

# Manager's Recertification 2019 & Administrative Review (AR)

State Conference 2019

July 24, 2019



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# Manager's Recertification (MR) 2019

# MR- Topics Covered

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- Delivery & Receiving
- Weight & Measures
- Portion Control
- Production Book

# Manager's Recertification - Objectives

- Recognize the four methods of portion control
- Recognize which serving utensils control portions and which do not
- Understand the effect of proper portion control on reimbursable meals
- Volume and Weight difference
- Some Common equivalents of Volume and Weight measurements
- Equipment used for Volume and Weight
- What is the correct way to Measure and Weigh Ingredients



# AR Common Findings - 2019

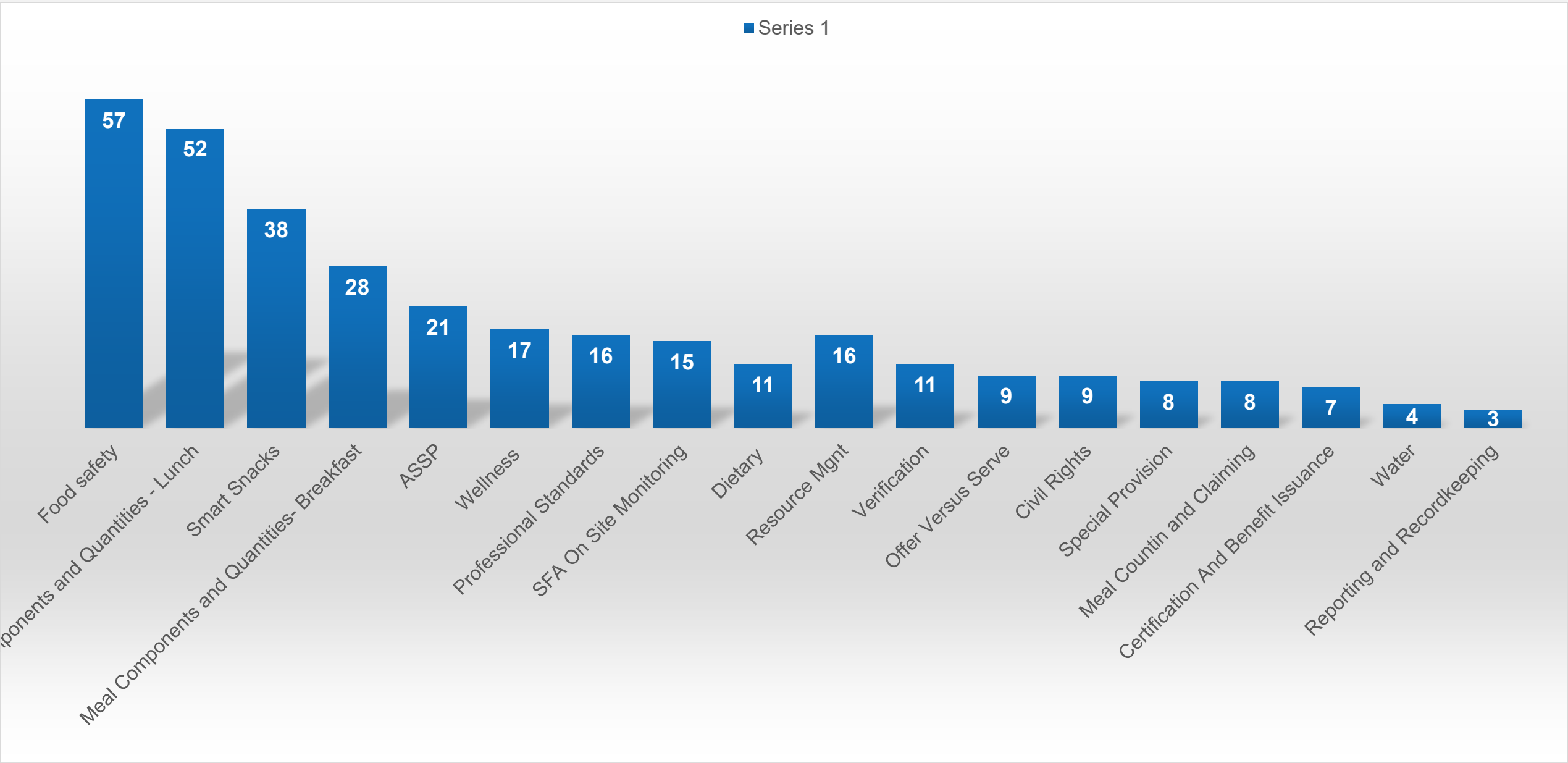
# 2018-2019 AR Cycle

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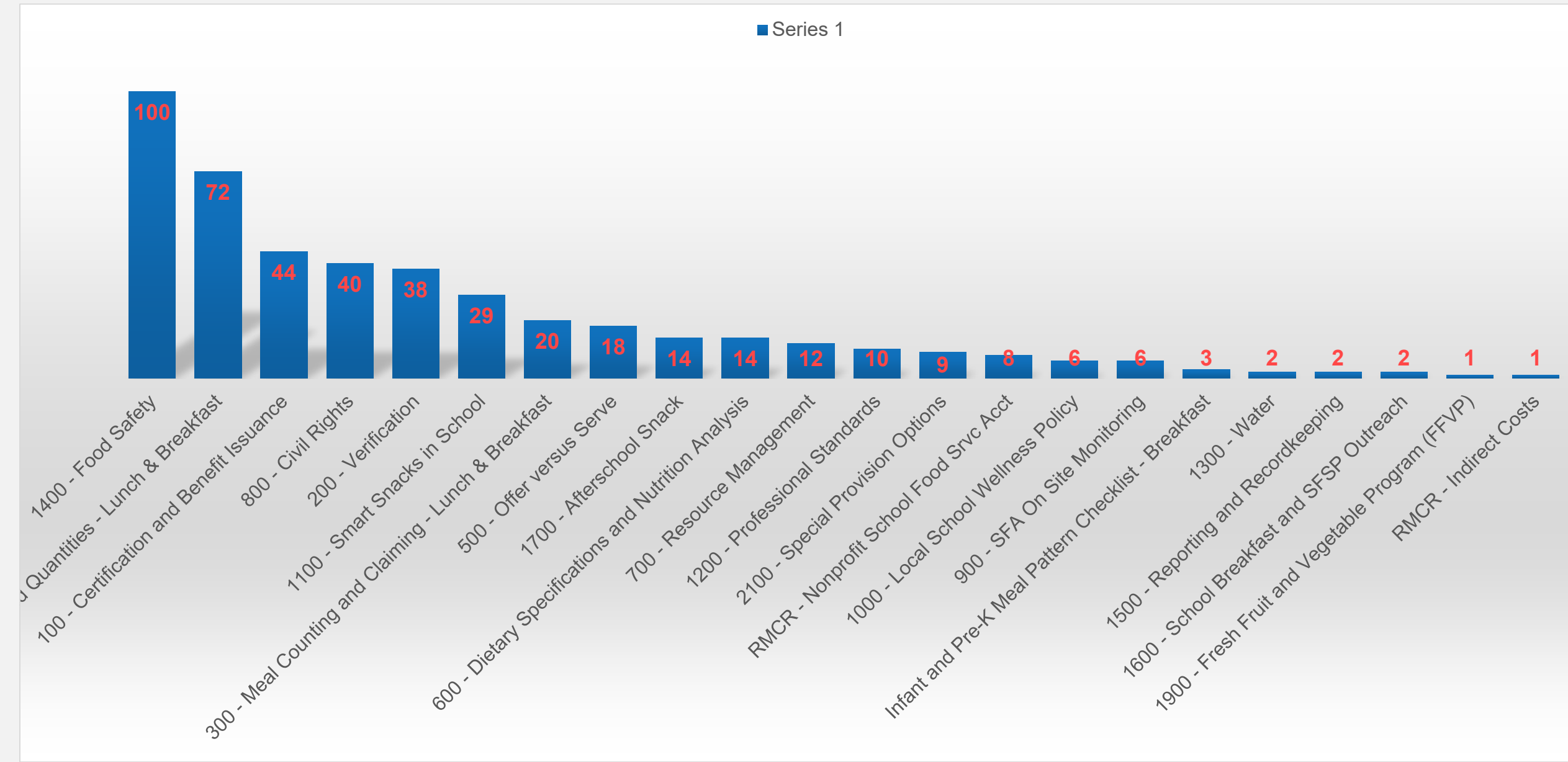
**2019:** Reviewed **65** Organizations (SFAs)

