What To Expect During an Administrative Review

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Summer 2020

Missouri Department
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Overview

Off-Site Review

- Notification
- Off-Site Assessment
- Resource Management
- Applications
- Menu Documentation

On-Site Review

- On-Site Assessment

Post Review

- Report Summary

Off-site Review

Notification of Administrative Review (AR)

The Authorized Representative will be contacted 6-8 weeks prior to the review by the regional reviewer to schedule the date of the review.

Notification of Administrative Review

After the date of the review is confirmed:

- Your Local Education Agency (LEA) will receive a Confirmation of Date Letter and an Administrative Review Checklist.
- We will complete a Meal Compliance Risk Assessment Tool for each site selected for review

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
- 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 and dates that you should be taking during the timeline of the review.

AR Checklist

Local School Wellness Policy	
Copy of the Local School Wellness Policy Documentation of review and update of the Local School Wellness Policy Most recent assessment of the implementation of the Local School Wellness Policy	In addition to reviewing the Local School Wellness Policy to ensure it contains the required elements, the review, assessment, and documentation demonstrating that the Local School Wellness Policy has been made available to the public will also be reviewed.
Smart Snacks	
Documentation of compliance with Smart Snacks (e.g. Smart Snack Calculator printouts) Exempt fundraiser tracking sheet (if applicable)	Menu documentation to ensure that foods and beverages sold during the school day meet the Smart Snacks in Schools Standards will be reviewed. Food and beverages sold for exempt fundraisers (if applicable), a la carte in the cafeteria, school stores, snack bars, coffee bars, vending machines, and any other food or beverage points of sale available to students will be reviewed. Examples of documentation may include, but are not limited to, Smart Snacks Calculator printouts, menus, production records and related materials (e.g., ingredient and nutrition labels, standardized recipes) for the school week under review. • If school is allowing exempt fundraisers, the Exempt Fundraiser Tracking Sheet will be reviewed. It is available on the DESE FNS webpage: http://dese.mo.gov/sites/default/files/ExemptFundraiserTrackingSheet.doc

Notification of Administrative Review

Once your Confirmation of Date Letter and AR Checklist are received, you will begin the next steps of the review process.

The areas that should be completed first by the LEA are:

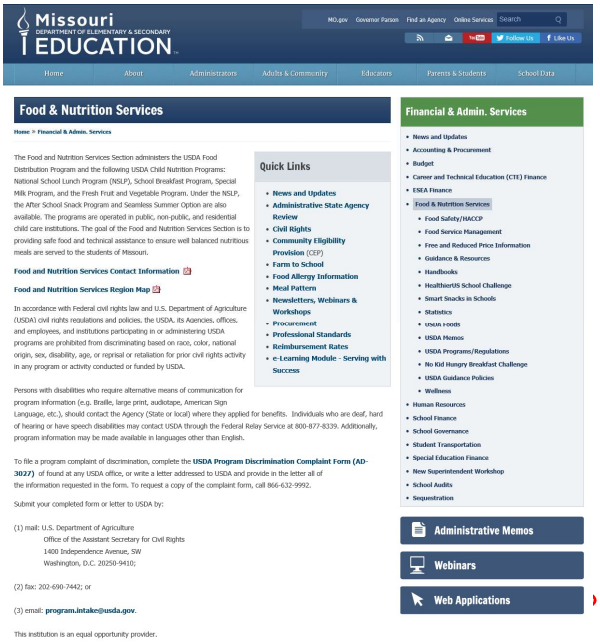
- Off-site questions
- Preparation of Free/Reduced Meal Applications
- Menu Documentation

Off-site Assessment Tool

Off-Site Assessment Tool

Accessible through DESE Web Applications

- Includes questions on a number of monitoring areas
- Must be completed prior to the on-site review
- Answers will be validated during the on-site review



https://dese.mo.gov/financial-admin-services/food-nutrition-services

Web Applications

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Review Tools

Action	Description
View | Modify	Review Information
View | Modify	LEA Contact Information
Detail	Building Dashboard (1)
Detail	Review Forms
View | Modify	Corrective Action Documents (0)
View | Modify	Technical Assistance (0)
View | Modify	Notes to LEA (0)
View | Modify	State Agency Notes (0)
Detail	Review Attachments (0)
View | Modify	LEA Checklist Worksheet (Not Started)
View | Modify	Building Checklist Worksheets

Web Applications: District Wide

	Action	Form	Reviewer	Status
−		Off-site Assessment (18)		
−		SFA Forms (17)		
	View | Modify	100 - Certification and Benefit Issuance		
	View | Modify	200 - Verification		
	View | Modify	300 - Meal Counting and Claiming		
	View | Modify	600 - Dietary Specifications and Nutrition Analysis		
	View | Modify	700 - Resource Management		
	View | Modify	800 - Civil Rights		
	View | Modify	900 - SFA On Site Monitoring		
	View | Modify	1000 - Local School Wellness Policy		
	View | Modify	1100 - Smart Snacks		
	View | Modify	1200 - Professional Standards		
	View | Modify	1600 - School Breakfast and SFSP Outreach		
	View | Modify	Other Federal Programs		
	View | Modify	2100 - Special Provision Options		
	View | Modify	RMCR - Nonprofit School Food Srvc Acct		
	View | Modify	RMCR - Paid Lunch Equity		
	View | Modify	RMCR - Revenue From Nonprogram Foods		
	View | Modify	RMCR - Indirect Costs		
−		Buildings (1)		

Web Applications: Building/s

	Action	Form	Reviewer	Status	
−		Site Forms (5)			
	View | Modify	Meal Compliance Risk Assessment Tool		Incomplete	
	View | Modify	Dietary Specifications Assessment Tool - Breakfast *			
	View | Modify	Dietary Specifications Assessment Tool - Lunch *			
	View | Modify	Meal Component and Quantities - Breakfast			
	View | Modify	Meal Component and Quantities - Lunch			

Web applications questions <u>must</u> be completed for each building being reviewed.

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 overlap	○ Yes ○ No	0.0
	6-12 overlap	○ Yes ○ No	0.0
	K-12 overlap	○ 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
10	If the site had a Targeted Menu Review in the previous Administrative Review cycle, did the site have any findings during the Targeted Menu Review?	○ Yes ○ No	0.0
	Risk Score:		15.0

1. Maintenance of Nonprofit School Food Service Account
2. Paid Lunch Equity
3. Revenue from Non-program Foods
   - -Adult Meal Price
   - -Unpaid Meal Charge Policy
4. Indirect Cost

Maintenance of Nonprofit School Food Service Account

Account in which all revenue from all food service operations conducted by the SFA principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service.

Approved uses:

- Food
- Equipment
- Staffing costs related to the operation of the meal program

Restricted uses:

- purchase of land or buildings
- construction of buildings

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Maintenance of Nonprofit School Food Service Account

NPS ensures/reviews….

- all revenues and expenditures are accurately tracked separately from all other transactions and are allowable
- Net cash resources do not exceed 3 months average operating expenses
- Transfers
- Equipment purchases and grants
- Internal control procedures
- Year-end statement of revenues and expenses
- General ledgers
- Balance sheets, invoices, and receipts

2. Resource Management: Paid Lunch Equity

- ✓ Maintenance of Nonprofit School Food Service Account
- Paid Lunch Equity
- Revenue from Non-program Foods
- Indirect Costs

Paid Lunch Equity Tool (PLE)

Local Education Agencies(LEAs) participating in the National School Lunch Program are required to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced priced meals.

- Each school year, PLE calculations are completed to determine target weighted average price for paid lunches in the United States.
- PLE tool, on average, is released to LEAs each May.
- Must be completed annually

Option 1: PLE tool in Excel

DESE FNS webpage to access PLE webinar:
https://dese.mo.gov/financial-admin-services/food-nutrition-services/newsletters-webinars-workshops

Webinars/Workshops

2019 Summer Workshop Recorded Presentations

- **Paid Lunch Equity Tool (PLE) Tool**
- **Paid Lunch Equity (PLE) Tool in Web Applications**

DESE FNS webpage to access PLE tool:
https://dese.mo.gov/financial-admin-services/food-nutrition-services/paid-lunch-equity

Paid Lunch Equity

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

2020-2021 School Year

- **SP-07-2020**: Paid Lunch Equity: Guidance for School Year 2020-21
- **Paid Lunch Equity Tool SY 20-21**
- **Exemption From Paid Lunch Equity (PLE) Requirement for School Year (SY) 2020-2021**

PLE tool in Excel

- Weighted average paid lunch price (district wide)
- Month number of paid lunches for October
- Paid lunch price/s
- Generated weighted average price and requirement

Go to Instructions

SY 2020-21 Weighted Average Price Requirement	
Requirement price to the nearest cent	*Optional* price requirement ROUNDED DOWN to nearest 5 cent
$ -	$ -

Note: Above prices are based on adjusting SY 2019-20 price requirement by the 2% rate increase plus the Consumer Price Index (2.94%)

SY 2019-20 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2019.

Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2019-20 Weighted Average Price
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
		$ -	
-		$ -	$ -

*Note: SY 2019-20 Weighted Average Price equal to or above the target price of **$3.09** are compliant for SY 2020-21. **$3.09** is the difference between the Free and Paid reimbursement rates for SY 2019-20.*

Total Price Increase for SY 2020-21
$ -

Required price increase for SY 2020-21 (with 10 cent cap)
$ -

Option 2:
PLE tool in web applications

DESE FNS webpage to access PLE webinar:
https://dese.mo.gov/financial-admin-services/food-nutrition-services/newsletters-webinars-workshops

Webinars/Workshops

2019 Summer Workshop Recorded Presentations

- **Paid Lunch Equity Tool (PLE) Tool**
- **Paid Lunch Equity (PLE) Tool in Web Applications**

Application packet <u>must</u> report the correct student paid lunch prices

Web Applications PLE Tool

Item	Description
LEA Profile	SNP LEA's Profile Information
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Attachment Summary	Summary for Permanent Application Agreements, Policy Statements, and Packet Attachments
Permanent Application Agreement	Permanent Application Agreement Attachments
Policy Statement	Policy Statement Attachments
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by LEA Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
Annual Audit Status Summary	Annual Audit Status Summary
Civil Rights Training Summary	Civil Rights Training Summary
Paid Lunch Equity Tool	Paid Lunch Equity Tool
Paid Lunch Equity Tool Summary	Paid Lunch Equity Tool Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
Fresh Fruit and Vegetable Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Capital Expenditure Request
Building Enrollment	Building Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
CEP Calculator	CEP Calculator
Generate Email Module	Application Contact Listing Summary

Option 3: PLE Exemption

If a positive or zero balance in the non-profit school food service account as of December 31, 2019, then LEA is exempt from the PLE tool for that applicable school year.

