
<th>Adults A la carte</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Menu: Grilled Cheese Sandwich**

- **Product Code:** MA
- **Product Name:** Grilled Cheese Sandwich
- **Serving Size:** 150 grams
- **Actual Servings:** 158
- **Quantity Prepared:** 158
- **Additional Notes:**

**Vegetables: DG (Dark Green); RO (Red, Orange); BP (Beans, Peas, Legumes); B (Starchy); O (Other) – Identify in Component Column**

- **Tomato Soup**
  - **Product Code:** RO
  - **Product Name:** Tomato Soup
  - **Serving Size:** 100 grams
  - **Actual Servings:** 158
  - **Quantity Prepared:** 162

- **Green Beans**
  - **Product Code:** B
  - **Product Name:** Green Beans
  - **Serving Size:** 72 grams
  - **Actual Servings:** 158
  - **Quantity Prepared:** 162

**Fruits**

- **Milk**
  - **Product Code:** Milk
  - **Product Name:** Milk
  - **Serving Size:** 158
  - **Actual Servings:** 158

**Grain/Bread: V Whole Grain dot in Component Column**

- **Milk**
  - **Product Code:** Milk
  - **Product Name:** Milk
  - **Serving Size:** 158
  - **Actual Servings:** 158

**Other Foods (Condiments, etc)**

- **Vanilla Pudding**
  - **Product Code:** Pp
  - **Product Name:** Vanilla Pudding
  - **Serving Size:** 158
  - **Actual Servings:** 158

**Milk**

- **Product Code:** Milk
- **Product Name:** Milk
- **Serving Size:** 158
- **Actual Servings:** 158
MenuDocumentation

•Recipe for Grilled Cheese

Page 112

Recipe Master List

000362 - GRILLED CHEESE-SCRATCH, HS
Source: MMM
Number of Portions: 1
Size of Portion: SANDWICH

Recipe HACCP Process: #2 Same Day Service

<table>
<thead>
<tr>
<th>Portion</th>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>902553 34211 BREAD, 100% WHOLE WHEAT PULLMAN</td>
<td>2 SLICE (2 oz)</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Portion</th>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>902573 53360 CHEESE, SLICED, AMERICAN</td>
<td>2 SLICE (0.5 oz)</td>
<td></td>
</tr>
</tbody>
</table>

*Nutrients are based upon 1 Portion Size (SANDWICH)*

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>240 kcal</td>
</tr>
<tr>
<td>Total Fat</td>
<td>5.00 g</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>5.00 g</td>
</tr>
<tr>
<td>Trans Fat*</td>
<td>0.00 g</td>
</tr>
<tr>
<td>Total Carbohydrates</td>
<td>24.00 g</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>4.00 g</td>
</tr>
<tr>
<td>Sugars</td>
<td>0.00 g</td>
</tr>
<tr>
<td>Protein</td>
<td>0.00 g</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>75.00 mg</td>
</tr>
<tr>
<td>Sodium</td>
<td>240.00 mg</td>
</tr>
<tr>
<td>Iron</td>
<td>1.44 mg</td>
</tr>
<tr>
<td>Vitamin A</td>
<td>500.00 IU</td>
</tr>
<tr>
<td>Vitamin C</td>
<td>0.00 mg</td>
</tr>
<tr>
<td>Calcium</td>
<td>150.00 mg</td>
</tr>
<tr>
<td>Ash*</td>
<td>0.00 g</td>
</tr>
<tr>
<td>Calories from Total Fat</td>
<td>41.29%</td>
</tr>
<tr>
<td>Calories from Saturated Fat</td>
<td>18.76%</td>
</tr>
<tr>
<td>Calories from Trans Fat</td>
<td>0.00%</td>
</tr>
<tr>
<td>Calories from Carbohydrates</td>
<td>18.33%</td>
</tr>
<tr>
<td>Calories from Protein</td>
<td>7.65%</td>
</tr>
</tbody>
</table>

*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
* denotes optional nutrient values

NOTICE: The data contained within this report and the NUTRIONS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with medical conditions and food allergies. 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.
Ingredients of Grilled Cheese that contribute to the M/MA or Grain component of the meal pattern

**Bread**

**Cheese**

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**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.

**CREDITY/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 [NFSM](https://www.nfsm.org) or [Team Nutrition](https://www.teamnutrition.org).

**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 American in HACCP Prioritizes](https://www.fns.usda.gov/schoolnutrition/developing-school-food-safety-program-based-process-american-haccp-prioritizes).

---

**Nutrition Facts**

- **Serving size:** 1 ounce/2 slices (25 g), American cheese
- **Calories:** 110
- **Total Fat:** 5g
  - **Saturated Fat:** 2.5g
  - **Trans Fat:** 0g
- **Cholesterol:** 25mg
- **Sodium:** 270mg
- **Total Carbohydrate:** 2g
  - **Dietary Fiber:** 0g
  - **Sugars:** 1g
- **Protein:** 5g

Source: USDA Foods Vendor Label

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**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.

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**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.**
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)
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.
### Dietary Specifications Assessment Tool - Lunch

#### 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)

#### Assessment

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Off-site</th>
<th>On-site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are specifications considered when purchasing menu items and condiments to limit the following?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. <strong>Saturated-Fat</strong></td>
<td>Off-site: <strong>Always</strong></td>
<td>On-site: <strong>Always</strong></td>
<td></td>
</tr>
<tr>
<td>b. <strong>Sodium</strong></td>
<td>Off-site: <strong>Always</strong></td>
<td>On-site: <strong>Always</strong></td>
<td></td>
</tr>
<tr>
<td>c. <strong>Trans-Fat</strong></td>
<td>Off-site: <strong>Always</strong></td>
<td>On-site: <strong>Always</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
<td>Lunch: <strong>Always</strong></td>
<td>On-site: <strong>Always</strong></td>
</tr>
<tr>
<td>3</td>
<td>Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese.</td>
<td>Lunch: <strong>Always</strong></td>
<td>On-site: <strong>Always</strong></td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
<td>Lunch: <strong>Always</strong></td>
<td>On-site: <strong>Always</strong></td>
</tr>
<tr>
<td>5</td>
<td>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).</td>
<td>Lunch: <strong>Never</strong></td>
<td>On-site: <strong>Never</strong></td>
</tr>
</tbody>
</table>
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
DESE FNS will monitor whether:

- 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.
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 completely missing, 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 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

  - Administrative State Agency Review
Questions? Contact Us

E-mail –
Schoolfooods@dese.mo.gov
(573) 751-3526