**2018:** Reviewed **58** Organizations

# Common Findings 2018



# Common Findings from the 18-19 AR Cycle



# Conducting a Self-Assessment

SY 2019-2020



# Conducting a Self Assessment

- In order to prepare yourself and your staff for the best possible outcome with an AR, we suggest you conduct a self-assessment before MDE/OCN conducts the AR.
- The Self-Assessment is completely voluntary, and is only meant as a preparation tool.
- The following slides contain common errors/findings that are uncovered over the course of an AR. If you are able to identify and correct these errors before MDE/OCN comes on site, you will decrease the number of findings and/or TA issued by the Reviewer.

# Food Safety

Significant  
ice build-up in  
walk-in freezer



# Food Safety

## Issue

Roof in the dry storage room was leaking - using a 45-gallon trash can to catch the water



# Food Safety

## Issue!

Improper Storing  
Leftover



# Food Safety Issue!

SFA's written food safety plan was not implemented

**HACCP-Based  
Standard Operating  
Procedures**

**Storage  
violations**

**Temperature logs**



# Food Safety

## Issue!

### Food Storage

- Is FIFO implemented properly (rotating stock)
- Are you over-stocked on products, especially purchased Products?
- Are all food products correctly dated (all 3 dates)?
- Are chemicals stored separately from food?

# Food Safety Issue!

## Food Safety

- Are 2 Most recent food inspections available to the Reviewer (2 Per Year or documentation of request to MSDH)
- Equipment Works Properly (functioning coolers/warmers, no ice build up in freezer)
- HACCP manual on site and being followed?
- Are temperature logs (freezer/cooler/dry storage/prepped food) maintained and available for review?

# Food Safety Issue!

Share Tables must be supervised by a responsible person who is educated on food safety principles



## Food Safety

- **Share Table**
  - Whole fruit such as apple or bananas

Unopened milk

# Temperatures



## USDA Recommended Safe Minimum Internal Temperatures



Beef, Veal, Lamb  
Steaks & Roasts  
**145 °F**



Fish  
**145 °F**



Pork  
**145 °F**



Beef, Veal, Lamb,  
Pork, Ground  
**160 °F**



Egg Dishes  
**160 °F**



Turkey, Chicken & Duck  
Whole, Pieces & Ground  
**165 °F**



United States Department of Agriculture  
Food Safety and Inspection Service

**USDA Meat & Poultry Hotline**  
**1-888-MPHotline (1-888-674-6854)**

# Self Assessment – Site Level

## Quantities and Components

- ☐ Proper size serving spoon/ladle/instrument used?
- ☐ All five components offered on each line?
- ☐ Each component available in the proper quantity according to Meal Pattern?  
(ex: offered a full cup of fruit at HS level)
- ☐ Is denial of food used as a punishment? All students should have equal access to meals.
- ☐ Production records and other supporting documentation?
- ☐ Signage posted?

## Food Prep

- ☐ Recipes out and referenced?

# Self Assessment – Benefit Issuance

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- Household notification letter of denied benefits?
- Direct certifications (SNAP, TANF, FDPIR, foster, homeless, runaway, migrant, and/or Head Start) correctly certified?
- Direct certification notification letter provided?
- Correct income eligibility guidelines used to certify applications?
- Extended benefits to students living in a household that is receiving SNAP?