PLE Exemption form is required to be completed and submitted to state agency annually.

DESE FNS webpage to access PLE Exemption form: https://dese.mo.gov/financial-admin-services/food-nutrition-services/paid-lunch-equity

Paid Lunch Equity

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

2020-2021 School Year

- **SP-07-2020**: Paid Lunch Equity: Guidance for School Year 2020-21
- **Paid Lunch Equity Tool SY 20-21**
- **Exemption From Paid Lunch Equity (PLE) Requirement for School Year (SY) 2020-2021**

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

EXEMPTION FROM PAID LUNCH EQUITY (PLE) REQUIREMENT FOR SCHOOL YEAR (SY) 2020-21

INSTRUCTIONS

Email the completed form to foodandnutritionservices@dese.mo.gov. **Subject Line: PLE EXEMPTION REQUEST FORM**

In Section 747 of Division B of the Consolidated Appropriations Act, 2020 (Public Law 116-94), Congress provides an exemption from the PLE requirements found at 7 CFR 210.14(e) for SY 2020-21. A positive or zero balance in the non-profit food service account as of December 31, 2019, is required for an exemption from the PLE requirement.

Complete the following form if the non-profit food service account has a positive or zero balance as of December 31, 2019. An exemption from the PLE requirement is desired.

Submission of this form will be an acceptance of your PLE Exemption. An approval will not be sent.

Questions: Contact Food and Nutrition Services at 573-751-3526 or foodandnutritionservices@dese.mo.gov.

LOCAL EDUCATION AGENCY (LEA) INFORMATION

LEA AGREEMENT NUMBER	LEA NAME	EMAIL ADDRESS OF AUTHORIZED REPRESENTATIVE

1.	**Opening Balance (July 1, 2019)**	
2.	**Revenues (as of December 31, 2019)**	
a.	**Program Revenues:** Local program receipts include collections from student meals (reimbursable and non-reimbursable), adult meals, interest income and cash donations.	
b.	**Federal Reimbursement:** Federal reimbursement is the monthly reimbursement payment made to all LEAs from federal funds. It is calculated on a per meal basis for breakfast, lunch, after school snacks and for half pints of milk served.	
c.	**Non-Program Revenues:** Non-program receipts are local revenues received from a la carte items, banquets, vending machines, Special Milk Program/extra milk sales, After School Snack Program, etc.	
d.	**Total Revenues (a+b+c)**	$ 0.00
3.	**Expenditures (as of December 31, 2019)**	
a.	**Food:** Food expenditures are payments for food (including processing fees), transportation, handling and storage of purchased and USDA donated foods, and any co-op purchasing service fees. Refunds from vendors and the insured value of foods lost, stolen or spoiled should be deducted from food expenditures.	
b.	**Salaries:** Salary expenditures are payroll payments for all food service program personnel.	
c.	**Employee Benefits:** Employee benefits are all LEA contributions for social security, retirement, insurance and other fringe benefits.	
d.	**Purchased Services:** Purchased services are services rendered by personnel who are not on the LEA payroll, equipment repairs, property and liability insurance, advertising, printing, and other purchased services such as license fees, professional dues or subscriptions.	
e.	**Equipment Purchases:** Equipment purchases are items costing $1,000 or more per unit and items costing less than $1,000 per unit that are controllable, have a useful life of one or more years, or are repairable.	
f.	**Supplies:** Nonfood supplies such as napkins, paper service, cleaning supplies, pans, cutlery, trays, etc.	
g.	**Total Expenditures (a+b+c+d+e+f)**	$ 0.00
4.	**Adjustment to Balance:** Adjustment to balance is used if necessary to amend the balance. This can be done per an audit, to report a loan (+) to the account, to report a repayment of a loan (-), or to recover indirect costs (-) from the account.	
5.	**Balance as of December 31, 2019 (1+2d-3g+4)**	$ 0.00

3. Resource Management: Non-program Food

- ✓ Maintenance of Nonprofit School Food Service Account
- ✓ Paid Lunch Equity
- Revenue from Non-program Foods
- Indirect Costs

What is Non-program Food?

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

AND

Purchased using funds from the nonprofit school food service account

Types of Non-program 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 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 non-program food sales

Non-Program Foods Revenue Tools

Guidance & Resources

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

- Farm to School
- Food Allergy Information
- Forms
- Healthy, Hunger-Free Kids Act
- Paid Lunch Equity
- Paid Lunch Prices
- Non Program Food Revenue Tool
- Non Public Audit Instructions
- Payment Transmittal Change Information
- Related Links
- Food and Nutrition Services Calendar
- Team Nutrition - USDA
- Team Nutrition - Missouri
- USDA Flexibilities
- USDA Guidance Policies
- Verification Information
- Web Application System Information
- Wellness

Financial & Admin. Services

- News and Updates
- Accounting & Procurement
- Budget
- Career and Technical Education (CTE) Finance
- ESEA Finance
- Food & Nutrition Services
  - Food Safety/HACCP
  - Food Service Management
  - Free and Reduced Price Information
  - Guidance & Resources
  - Handbooks
  - HealthierUS School Challenge
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations
  - No Kid Hungry Breakfast Challenge
  - USDA Guidance Policies
  - Wellness

Non-Program Foods Revenue Tools

Non Program Food Revenue

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

- SP-20-2016 - Nonprofit School Food Service Account N
- SP-39-2011 - Child Nutrition Reauthorization 2010: Gui
  Foods
- Non Program Food Revenue Tool - 5 day
- Non Program Food Revenue Tool - Extended period

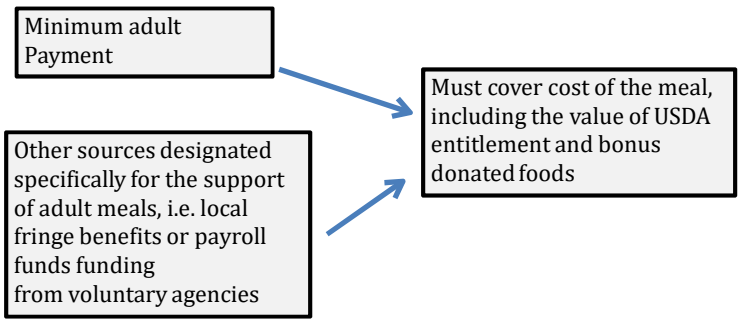
https://dese.mo.gov/financial-admin-services/food-nutrition-services/non-program-food-revenue

Resource Management: Adult Meal Prices

Adult meal lunch prices must be at or above the calculated minimum USDA adult meal lunch price requirement.

Pricing Adult Meals

FNS 782-5: LEAs must ensure that the Federal reimbursements, students' payments, and other non-designated food service revenues do not subsidize program meals served to adults.



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Pricing Adult Meals: Lunch

Option 1: Pricing School
Student Full Price (highest paid student price) +Plus Donated Food +Plus Federal Paid reimbursement =Adult Meal Price
Option 2: Non Pricing School
Free Reimbursement +Plus Donated Food =Adult Meal Price
Option 3: Actual Per Lunch Cost
Actual Per Lunch Cost +Plus Donated Food =Adult Meal Price
Option 4: Food Service Management Company Charge
Fixed price charged for each non-student lunch =Adult Meal Price

**Value of donated commodities SY 19-20 = $.3625 per student lunch*

Pricing Adult Meals: Example

Student Paid Lunch Price = $2.50

+

Student Paid Reimbursement = $.39

+

Donated Foods Entitlement = $.3625

=

Adult Meal Price = $3.2525

(SY 19-20 numbers)

Pricing Adult Meals: Breakfast

Although not mandatory, the SA recommends using at or above the free reimbursement rate for breakfast.

(SY 19-20 numbers)

Severe Need Schools	Non-Severe Need Schools
Student Free Reimbursement ($2.20)	Student Free Reimbursement ($1.84)

Resource Management: Unpaid Meal Charge Policy

All school food authorities (SFA's) operating the National School Lunch Program must have an unpaid meal charge policy.

**USDA Food and Nutrition Services' non-discrimination statement must be included in the policy.*

Unpaid Meal Charge Policy

All SFA's operating the National School Lunch Program must have a local unpaid meal charge policy.

NPS will:

- Review and compare the approved and implemented policy
- Interview staff
- Ensure that the policy is provided in writing to:
  - Households at the beginning of the year
  - Households with students that transfer mid-year
- Reclassifying debt process
  - Delinquent debt
  - Bad debt
- Funding meets USDA regulations
- Records are kept according to USDA regulations

4. Resource Management: Indirect Cost

- ✓ Maintenance of Nonprofit School Food Service Account
- ✓ Paid Lunch Equity
- ✓ Revenue from Non-program Foods
  - ✓ Adult Meals
  - ✓ Unpaid Meal Charge Policy
- Indirect Costs

Indirect Costs

Indirect costs are incurred for the benefit of multiple programs, functions, or other cost objectives; not clearly identifiable with one program

VS.