# Self Assessment – District Level

## Civil Rights

- ☐ Do you have the CORRECT non-discrimination statement on all letters and program materials?
  - ☐ Do you have the LONG version on all eligibility letters?
  - ☐ Is the font size at least the size of the body of the letter?
- ☐ Have you conducted staff training on civil rights?
- ☐ Have you conducted outreach to inform families of availability of CN programs (SBP/SFSP/Prov 2 or CEP) and are copies on file?
- ☐ Have you received any civil rights complaints?
- ☐ Is the AJFA poster prominently displayed where meals are served?
- ☐ According to FNS Instruction 791-1 Rev. 1 prohibition against denying meals and milk to children as a disciplinary action

# WRONG!

## Incorrect Poster



# WRONG!

## Incorrect Non-Discrimination Statement on Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><u>EVERY MEAL INCLUDES</u> <u>OPTIONAL</u> <u>½ PINT MILK</u> <u>½ CUP 100% FRUIT JUICE</u></p>	<p><u>THIS FACILITY IS</u> <u>AN EQUAL</u> <u>OPPORTUNITY</u> <u>EMPLOYER</u></p>			<p>Cheese Piz Hot Dog Chef Salad Succotash WG Chips Milk/Juice WG Rolls Fruit</p>
<p>4 Baked Chicken WG Grilled Cheese Chef Salad Brown Rice/Gravy Kidney Beans Fruit Juice/Milk</p>	<p>5 Chicken Spaghetti Hamburger Chef Salad Sautéed Squash Brown Sugar Carrots Rolls/Fruit Milk/ Juice</p>	<p>6 OVEN FRIED CHICKEN Baked Ham Chef Salad Black Eye Peas Collard Greens Mac &amp; Cheese Cornbread Milk/ Juice</p>	<p>7 Baked Spaghetti Chicken Nuggets Chef Salad Corn Steamed Broccoli Fruit/WG Rolls Milk Juice</p>	<p>8 Chili Cheese Cheese Quesadilla Baked Fries Spinach Sala Juice/ Fruit</p>
<p>11 Crispy Chicken Sandwich</p>	<p>12 Enchilada Casserole</p>	<p>13 Baked Chicken Ham &amp; Swiss</p>	<p>14 Mini Corn Dogs Baked Chicken breast</p>	<p>15 Pepperoni Pizza</p>

# Self Assessment- Verification

- SFA's verification notification letter include all required information?
- SFA's notice of adverse action contain all required information, including notification of appeal rights?
- Confirmation review was conducted?
- SFA complete verification by November 15?
- SFA met follow-up requirements if the household failed to respond to the request for verification?