Direct costs are incurred specifically for a program or other cost objective; clearly identifiable with a specific program

NPS verifies web application answers to the nonprofit school food service account annual financial statement

Indirect Costs

Indirect Costs:

- Payroll services
- Human resources
- Gas
- Electricity
- Sewer/water/waste disposal

Direct Costs:

- Wages and salaries of food service employees
- Food
- Food service supplies
- Media/promotional materials related to food service
- Equipment

Webinars/Workshops

2019 Summer Workshop Recorded Presentations

- Afterschool Snack and Common Findings
- Alternative Breakfast Models
- Benefit Issuance: Eligibility Basics and Direct Certification
- Approving Applications
- Calculating Meat/Meat Alternate and Grain Components
- Common Corrective Actions
- Community Eligibility Provision (CEP)
- Completing the Five-Day Non-Program Food Revenue Tool
- Essential Documents for Food Safety and Crediting
- Food Allergies
- Free and Reduced Application Process
- How to Avoid Fiscal Action During the Administrative Review
- Local Meal Charge Policy: Regulations and Reality
- Meal Pattern Requirements - Lunch and Breakfast
- Medical Statements
- Nonprogram Food Revenue and Completing the Extended Nonprogram Food Revenue Tool
- Offer versus Serve
- Paid Lunch Equity Tool (PLE) Tool
- Paid Lunch Equity (PLE) Tool in Web Applications
- Pre-K Meal Pattern
- Pricing Adult Meals
- Provision 2
- Standardized Recipes and Production Records
- Tools for Calculating Meats and Grains
- Verification Reports
- Verification Process

https://dese.mo.gov/financial admin services/food nutrition services/newsletters webinars workshops

Off-site Review:
Resource Management Comprehensive Review

Resource Management: Comprehensive Review

There are four areas to the comprehensive review

- Maintenance of the nonprofit school food service account
- Paid lunch equity
- Revenue from Non-program foods
- Indirect costs

A comprehensive review must be completed for the applicable resource management areas in which a risk indicators are indicated in the 700 Resource Management section.

Resource Management: Comprehensive Review

Maintenance of the nonprofit school food service account

Risk indicator

- LEA does not have separate financial account for the nonprofit school foods account
- LEA does not conduct year-end review of total revenues and expenses
- Identified year-end expenses in excess of revenues
- Transferred surplus funds out of the school food service account to support other operations and/or to achieve zero balance
- Did not measure its compliance with the requirement to limit net cash resources to a level at or below 3 months' average expenditures

Resource Management: Comprehensive Review

Paid Lunch Equity

Risk indicator

- If the LEA did not charge the weighted minimum average paid lunch price at all sites OR LEA did not use the PLE Tool to calculate paid lunch prices
- Used non-federal funds to support its paid lunch price
- LEA received an exemption to the PLE requirement
- Did not raise lunch prices as required

Resource Management: Comprehensive Review

Revenue from Non-program Foods

Risk indicator

- The LEA does not have a system or process in place that allows non-program food revenue from total program food revenue
- The LEA does not have a system or process in place that allows non-program food costs from total program food costs
- The LEA did not use the USDA Non-program Food Revenue Tool
- The SFA's proportion of total revenue from the sale of non-program foods to the total revenue of the school food service account was **less than** the proportion of total food costs associated with obtaining non-program foods to the total costs associated with obtaining program and non-program foods from the account
- LEA chose to use general funds in lieu of or in addition to raising its non-program food prices

Resource Management: Comprehensive Review

Indirect Costs

To assess whether SFAs are correctly charging indirect costs to the nonprofit school food service account

Risk indicator

- Nonprofit school food service account was charged for indirect costs

Certification and Benefit Issuance

NPS will request the total number of students eligible for free and reduced meal benefits on specified date

- Submit to NPS on specified date
- NPS will notify the number of students eligible for free/reduced meal benefits being reviewed
- NPS will notify the interval to follow when preparing student documentation

Preparing student documentation:

1. Print the benefit issuance list
2. Follow the outlined interval during the preparation of the students documentation
   Ex: select each third name on the benefit issuance list beginning with the first name listed
3. Highlight each selected student, eligible for free/reduced meal benefits, being reviewed

Certification and Benefit Issuance

Benefit Issuance List:

1. District wide
2. Alphabetical order by last name (do not categorize by benefit, building, grade, etc.)
3. Student's name
4. Free or reduced meal benefit (do not include students eligible for paid meal benefits)
5. Method of certification (application, SNAP, foster, homeless, extended, etc.)
6. Date the benefit was issued/updated
7. Downloaded from the point-of-service (if applicable)

Do not email the benefit issuance list to your NPS.
Student information is confidential and will be reviewed onsite.

Example:

- Starting point is 1 (first name)
- Select every 3rd name
- Selected names will be reviewed

Last Name	*First Name*	*Eligibility Determination*	*Grade*
Baker	Susan	Free	K
Black	Carly	Reduced	5
Burnett	Aaron	Free	4
Burnett	Sydney	Free	7
Carpenter	Miles	Free	8
Curry	Deandre	Reduced	9
Dunn	Leah	Extended	11
Giles	Josh	DC	6
Giles	Holly	DC	10
Hoffman	Mason	Reduced	12
Krueger	Kiera	Free	3
Lutz	Marcus	Free	2
Miller	Sam	DC	4
Morse	Savannah	Free	9
Phillips	Justice	Free	7
Rojas	Jasmin	Free	7
Reynolds	Victor	Reduced	12
Vaught	Paulla	Free	6
Weaver	Nolan	Free (Homeless)	5
Weiss	Simone	Reduced	8
Weiss	Dax	Reduced	11
…	…	…	…

Certification and Benefit Issuance

Supporting documentation needed for each selected student:

- Free/reduced meal application
- Direct Certification list
  - must be the download from MOSIS (cannot use a list from a student information system)
- Foster documentation
- Homeless documentation
- Extended eligible list

It is necessary for this documentation be organized and ready for review prior to the on site review.

Verified Applications

- NPS will notify which school year they will be reviewing this information
- All verified application must be provided on-site for review
  - NPS will select 10% or at least 3 free/reduced meal applications to review
- NPS will require the:
  - LEAs calculation/review of verification process
  - Template notification of the verification process letters sent to households
  - Template …
  - Original free/reduced meal application
  - Proof of confirming official???
  - Submitted household income documentation or application documentation

Denied Applications

Please have denied applications ready for review prior to the on-site review. NPS will review while onsite.

Menu Documentation

Menu Documentation: Meeting USDA Regulations

- All documentation completed and provided
- Daily and weekly minimum ounce equivalents requirements are met for all components
  - Meat/meat alternate
  - Grain
  - Fruit
  - Vegetable/vegetable subgroups
  - Milk
- Fruit juice and grain based desserts not exceed weekly requirement
- At least 50% of whole grain products are served each week
- Variety of milk offered
- Other National School Lunch and School Breakfast Program requirements are met

https://dese.mo.gov/financial-admin-services/food-nutrition-services/meal-pattern-0

Nutrition Standards in the National School Lunch and School Breakfast Programs

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)					
Fruits (cups)	5 (1)	5 (1)	5 (1)	2 ½ (½)	2 ½ (½)	5 (1)
Vegetables (cups)	0	0	0	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark green	0	0	0	½	½	½
Red/Orange	0	0	0	¾	¾	1 ¼
Beans/Peas (Legumes)	0	0	0	½	½	½
Starchy	0	0	0	½	½	½
Other	0	0	0	½	½	¾
Additional Veg to Reach Total	0	0	0	1	1	1 ½
Grains (oz eq)	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz eq)	0	0	0	8 (1)	9 (1)	10 (2)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal)	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10	< 10	< 10
Target 1 Sodium (mg)	≤540	≤600	≤640	≤1,230	≤1,360	≤1,420
Target 2 Sodium (mg)	≤485	≤535	≤570	≤935	≤1,035	≤1,080
Trans Fat	Nutrition label or manufacture specifications must indicate zero grams of trans fat					

Pre-K Meal Pattern

Breakfast Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup
Vegetables, fruit, or both	¼ cup	¼ cup	½ cup	½ cup	½ cup	½ cup	½ cup	½ cup
Grains	½ serving	½ oz eq*	½ serving	½ oz eq*	1 serving	1 oz eq*	2 servings	2 oz eq*

*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week.
Oz eq = ounce equivalents

Lunch and Supper Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup*
Meat and meat alternates	1 oz	1 oz	1 ½ oz	1 ½ oz	2 oz	2 oz	2 oz	2 oz
Vegetables	¾ cup	⅛ cup	½ cup	¼ cup	¾ cup	½ cup	1 cup	½ cup
Fruits		⅛ cup		¼ cup		¼ cup		½ cup
Grains	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1 oz eq	2 servings	2 oz eq

*A serving of milk is not required at supper meals for adults
Oz eq = ounce equivalents

Snack Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	½ cup	½ cup	½ cup	½ cup	1 cup	1 cup	1 cup	1 cup
Meat and meat alternates	½ oz	½ oz	½ oz	½ oz	1 oz	1 oz	1 oz	1 oz
Vegetables	½ cup	½ cup	½ cup	½ cup	¾ cup	¾ cup	½ cup	½ cup
Fruit		½ cup		½ cup		¾ cup		½ cup
Grains	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1oz eq	1 servings	1 oz eq

Select 2 of the 5 components for snack.
Oz eq = ounce equivalents

Required Menu Documentation

- Menus
- Production Records for the week of review
- CN labels/Product Formulation Statements/ Nutrition facts labels and ingredient lists (*grains only*)
- Recipes

***Only recipes and labels related to the grain AND meat/meat alternate items**

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

Child Nutrition Label (CN)

Program operators must keep records of the original CN label.

- 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 03/00

CN CN

CN

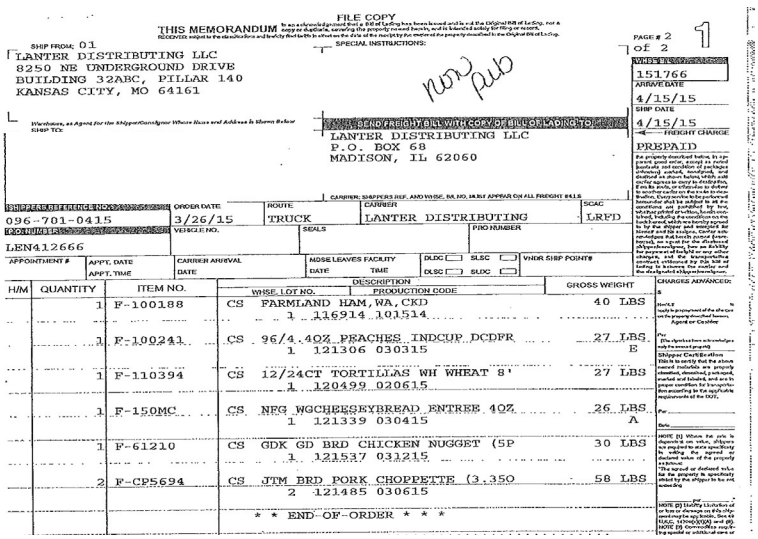
Documenting Watermarked CN Label Requirements

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)

Bill of Lading



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

Product Formulation Statement

BID SPECIFICATION

Product Name: 16" CHEESE PIZZA MADE WITH WHITE WHOLE WHEAT CRUST **Product Code:** 00001	**Serving Size:** 1/8th Pizza (146 g) **Case Count:** 10/38 oz **Case Weight:** 25.688 lb **Case Cube:** 1.9694 ft3 **Shelflife:** 180 Days (Frozen)
Grain/Bread Serving Based on Flour Content	**Meat/Meat Alternate**
Grain/Bread Serving **Food Based Menu Credits:** 2.0 OZ EQ (Based on 16 grams Flour Content = 1 oz. eq)	**Meat/Meat Alternates:** 2.0 OZ EQ
Reference used to determine grain servings: **Flour content 16 gr1 oz eq** **Whole grain:** 17.75 gms **Enriched Flour:** 17.06 gms **non credit grains:** 2.93 gms **Pizza weight per serving:** 5.0 oz (141.7 g) (1/8th of pizza)	**Reference used to determine M/MA servings:** **1 ounce (28.35 g) of Mozzarella Cheese = 1 oz eq** **Part Skim Mozzarella Cheese:** 56.70 gms
Reference used to determine bread serving: *USDA SP 38 2012- Ehibit A Chart (Issued April 26, 2012)	**Food Buying guide for Child Nutrition Programs: Meat/ Meat Alternates** * Section 1—Meat/Meat Alternates 1-23- Cheese: American, Cheddar, Mozzarella or Swiss (natural or process/USDA commodity)

Calories:	370	**Sodium:**	740 mg	**Vitamin A:**	454.99 IU
Fat:	18 g	**Carbohydrates:**	32 g	**Vitamin C:**	3.52 mg
Saturated Fat:	9 g	**Dietary Fiber:**	3 g	**Calcium:**	390.96 mg
Trans Fat:	0 g	**Sugar:**	2 g	**Iron:**	1.06 mg
Cholesterol:	35 mg	**Protein:**	19 g		

Ingredient Statement:
CRUST (WHOLE WHEAT FLOUR, ENRICHED UNBLEACHED WHEAT FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, ASCORBIC ACID ADDED AS A DOUGH CONDITIONER, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), WATER, DURUM WHEAT SEMOLINA, PALM OIL, SOYBEAN OIL, YEAST, CONTAINS LESS THAN 2% OF THE FOLLOWING: EXTRA VIRGIN OLIVE OIL, DRY SOURDOUGH OF RYE (WATER, FERMENTED RYE FLOUR, SALT), NATURAL FLAVOR, SUGAR, SALT, GUAR GUM, ARABIC GUM, ENZYME), LOW MOISTURE PART SKIM MOZZARELLA CHEESE (PASTEURIZED PART SKIM MILK, CHEESE CULTURES, SALT, ENZYMES), PIZZA SAUCE (WATER, TOMATO PASTE, OLIVE OIL, SUGAR, SEA SALT, CULTURED DEXTROSE, CITRIC ACID, ONION POWDER, GARLIC POWDER, SPICES).(400000008741&002&000)
CONTAINS: MILK, WHEAT
MAY CONTAIN SOY

Product Specification:
A 38 oz Fully-Topped Cheese Pizza, featuring our exclusive WGR white flour Artisan-style par-baked crust that is ready to bake and serve. Operators will really appreciate the easy-to-understand ingredient list, and that it's a WGR pizza that doesn't taste "whole grain". Each 1/8th pzza contains 17.75 grams of whole wheat flour, 17.06 grams enriched wheat flour and 56.7 grams of Part Skim Mozzarella cheese. Layer packed 10 pizzas per poly lined case. Rich'sIB PC# 00001. Each serving contributes 2.0 grain OZ EQ and 2 meat/meat alternate OZ EQ.

HANDLING INSTRUCTIONS:
Keep Frozen until ready to bake
I certify that the above product information is accurate.

Signature/Title 5/24/2016	Julie'th Criscafulli, Regulatory Specialist Compliance & Regulatory Affairs 716-878-8464 jcriscafulli@rich.com
Issue Date	Shirley Brown, Director Product Training 559-227-9266 sbrown@rich.com

Case code example:
16005345 22:42 USE BY 05/MAY/16

- ✓ Manufacturing site code- 1st 4 numbers
- ✓ Manufacturing line code- 5th number
- ✓ Julian code- last 3 numbers in first set
- ✓ Time of manufacturing code (Military Time)
- ✓ Use By Date.

USDA Foods

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

School Year 2017-18
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/MA Credit	Veg Credit	Bread Svgs Credit
3779-150	Flamebroiled Beef Patte w/Onion	23.13	1.85	1	200	100	60		7	2.5	0	25	180	1	0	0	8	0	0	2	6	084591	1.5		
3715	Flamebroiled Beef Pattie	20.25	2.4	1	135	130	70		8	3	0	30	180	1	0	0	12	0	0	2	8	086966	2		
3742	Flamebroiled Beef Pattie Low Sodium	20.25	2.25	1	144	130	70		8	3.5	0	40	85	1	0	0	12	0	0	2	8	080691	2		
3782	Flamebroiled Beef Pattie w/Onion -Wrappers	16.25	2.6	1	100	140	80		9	3.5	0.5	35	300	2	1	1	12	0	2	2	8	035919	2		
69097	Flamebroiled Beef Pattie	15.09	2.1	1	115	110	60		6	2.5	0	25	45	2	0	0	11	0	0	4	8	090249	2		
69001	Flamebroiled Beef Steak Burger	21	1.6	1	210	100	60		7	2.5	0	30	80	0	0	0	8	0	0	0	4	085512	1.5		
69050	Flamebroiled Beef Steak Burger	21.25	2	1	170	120	80		8	3.5	0.5	40	100	0	0	0	10	0	0	0	6	088458	2		
69104	Flamebroiled Beef Steak Burger	15.81	2.2	1	115	120	70		8	3	0	40	55	1	0	0	12	0	0	2	6	090752	2		
1-15-230	Pub-Style Beef Steak Burgers	30	3	1	160	190	110		13	5	0	60	260	0	0	0	17	0	0	0	8		3		
1-56403-20	Beef Meatloaf Slice w/Ketchup Glaze	18.75	3	1	100	170	90		10	4	0	35	220	6	1	3	13	2	8	2	10	079455	2		
1-16-530-0	Flamebroiled Beef Salisbury Steak	31.88	3	1	170	140	60		7	3	0	40	430	4	1	1	16	0	2	4	10	093746	2		
1-17-305-0	Beef Meatballs	30	2.5	5	192	180	110		12	5	0	45	270	3	0	1	13	0	2	2	6	090924	2		
3753	Flamebroiled Rib Shaped Beef Patty w/BBQ Sauce	18.75	3	1	100	170	80		9	3.5	0.5	30	310	9	1	7	12	6	6	4	10	084402	2		
1-320410-20	Cooked Beef Crumbles	30	2	1	240	100	60		7	3	0	25	115	0	0	0	9	0	0	0	6	085118	2		
1-320610-20	Cooked Beef Pattie Crumble	30	2	1	240	100	50		6	2.5	0	20	85	1	1	0	10	0	0	2	8	085119	2		
69005	Harvest Breaded Beef Pattie w/Applesauce	30	3.2	1	150	260	140		16	4	0	30	180	16	3	1	15	2	2	4	15	090002	2		1
69009	Breaded Beef Patties-Stick Shaped	30.31	3.88	4	125	320	180		20	5	0	35	330	19	4	1	16	0	0	4	15	090061	2		1
69141	Fully Cooked Sliced Beef	30	2.82	1	170	150	45		5	2	0	65	270	4	0	2	22	0	0	2	10	094973	2		
1171	Mini Twin Cheeseburger on WG Bun	28.2	4.7	2	96	320	110		13	6	0.5	40	480	36	4	7	17	6	25	15	15	092466	2		2
69123	Mini Twin Bf Patty w/Onion & PepperJack on WG Bun	25.2	4.2	2	96	290	100		11	5	0	25	390	33	3	7	14	4	20	10	15	092158	2		2
69190	Cheeseburger Meatloaf	18.13	2.9	1	100	170	90		10	5	0	30	390	8	1	5	12	4	15	6	8	094158	2		
3750	Pork Sausage Patties	18.75	1.2	1	250	70	45		5	1.5	0	25	260	0	0	0	7	0	0	2	2	051061	1		
3755	Pork Sausage Links	18.75	1.2	1	250	70	45		5	1.5	0	25	260	0	0	0	7	0	0	2	2	051062	1		
3787	Flamebroiled Rib Shaped Pork Patty w/BBQ	18.75	3	1	100	190	90		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	35.55	3.25	1	175																	073633	2		
1-24640-0	Harvest Breaded Pork Patty w/Applesauce	30.47	3.75	1	130	260	120		13	3.5	0	30	200	19	4	1	17	2	8	6	15	089990	2.5		
69168	Harvest Breaded Pork Patty w/Applesauce	28	2.35	1	190	80	20		2	0.5	0	40	160	0	0	0	14	0	0	0	4	093938	2		
69186	Unsauced Pulled Pork (2.35 oz)	14.69	2.35	1	100	170	60		7	3	0	25	330	18	2	4	9	2	10	6	6	095085	1		1
68208	WG Breaded Chicken Patty, Natural Shape	30.23	3.1	1	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95213	2		1
68209	Chicken Nugget, WG Breaded	30.23	3.1	5	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95214	2		1
68210	Chicken Tender, WG Breaded	30.23	3.1	3	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95215	2		1
68211	Popcorn Chicken, WG Breaded	30.23	3.1	10	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95216	2		1
68212	Spicy WG Breaded Chicken Patty, Natural Shape	30.71	3.15	1	156	180	110		12	2	0	20	250	9	1	0	14	1	4	2	8	95212	2		1
68215	Grilled Chicken Patty, Natrual Shape	30.25	2.2	1	220	100	50		5	1.5	0	50	160	0	0	0	13	0	0	0	2	95242	2		
68213	Mini Twin Chicken Sandwich WG Bun w/Hot Pepper Cheese	22.5	4.5	2	80	310	90		10	4	0	50	470	36	3	7	17	4	2.5	1.5	1.5	95223	2		2
68214	Mini Twin Chicken Sandwich WG Bun w/Teriyaki Sauce	25.5	5.1	2	80	290	45		5	1.5	0	35	430	45	3	14	20	0	2.5	6	1.5	95224	2		2