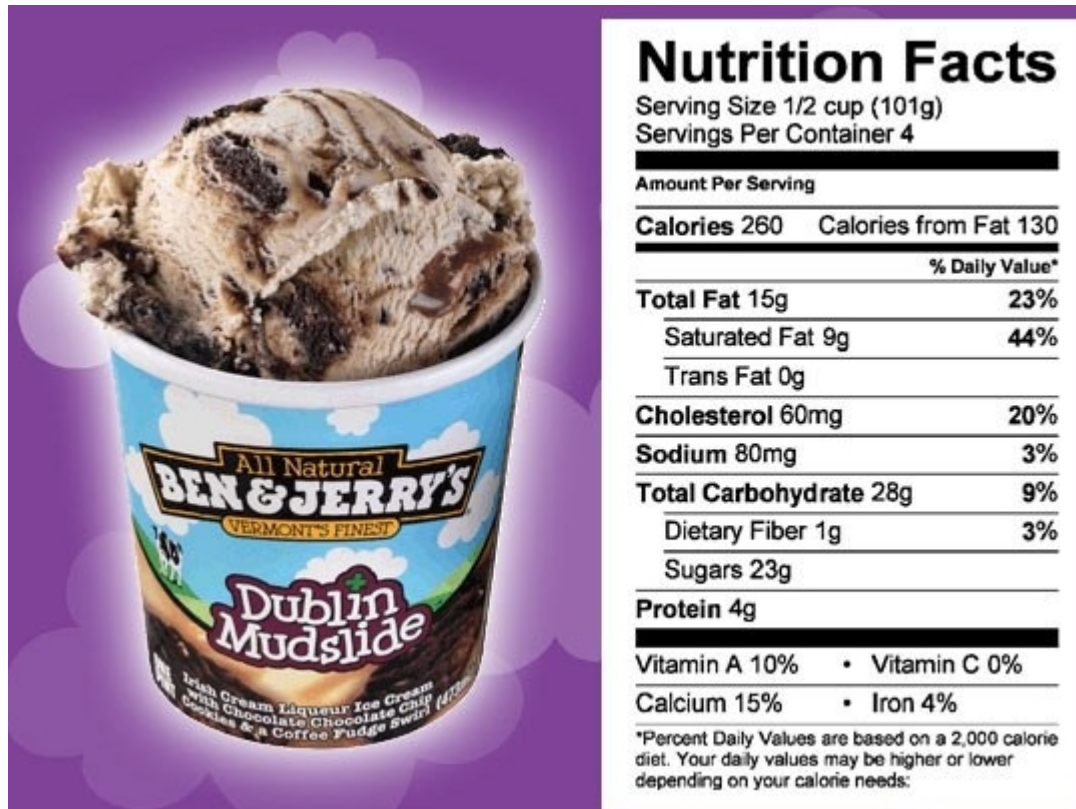
# Self Assessment – Site Level

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## Vending & Smart Snacks

- ☐ Are all items sold (vending/cafeteria/school store) smart snack compliant?
- ☐ Do you have documentation of smart snack compliance on file for each item sold?
- ☐ Are all your vending machines locked or timed to prohibit purchases within an hour prior to meal service?
- ☐ Do any of your vending machines “advertise” non-compliant products such as high calorie soft-drinks (this is not allowable)?

# Non-Compliant!



SMART SNACKS  
PRODUCT CALCULATOR

ALLIANCE FOR A  
HEALTHIER  
GENERATION

✗ Your product is NOT compliant.

Your non-beverage dairy product does not meet the following nutrient standards:

- ✗ Calories exceed 200.
- ✗ Calories from total fat exceed 35%.
- ✗ Calories from saturated fat are not less than 10%.
- ✗ Sodium exceeds 200 mg.

Brand

Ben & Jerry's

Product

Dublin mudslide

Browse products that meet the [Smart Snacks in School Standards](#).

Confused by this result? [Contact us](#) for more information.

*The person or group responsible for the point of sale to students on campus should verify a product's*

# Non-Compliant!

# Self Assessment – Meal Counting & Claiming

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- SFA's meal counting and claiming policies and procedures for the following situations:
- Underclaimed and overclaimed.

# Self Assessment – Site Level

## OVS

- ☐ Are any non-reimbursable meals getting past the POS?
- ☐ Does cashier understand what constitutes a reimbursable meal and can he/she verbalize that to the Reviewer?
- ☐ Is there OVS signage posted at each serving line?
- ☐ Have all High School sites implemented OVS?
- ☐ Are serving staff at OVS sites pre-plating all items on trays as students move through the line? (not allowed!)

# WRONG!

## Non-Reimbursable Tray



# WRONG!

## Non-Reimbursable Tray (At HS Level)

\*this **would** be reimbursable at elementary level.



# Self Assessment – ASCP

## After School Snack Program

- ☐ AJFA poster at point of service delivery? *(may need to be in the classroom or on a cart)*
- ☐ Are educational or enrichment activities offered directly before/during/after the distribution of snacks?
- ☐ Is a system in place to provide ACCURATE meal counts?
- ☐ Do you have a system in place to safely store food products? *(for example, you don't want milk sitting outside of a cooler for too long)*

# Self Assessment – Site Level

## Dietary Specs and Nutrient Analysis

- ☐ Are your calories, saturated fat, and sodium on target for the Review Week?
- ☐ Are you including all menu items in your nutrient analysis? (*don't forget your condiments!*)
- ☐ When conducting a nutrient analysis using nutrient analysis software, have you correctly entered planned/prepared quantities of each food item to give you correct weighted values? (*example: are you really only serving 100 hamburgers? Check your production books!*)
- ☐ Are your cafeteria managers/sites producing and serving the PLANNED menu?