https://dese.mo.gov/financial-admin-services/food-nutrition- services/usda-foods

Nutrition Facts and Ingredients List: Grains *ONLY*

Pullman Bread, Whole Grain, Sliced Loaf (#3352)

Nutrition Facts label

Nutrition Facts

Serving Size 1.0 oz (28g), 1 Slice (28 usable slices per loaf)

Amount Per Serving	% Daily Value
Calories 60	
Calories from Fat 0	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 135mg	6%
Total Carb 14g	5%
Dietary Fiber 2g	8%
Sugars 2g	
Protein 2g	4%
Vitamin A	0%
Vitamin C	2%
Calcium	2%
Iron	4%

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

General Specifications

Pack: 12/29 oz
Kosher: Kof-K
Shelf Life: 5 days at ambient. 365 days frozen.
Status: Available

SCHOOL SPECIFICATIONS

USDA Smart Snack: Yes
Nutritional Ratio: 8-0-7
OZ Grain Equivalents: 1.0
Whole Grain: 11.62g, 71%
Enriched Flour: 4.65g
Combined Flour 16.27g

Ingredients list

INGREDIENTS

Whole Wheat Flour, Water, Enriched Wheat Flour (Wheat Flour, Malted Barley Flour, Niacin, Ferrous Sulfate, Thiamine Mononitrate, Riboflavin, Folic Acid), Sugar, Yeast, Salt, Soybean Oil, Monoglycerides, Calcium Propionate, Diacetyl Tartaric Acid Esters of Mono-Diglycerides, Enzymes, Ascorbic Acid (Vitamin C), and 2% or Less of each of the Following: Preservatives (Propionic Acid, Phosphoric Acid), Malted Wheat Flour.

ALLERGENS

Contains wheat ingredients. This product is produced in a nut-free facility.

Case Specifications

GTIN: 00737410335209
Dimensions: 21.75" x 19.25" x 8.56"
Cube: 2.0
Gross Weight: 23.0 lb
Per Pallet: 36
Tier x Height: 4 x 9
Inside Pack: 12 loaves per case

Bid Specification

Menu Documentation Activity

Using the breakfast and lunch menu below, what menu documentation would be needed 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 Activity

Production Record
Food Based Menu Planning--Breakfast

Date: Monday
School: ABC School
Offer Versus Serve? Yes____ No X
Grades: K-8

Per Student Daily and Weekly Total

Grade	Fruit svgs		Grains svgs		Meat svgs	
	Today	*so far/wk*	*Today*	*so far/wk*	*Today*	*so far/wk*
K-8	1	1	2	2		

Meal Counts

Grade	Planned	Actual
K-8	135	127
Total		

Menu	Serving Templates	Recipe No. or Brand & Product Code	Quantity Prep # of item, pounds, cans)	Grades: K-8 Serving Size	Planned Servings	Actual Servings	Component Contribution	Grades: Serving Size	Planned Servings	Actual Servings	Component Contribution	Adults/ a la carte: Serving Size	Planned Servings	Actual Servings	Leftover/ Comments
Grain/Bread: √ if Whole Grain rich in Component Column															
Ultimate Breakfast Round				1 Each	135	127	2 oz grain								8
Fruit															
Mandarin Oranges			9 cans	4 oz.	135	127	1/2 cup								
Juice				4 oz.	135	127	1/2 cup								
Vegetables: DG, RO, BP, S, O--identify veg subgroup in Component column															
Other including Meat substitution for grain															
Milk															
1 % White				8 oz.	135	94	1 cup								
Skim Chocolate				8 oz.	135	33	1 cup								

Menu Documentation Activity

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000482 - GRILLED CHEESE-SCRATCH, HS
Source: MMP
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[3]	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*
** - denotes optional nutrient values*
[3] - 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 Activity

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

Pullman Bread, Whole Grain, Sliced Loaf (#3352)

Nutrition Facts

Serving Size 1.0 oz (28g), 1 Slice (28 usable slices per loaf)

Amount Per Serving	% Daily Value
Calories 60	
Calories from Fat 0	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 135mg	6%
Total Carb 14g	5%
Dietary Fiber 2g	8%
Sugars 2g	
Protein 2g	4%
Vitamin A	0%
Vitamin C	2%
Calcium	2%
Iron	4%

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

General Specifications

Pack: 12/29 oz
Kosher: Kof-K
Shelf Life: 5 days at ambient. 365 days frozen.
Status: Available

SCHOOL SPECIFICATIONS

USDA Smart Snack: Yes
Nutritional Ratio: 8-0-7
OZ Grain Equivalents: 1.0
Whole Grain: 11.62g, 71%
Enriched Flour: 4.65g
Combined Flour 16.27g

INGREDIENTS

Whole Wheat Flour, Water, Enriched Wheat Flour (Wheat Flour, Malted Barley Flour, Niacin, Ferrous Sulfate, Thiamine Mononitrate, Riboflavin, Folic Acid), Sugar, Yeast, Salt, Soybean Oil, Monoglycerides, Calcium Propionate, Diacetyl Tartaric Acid Esters of Mono-Diglycerides, Enzymes, Ascorbic Acid (Vitamin C), and 2% or Less of each of the Following: Preservatives (Propionic Acid, Phosphoric Acid), Malted Wheat Flour.

ALLERGENS

Contains wheat ingredients. This product is produced in a nut-free facility.

Case Specifications

GTIN: 00737410335209
Dimensions: 21.75" x 19.25" x 8.56"
Cube: 2.0
Gross Weight: 23.0 lb
Per Pallet: 36
Tier x Height: 4 x 9
Inside Pack: 12 loaves per case

Bid Specification

UNITED STATES DEPARTMENT OF AGRICULTURE
USDA Foods Product Information Sheet
For Child Nutrition Programs

USDA FOODS

100018—Cheese, American, Yellow, Pasteurized, Sliced

Category: Meat/Meat Alternate

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 Activity

Bread Label:
Serving Size: 1 slice
1 Slice= 28 g

Exhibit A, Group B
1 oz. equivalent=
28 g

1 Slice= 1 oz. Grain
2 Slices= 2 oz. Grain

Exhibit A: School Lunch and Breakfast

Whole Grain-Rich Ounce Equivalency (Oz Eq) Requirements for School Meal Programs[1,2]

GROUP A	OZ EQ FOR GROUP A
• Bread type coating • Bread sticks (hard) • Chow mein noodles • Savory crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) Note: Weights apply to bread in stuffing.	1 oz eq = 22 g or 0.8 oz 3/4 oz eq = 17 g or 0.6 oz 1/2 oz eq = 11 g or 0.4 oz 1/4 oz eq = 6 g or 0.2 oz
GROUP B	**OZ EQ FOR GROUP B**
• Bagels • Batter type coating • Biscuits • Breads (sliced whole wheat, French, Italian) • Buns (hamburger and hot dog) • Sweet crackers[4] (graham crackers - all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread (whole wheat or whole grain-rich) • Pizza crust • Pretzels (soft) • Rolls (whole wheat or whole grain-rich) • Tortillas (whole wheat or whole corn) • Tortilla chips (whole wheat or whole corn) • Taco shells (whole wheat or whole corn)	1 oz eq = 28 g or 1.0 oz 3/4 oz eq = 21 g or 0.75 oz 1/2 oz eq = 14 g or 0.5 oz 1/4 oz eq = 7 g or 0.25 oz
GROUP C	**OZ EQ FOR GROUP C**
• Cookies[3] (plain - includes vanilla wafers) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies,[3] cobbler,[3] fruit turnovers,[4] and meat/meat alternate pies) • Waffles	1 oz eq = 34 g or 1.2 oz 3/4 oz eq = 26 g or 0.9 oz 1/2 oz eq = 17 g or 0.6 oz 1/4 oz eq = 9 g or 0.3 oz

Menu Documentation Activity

Cheese Label:
1oz. cheese (2 slices)
credits as 1oz. equivalent
meat/meat alternate

2 Slices Cheese=
1 oz. Meat/Meat Alternate

UNITED STATES DEPARTMENT OF AGRICULTURE
USDA Foods Product Information Sheet
For Child Nutrition Programs

USDA FOODS

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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.

New for School Year 2019-2020

National School Lunch and School Breakfast Program:

1) 50% of grains served each week be whole grain products

2) Flavored low-fat (1% fat milk) to be sold in meal serves and as a beverage sale during the school day in addition to an unflavored milk
   - Applies also to Special Milk Program and CACFP for participants age 6 and older

3) School Breakfast Program allowed to offer a vegetable in place of a fruit to meet the 1 cup fruit daily minimum requirement to children in all age/grade groups (7 CFR 220.8(c)) through June 30, 2021.

New for School Year 2019-2020

National School Lunch and School Breakfast Program:

3) Sodium requirements are practicing Target 1 sodium limits
   - Target 1 extended through the end of SY 2023-2024
   - Require compliance with Sodium Target 2 starting in SY 2024-2025
   - Eliminate the Final Target that would have gone into effect in SY 2022-2023.

Sodium Requirement: Through SY 2023-24

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

On-site Review

Now lets dive a little deeper into each section!

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 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

- Certification & Benefit Issuance
- Verification
- Meal Counting and Claiming

On-Site Assessment

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

Meal Counting and Claiming

Meal counts organized by:

- Building/s being reviewed
- Breakfast/Lunch
- Free, reduced and paid meals
- Month of review (organized by day; not month)
- Day of review (day/s of on-site observation)

Meal Counting and Claiming

Meal counts are compared to submitted claims to check:

- Average daily attendance
- Daily totals
- Number of those eligible for free, reduced, and paid meal benefits
- Questionable patterns

Example Daily Participation Record

SCHOOL LUNCH PROGRAM																								
STUDENT LUNCHES ELIGIBLE FOR REIMBURSEMENT									NOT ELIGIBILE FOR REIMBURSEMENT			AVERAGE DAILY ATTENDANCE (ADA)									ATTEND. FACTOR (AF) %			
												SCHOOL BREAKFAST PROGRAM												
												STUDENT BREAKFAST (CHECK ONE) BASIC RATE _____ SEVERE NEED_____									BREAKFASTS NOT REIMBURSABLE		
DAY OF MONTH	PART 02 ITEM3				INCLUDE THESE IN			STUDENT LUNCHES PART 02 ITEM 5	ADULTS			PART 04 ITEM 3									PART 04			
	COL. 1 3a. +	COL. 1 3b +	COL. 1 3c =	COL. 1 3d	COL. 1 3a	COL. 1 3b or 3c			PART 02 ITEM 6	PART 02 ITEM 6		COL. 1 3a. +	COL. 1 3b (1 or 2)+	COL. 1 3c (1 or 2)=	COL. 3d						ITEM 5	ITEM 6	
	FULL PRICE	RED. PRICE	FREE ONLY	TOTAL ELIG. FOR REIMB.	STUDENT WORKERS CLASSIFIED AS			HEAD START, ETC.	PAID LUNCHES	UNPAID LUNCHES		FULL PRICE	RED PRICE	FREE ONLY	TOTAL ELIGIBLE FOR REIMB.						STUDENTS	ADULTS		
					NON-NEEDY	NEEDY RED.	NEEDY FREE																	
1																								
2																								
3																								
TOTAL																								

Number of days meals and milk were served: Lunches (Part 02, Item 2) _____; Milk (Part 03, Item 2) _____; Breakfast (Part 04, Item 2) _____.
Number of children eligible/approved for: Full Price Lunches _____; Reduced Price Lunches (Part 02, Item 7) _____; Free Lunches (Part 02, Item 8) _____.
Projected Daily Limits (Number eligible by category times (x) attendance factor): Full Price _____ Reduced Price _____ Free_____.

When is Fiscal Action Taken?

Certification and Benefit Issuance

- Miscategorized certifications
- Benefit issuance errors
- Failure to update a change in status resulting from verification

Meal Counting and Claiming

Inaccurate meal counting and claiming

- Counting errors include:
  - No Point of Service
  - Meal counts not equaling number of meals served to eligible students
  - Second and/or ineligible meals counted
  - Meal counts exceed number or eligible students by category

https://dese.mo.gov/financial-admin-services/food-nutrition-services/newsletters-webinars-workshops

On-site Review: Meal Pattern & Nutritional Quality

- Meal Components & Quantities
- Offer vs. Serve
- Dietary Specifications & Nutrient Analysis

On-site Meal Observation

Prior to meal service

- Ensure all reimbursable meal lines offer all required components
- Observe meal preparation

During meal service

- Observe a percentage of meal service for each line
- Determine if meals contain correct components and quantities for grade group
- Ensure students have access to, and know how to select reimbursable meal
- Menu certification documents

On-site Meal Observation

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 all required meal components on all reimbursable meal service lines
- Reimbursable meals meet dietary specifications and complete nutrient analysis if necessary

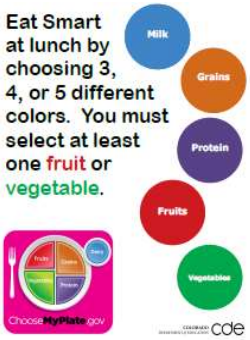
On-site Meal Observation: Offer vs. Serve (OVS)

Nutrition Program Specialist will assess whether:

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

On-site Meal Observation: OVS

- Meals selected by students contain 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 self-serve stations



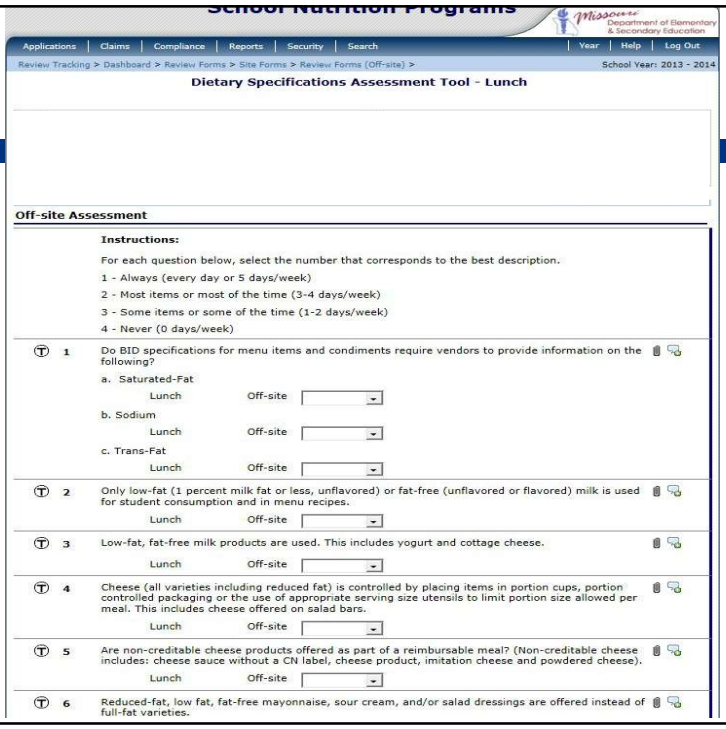
Dietary Specifications and Nutrient Analysis

Nutrition Program Specialist will determine if LEA is serving reimbursable meals according to Dietary Specifications

- Calories
- Saturated Fat
- Sodium
- Trans Fat

Before on-site review, LEA will complete the Dietary Specifications tool

- If LEA scores High Risk on Dietary Specifications Tool the Nutrition Program Specialist will conduct a one week weighted nutrient analysis for lunch and breakfast to assess if the reimbursable meal meets dietary specifications



School Nutrition Programs

Missouri Department of Elementary & Secondary Education

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

Review Tracking > Dashboard > Review Forms > Site Forms > Review Forms (Off-site) > School Year: 2013 - 2014

Dietary Specifications Assessment Tool - Lunch

Off-site 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 Do BID specifications for menu items and condiments require vendors to provide information on the following?

a. Saturated-Fat

Lunch Off-site

b. Sodium

Lunch Off-site

c. Trans-Fat

Lunch Off-site

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

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

Lunch Off-site

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

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

6 Reduced-fat, low fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of full-fat varieties.

When is Fiscal Action Taken?

- If a meal component is completely missing, fiscal action MUST be taken
- Repeated Violations
  - Violations involving milk and missing vegetable subgroups will require corrective action. If this is a repeat violation from the previous review, fiscal action MUST be taken
  - Violations involving, whole grain rich foods and more than 50% fruit/vegetable juice will require corrective action. If this is a repeat violation from previous review, fiscal action MAY be taken

On-site Review: 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

Civil Rights regulations direct sponsors on the proper procedures to follow so that benefits of Child Nutrition Programs are made available to all eligible persons in a non-discriminatory manner

NPS reviews:

1. Complaint procedure
   - Accepting, transcribing, and forwarding
2. Limited English Proficiency Services
3. Public Release
4. Special dietary needs accommodations
5. Annual Civil Rights training
6. Annual Collection of racial/ethnic data
7. "And Justice for All" poster
8. Determine if all participating students have equal access to the program without discrimination

https://dese.mo.gov/financial-admin-services/food-nutrition-services/civil-rights

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filine_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email:program.intake@usda.gov.

This institution is an equal opportunity provider

On-Site Monitoring

- LEAs with more than one school operating the NSLP must preform on-site reviews of the lunch counting and claiming system
- LEAs with more than one school operating the SBP must perform on-site reviews at a minimum of 50% of the schools
- On-site reviews must occur by February 1 of each year

https://dese.mo.gov/financial-admin-services/food-nutrition-services/most-requested-forms

ON-SITE SCHOOL REVIEW
MEAL COUNTING AND CLAIMING SYSTEM
AND READILY OBSERVABLE GENERAL AREAS

Every school year, **prior to February 1**, each Local Education Agency (LEA) with more than one school must conduct at least one on-site review of the meal counting and claiming system and readily observable general areas of review. Although LEAs with only one school are not required to conduct on-site reviews, United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) highly encourages those LEAs to conduct a self-assessment in the form of an on-site review to ensure integrity and accountability of the Programs.

This must be completed in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP). Each school operating the SBP must be reviewed at least once every two years.

LEA _____ School _____

LEA Reviewer _____ Date of Review _____

MEAL COUNTING AND CLAIMING SYSTEM	Breakfast			Lunch			Comments
	Yes	No	N/A	Yes	No	N/A	
1. Is the method used for counting reimbursable meals in compliance with the approved point of service (POS) requirement? (Meal counts must be taken at the location(s) where complete meals are served to students.)	☐	☐	☐	☐	☐	☐	
2. Is the point of service meal count used to determine the school's claim for reimbursement?	☐	☐	☐	☐	☐	☐	
3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?	☐	☐	☐	☐	☐	☐	

Local Wellness Policy

- Copy of current wellness policy
  - Does it contain all required components?
- Documentation on how policy and assessments were made available to the public
- The most recent assessment of implementation of the policy
  - LEAs must conduct an assessment every 3 years, at a minimum
- Documentation of efforts to review and update policy, including who was involved in the process and how stakeholders were made aware of their ability to participate

Local Wellness Policy: Resources

Wellness Resources

- **Celebration Policy Example**
- **Healthy Celebration Ideas**
- **Local Wellness Policy** - Serving with Success Module
- **Local Wellness Policy - Final Rule**
- **Local Wellness Policy - Summary of the Final Rule**
- **Local School Wellness Policy: Guidance and Q&As - SP-24-2017**
- **Team Nutrition-Local Wellness Policy Requirement**
- **USDA Local School Wellness Policy Outreach Toolkit** *New
- **Healthy Schools-Children's Mercy, Kansas City**

Wellness Policies

- **Missouri School Boards' Association**
  - **Local Wellness Policy**
  - **Local Wellness Policy Procedures**
  - **Local Wellness Policy Resources**
- **Missouri Consultants for Education**
  - **Local Wellness Policy**
  - **Local Wellness Policy Procedures**
- **Model Wellness Policy from the Alliance for a Healthier Generation**

https://dese.mo.gov/financial-admin-services/food-nutrition-services/wellness

School Wellness Policy Building Annual Progress Report

School Name: **Wellness Contact Name/E-mail:**

This tool is to document each school's progress in meeting the expectations of the district's wellness policy. Schools should document the steps that have or will be taken. The items that are completed at the district level should be pre-filled to inform all school staff of the implementation status of all goals.

Wellness Policy Language *(add more lines for goals as needed and change goal titles based on local policy language)*	**Fully in Place**	**Partially in Place**	**Not in Place**	**List steps that have been taken to implement goal and list challenges and/or barriers of implementation.**	**List next steps that will be taken to fully implement and/or expand on goal.**
Nutrition Education and Promotion Goals					
1. EXAMPLE: *Nutrition education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.*	X			Nutrition education is part of the science curriculum in each grade level.	Explore additional lessons and activities that incorporate nutrition education into math, reading and social studies.
2.					
3.					
4.					
Physical Education and Physical Activity Goals					
1.					
2.					
3.					
4.					
Nutrition Guidelines for All Foods Available to Students					
1.					.
2.					
3.					
4.					
Other School Based Activities Goals					
Integrating Physical Activity into the Classroom Settings					
1.					

LWP Triennial Assessment Flexibility for SY 19-20

Flexibility extends the first triennial LWP assessment due date from June 30, 2020 to ***June 30, 2021***

LEAs choosing to implement this flexibility must notify the state agency and provide the following information:

- LEA Name
- Agreement Number
- Anticipated Completion Date of Local Wellness Policy Assessment
- LWP Contact, email or phone
- A description of how this waiver improved services to program participants

Smart Snacks

Ensure food and beverages *sold* on campus during the school day are compliant with requirements

- School day: midnight of to thirty minutes after the end of school

Applicable to:

- A la carte items
- Vending machines
- School stores and cafes
- Fundraisers

- Interview school district staff and food service staff to gain understanding of food and beverage sales within the LEA
- Review nutrition documentation of food and beverage items sold

Smart Snacks

Food and beverage must:

- If grain product, contains 50% or more whole grains by weight
- First ingredient a fruit, vegetable, dairy, or protein product
- Combination food contains at least ¼ cup of fruit and/or vegetable
- Meet nutrient standards for calorie, sodium, sugar, and fats

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

Smart Snacks

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

- A Guide to Smart Snacks in School
- Smart Snacks Tracking Sheet
- Exempt Fundraiser Tracking Sheet
- Smart Snacks Product Calculator
- Smart Snacks Product Navigator
- Smart Snacks in School - information from USDA Website
- Final Rule
- Interim Final Rule
- Child Nutrition Programs' Flexibilities for School Year 2018-2019 (SP-18-2018)
- Q&A's Related to the "Smart Snacks" Interim Final Rule (SP 23-2014 v.3)
- Grain Entrees Related to the Smart Snacks in School Standards (SP 35-2014)
- Smart Snacks Nutrition Standards and Exempt Fundraisers (SP 36-2014)
- Smart Snacks Nutrition Standards and Culinary Education Programs (SP 40-2014)
- Implementation of Smart Snacks in School: State Agency Fundraiser Elections and Exemptions (SP 59-2014)
- Additional "Smart Snacks" Q&A's
- Fundraisers and Smart Snacks: Foods Not Intended for Consumption at School

Financial & Admin. Services

- Accounting & Procurement
- Budget
- Career and Technical Education (CTE) Finance
- ESEA Finance
- Food & Nutrition Services
  - Food Safety/HACCP
  - Food Service Management
  - Free and Reduced Price Information
  - Guidance & Resources
  - Handbooks
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations

https://dese.mo.gov/financial-admin-services/food-nutrition-services/smart-snacks

Smart Snacks: Calculator

Asks for product specifics…

- Snack
- Side
- Entrée
- Beverage
- Fruit
- Vegetable
- Dairy
- Protein
- Whole grain
- Grade group

Nutrition Facts

Serving Size oz (about g)

Servings Per Container

Amount Per Serving

Calories

Total Fat (g)

Saturated Fat (g)

Trans Fat (g)

Sodium (mg)

Carbohydrates

Total Sugars (g)

https://foodplanner.healthiergeneration.org/calculator/

Smart Snacks: Fundraisers

Food and beverages sold to students during the school day on the school campus, including foods sold as fundraisers.

Important that organizations planning fundraisers work with their school administration before initiating a fundraiser to ensure compliance with the Local Wellness Policy, Smart Snacks standards, and any other local policies.

Maximum of 5 exempt fundraisers, per building, per school year, with a duration of one day.

However…..

Sale of frozen pizza, cookie dough and other items preordered and distributed in a precooked state or in bulk quantities (multiple servings in a package) for consumption at home is not required to meet the standards.

Exempt Fundraiser Tracking Sheet

School Name	Building Name

The Healthy Hunger-Free Kids Act of 2010 directed the United States Department of Agriculture (USDA) to establish nutrition standards for all foods and beverages sold to students, in school during the school day, including foods sold through school fundraisers. The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. **A maximum of five exempt fundraisers, per school building, per school year, with a duration of one day, will be allowed for schools participating in the National School Lunch Program in Missouri.**

Exempt Fundraiser #1	Date:
Organization Name:	
Description of Event and Products Sold?	
Exempt Fundraiser #2	Date:
Organization Name:	
Description of Event and Products Sold?	

Professional Standards

Nutrition Program Specialist will verify that training standards are being tracked and met for all staff with duties related to food service.

- Verify number of staff and their job titles
  - Food Service Director
  - Manager/s
  - Full and Part time
  - Non-school Nutrition Staff with duties related to the program
- Ensure all employees are receiving the correct amount of training hours that corresponds to their job title
- Ensure hiring standards are met for new directors

Professional Standards: Required Training

Required Training for all School Nutrition Program Employees	
Food Service Director	At least 12 hours annually
Managers	At least 10 hours annually
Full time/all other staff	At least 6 hours annually
Part-time staff	At least 4 hours annually
*If hired January 1 or later, an employee must only complete half of the above required training hours	

https://dese.mo.gov/financial-admin-services/food-nutrition-services/professional-standards

Professional Standards: New for SY 19-20

•LEAs, with 2,499 or fewer students, are allowed to hire new Food Service Directors (FSD) with relevant food service experience rather than school nutrition program experience

•LEAs, with 2,499 or fewer students, can accept documented volunteer or unpaid work as relevant experience for new FSD

•LEA, with fewer than 500 students, can accept less than the required years of food service experience when an applicant for a new FSD position has the minimum required education.

Professional Standards: New for SY 19-20

•Adds flexibility to the hiring standards for State directors of school nutrition programs by allowing State agencies to consider applicants with either a bachelor's or advanced degree in specified fields.

•Excess training hours are allowed to be carried over to an immediate previous or an immediate subsequent school year, as long as a reasonable amount of training occurs in each school year.

•Acting personnel, temporary workers, substitutes and volunteers are not required to complete training hours.

Professional Standard Exemption

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

Food Service Director Professional Standard Exemption

LOCAL EDUCATION AGENCY NAME (LEA)	AGREEMENT NUMBER

DIRECTIONS

Email the completed form to: Food and Nutrition Services Section at foodandnutritionservices@dese.mo.gov

LEA with enrollment of less than 500 must obtain State Agency approval when candidate for employment has a high school diploma (or HSE) and less than the required three years of work experience.

Questions regarding this form contact (573) 751-3526 or foodandnutritionservices@dese.mo.gov

CHECK APPROPRIATE BOX BELOW

☐ High School Diploma OR ☐ High School Equivalent (HSE)

PROVIDE JUSTIFICATION OF CANDIDATE WITH LESS THAN THREE YEARS OF WORKS EXPERIENCE.

https://dese.mo.gov/financial-admin-services/food-nutrition-services/most-requested-forms

Professional Standards Opportunities

Webinars/Workshops

2019 Summer Workshop Recorded Presentations

- Afterschool Snack and Common Findings
- Alternative Breakfast Models
- Benefit Issuance: Eligibility Basics and Direct Certification
- Approving Applications
- Calculating Meat/Meat Alternate and Grain Components
- Common Corrective Actions
- Community Eligibility Provision (CEP)
- Completing the Five-Day Non-Program Food Revenue Tool
- Essential Documents for Food Safety and Crediting
- Food Allergies
- Free and Reduced Application Process
- How to Avoid Fiscal Action During the Administrative Review
- Local Meal Charge Policy: Regulations and Reality
- Meal Pattern Requirements - Lunch and Breakfast
- Medical Statements
- Nonprogram Food Revenue and Completing the Extended Nonprogram Food Revenue Tool
- Offer versus Serve
- Paid Lunch Equity Tool (PLE) Tool
- Paid Lunch Equity (PLE) Tool in Web Applications
- Pre-K Meal Pattern
- Pricing Adult Meals
- Provision 2
- Standardized Recipes and Production Records
- Tools for Calculating Meats and Grains
- Verification Reports
- Verification Process

dese.mo.gov/financial admin services/food nutrition services/newsletters webinars workshops

Water

Ensure children have access to free, potable water during lunch and breakfast meal services

- Free water must be available for consumption by all program participants during lunch and breakfast meal service
  - Pitchers and cups
  - Water fountain
  - Faucet to fill water bottles or cups
- The water requirement for breakfast only applies when breakfast is served in the cafeteria

Food Safety

1. Written food safety plan/HACCP implemented and on file at each kitchen and storage facility
2. Food safety inspections
   - Receive two each school year
   - Most recent posted in a publically visible location
3. Recordkeeping
   - Food preparation/handling
     - Cooking, reheating, holding, cooling, etc.
   - Equipment and facility
     - Receiving, freezer, dry storage, etc.
4. Food storage inspections
   - On-site and off-site

https://dese.mo.gov/financial-admin-services/food-nutrition-services/food-safetyhaccp

Buy American

LEAs are required to purchase domestic agricultural commodities or products that are produced and processed in the United States

Food categories include:

1. Bakery, pasta, and miscellaneous
2. Canned vegetables and vegetable juice
3. Frozen vegetables and vegetable juice
4. Refrigerated foods
5. Canned fruit and fruit juice
6. Frozen fruit and fruit juice
7. Frozen meat/entrée items

- Limited exceptions exist when products are too costly or not available in required quantities. LEAs must consider domestic alternatives prior to approving exception.
- Must keep back-up documentation justifying the use of the exceptions for purchasing non-domestic food items

Buy American

Sample 1

Date	Food Item Description	Country of Origin	Justification (justification for use of non-domestic product)
8/15/18 to 5/24/18	*Oranges*	*Brazil*	*California weather conditions have impacted ability to get domestically grown oranges. Contacted three vendors and no product is available. Will serve non-domestic oranges during the dates indicates as planned on the menu and continue to search for a domestic alternative.*

https://dese.mo.gov/financial-admin-services/food-nutrition-services/procurement

School Breakfast Program (SBP) and SFSP Outreach

Validate LEAs informed families of the availability of breakfasts offered under the SBP and meals offered through the Summer Food Service Program (SFSP)

Reporting and Recordkeeping

Ensure that reports are submitted as required by the State Agency and maintained with other Program records for a period of three years after submission of the final claim for reimbursement for the fiscal year

On-site Review: Other Federal Program Reviews

- Community Eligibility Provision (CEP)
- Afterschool Snack Program (ASP)
- Fresh Fruit and Vegetable Program (FFVP)
- Seamless Summer Option (SSO)

LEAs Participating in CEP Only

Certification documentation used to determine the identified student percentage (ISP) will be reviewed.

Base year documentation includes:

- Direct certification lists
- Documentation for extension of eligibility
- Official documentation for homeless, foster, migrant, head start, and any other categorical eligibility documentation used to determine the ISP Base years ISP roster of enrolled students
- Documentation of Total Enrollment used to establish the ISP

These documents must be uploaded to tiered monitoring

LEAs Participating in CEP Only

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions (Provision 3, Provision 2 breakfast, and CEP) must report Section 2.
Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

		A. Number of Schools AND Institutions	B. Number of Students
2-1	**Operating Provision 2/3 in a BASE year for NSLP and SBP:**	0	0
2-2	**Operating Provision 2/3 in a NON BASE year for NSLP and SBP:**	0	0
2-2a	Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b	Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0
2-3	**Operating the Community Eligibility Provision (CEP):**		
2-4	**Operating other alternatives for NSLP and SBP:**	0	0
2-5	**Operating an alternate provision(s) for only SBP or only NSLP:(Provision 2 breakfast)**	0	0

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.
Report students approved FREE eligible as of the **last operating day in October.**

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools). ☐

		B. Number of FREE Students
3-2	**Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Also include extended eligible students due to a household member directly certified by SNAP.	
3-3	**Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families **(TANF)**, Food Distribution Program on Indian Reservations **(FDPIR)**, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. Also include extended eligible students due to a household member directly certified by Temporary Assistance for Needy Families **TANF**. **DO NOT include SNAP students already reported in 3-2.**	

LEAs Operating both Traditional and CEP Sites

Certification and Benefit Issuance

- Validate LEA's procedures from off-site assessment tool
- Validate student certifications
- Review denied applications
- Review all base year documentation retaining to the ISPs
- 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

Afterschool Snack Program (ASP)

1. Verify school eligibility
2. Ensure accurate counting and claiming system is in place
3. Make sure snacks meet requirements
   - Review production records for a minimum of 5 days from the review period
4. Confirm that the SFA monitors activities twice per year
   - Monitored within the first 4 weeks of operation
5. Documentation review or Snack Service Observation

Fiscal Action

- School claims meals for adults or ineligible students
- LEA is missing a component
- Not serving after school

Afterschool Snack: Production Records

Portion size requirement (including co-mingled Pre-K schools)

	Children 1 and 2 years	Children 3 - 5 years	Children 6 - 18 years
Milk, Fluid - Fat Free Flavored - Fat Free Unflavored - 1% Unflavored	½ cup	½ cup	1 cup
Meat or Meat Alternate	½ oz	½ oz	1 oz
Juice, Fruit, or Vegetable	½ cup	½ cup	¾ cup
Grains	½ oz eq.*	½ oz eq.*	1 oz eq.*

*Refer to *Exhibit A: School Lunch and Breakfast* for "oz eq." requirements

Must serve at least 2 of the 4 components

Meal Pattern Guideline	Monday	Tuesday	Wednesday	Thursday	Friday
Milk*					
Meat or Meat Alternate					
100% Strength Juice, Fruit, or Vegetable					
Grains					

*Juice may not be used when milk is the only other food served

https://dese.mo.gov/financial-admin-services/food-nutrition-services/most-requested-forms

Afterschool Snack: On-site Monitoring

After School Snack Program Review

Local Education Agency (LEA) _____ School _____ Date of Review _____

Each After School Care Program must be reviewed by the LEA two times a year. The first review must be conducted during the first four weeks, that the school is in operation each school year.

	Yes	No	N/A
1. Does the LEA administer or operate the after school care program?			
2. Does the after school care program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?			
3. Is documentation of individual students' attendance maintained on a daily basis?			
4. Are accurate snack count records or rosters maintained on a daily basis? (Totals for area eligible sites; counts by type - free, reduced price, and full price for non-area eligible sites.)			
5. Do the snacks that are served meet the minimum meal pattern requirements?			

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https://dese.mo.gov/financial-admin-services/food-nutrition-services/most-requested-forms

Fresh Fruit and Vegetable Program (FFVP)

Review the program to ensure participating LEAs are managing federal funds correctly and meeting program requirements

There are three components to the review process:

1. NPS will establish the review sample size
2. Claim Validation
   - One month's claim is validated per site
   - Any month can be selected
   - Status of administrative costs will be checked
3. FFVP meal service observation
   - Occurs at each FFVP site selected

Fresh Fruit and Vegetable Program: Fiscal Action

- Fruit is not fresh
- Provide program foods to an ineligible school
- Dips provided for fruits
- Dips are not low-fat
- Program foods provided to adults or ineligible students

Seamless Summer Option (SSO)

LEAs that are participating in SSO and have been selected for an Administrative Review in the SY 2019-2020 will receive a SSO review during the 2020 summer

Review will include:

- Observation of at least one meal service
- Review menu and production records for one week to ensure meal pattern requirements are being met
- Ensure the LEA advertises the availability of free meals and the location to children in the community
- Any FA found will be added to your FA from your AR

Exit Conference

Conducted on the last day of the on-site review

Notify LEAs of:

- Program violations identified
- Extent of violations
- Preliminary assessment of the actions needed to correct the violations

The corrective action plan identifies:

- Finding
- Corrective action required
- Timeframe by which the corrective action must be completed
- Documentation needed for submission to demonstrate corrective action was completed

Post-Review Procedures

Administrative Review Report

After the review/exit conference, the NPS must provide written notification of the review findings to:

- The Authorized Representative ; and
- The Food Service Director

Administrative Review Report will include:

- Date of review and date of exit conference
- Review Findings
- Corrective action plan
- Timeframe for completion of corrective action
- Potential fiscal action

Web Applications

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Review Tools

Action	Description
View | Modify	Review Information
View | Modify	LEA Contact Information
Detail	Building Dashboard (1)
Detail	Review Forms
View | Modify	Corrective Action Documents (0)
View | Modify	Technical Assistance (0)
View | Modify	Notes to LEA (0)
View | Modify	State Agency Notes (0)
Detail	Review Attachments (0)
View | Modify	LEA Checklist Worksheet (Not Started)
View | Modify	Building Checklist Worksheets

Closing Review

- LEAs have 30 calendar days after notification from the State Agency to complete and submit corrective actions (if applicable)
- Once Nutrition Program Specialist approves corrective actions, a closing letter is sent.
- The State Agency will publically post a summary of the Administrative Review Report on the DESE website

Schedule AR → Off site → On site → CAD (if applicable) → Closed

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

REFERENCES & ADDITIONAL RESOURCES:

1. DESE Food and Nutrition Services: https://dese.mo.gov/financial-admin- services/food-nutrition-services

2. DESE Food and Nutrition Services-Administrative Reviews: https://dese.mo.gov/financial-admin-services/food-nutrition-services/administrative-reviews

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