# WRONG!

## MS Department of Education

Planned Menu Spreadsheet

Weighted Values - Detailed

Page 3

Apr 1, 2019 thru Apr 5, 2019

Lunch 9-12

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	Portion Size	Plan Qty	Cals (kcal)	Sodm (mg)	Sugars (g)	Carb (g)	S-Fat (g)	Tr-Fat* (g)
Fri - 04/05/2019								
Lunch 9-12	Total	500						
Chicken & Sausage Gumbo MS800	2/3 cup w/rice	400	244	539	*1	26.7	2.07	0.00
Bacon Burger 2 oz PattyMS702	1 each	50	34	68	1	3.34	0.53	0.00
Chef Salad, MS600	1 salad	50	20	119	1	1.68	0.39	0.00
Baked Ranch Fries MS1097	1/2 cup	170	44	154	0	7.25	0.18	0.00
Baked Beans MS918	1/2 cup	170	54	55	4	12.43	0.04	0.00
Tomato/Cucumbr SaladMS1134.3	1/2 cup	150	13	22	3	3.35	0.01	0.00
Fresh Blueberries MS1222	1/2 cup	170	18	0	3	4.47	0.01	0.00
Fresh Apple MS1206	1 each	150	22	0	4	5.72	0.01	0.00
Combread 2 WG MS1301	1 piece	250	102	293	3	17.71	0.91	0.00
Milk, FF Choc 1/2 pt.Br MS1700	1/2 pint	150	36	72	6	6.6	0.00	0.00
Milk, FFStrwbr, 1/2 pt.BrMS1702	1/2 pint	150	45	37	9	8.7	0.00	0.00
Milk, LF White 1/2 pt.BrMS1708	1/2 pint	100	20	24	2	2.2	0.30	0.00
Weighted Daily Average			651	1384	*38	100.16	4.44	0.00
% of Calories					*23.4%	61.5%	6.1%	0.0%
Nutrient Guideline			750-850	1420			<10.00	

Calories are too low for the Review Week

Weighted Average			603	1180	*33	80.17	6.63	0.00
					*49.3%	53.2%	9.9%	0.0%

Nutrient	Menu AVG	% of Cals	Weekly Target	% of Target	Miss Data	Shortfall	Overage	Error Messages (if any)
Calories	603		750 - 850	80%		147		Correction Required - Calories are Low
Sodium 1 (mg)	1180		1420					
Sodium 2 (mg)	1180		1080					
Sugars (g)	33	21.91%			Missing			Correction Required - Sodium too High
Carbohydrate (g)	80.17	53.19%						
Saturated Fat (g)	6.63	9.89%	<10.00%					
Trans Fat* (g)	0.00	0.00%						

# WRONG!

Weighed Hamburger over Chicken Spaghetti



Nutrient Analysis: Students only selected **100** hamburger over selected **300** Chicken Spaghetti at the High School

# WRONG!

## MS Department of Education

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Bacon Burger 2 oz Patty MS702	1 each	50	34	68	1	3.34	0.53	0.00
Chef Salad, MS600	1 salad	50	20	119	1	1.6	0.39	0.00
Onion Ranch Fries MS1097	1/2 cup	170	44	154	0	1.8	0.18	0.00
Baked Potato MS918	1/2 cup	170	54	55		12.43	0.04	0.00
Tomato/Cucumber MS1134.3	1/2 cup	150	13		3	3.35	0.01	0.00
Fresh Blueberries MS1205	1/2 cup	150		0	3	4.47	0.01	0.00
Fresh Apple MS1206	1 each	100	22	0	4	5.72	0.01	0.00
Cornbread 2 WG MS1301	1 piece	250	102	293	3	17.71	0.91	0.00
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Carbohydrate (g)	80.17	53.19%						
Saturated Fat (g)	6.63	9.89%	<10.00%					
Trans Fat* (g)	0.00	0.00%						

# Self Assessment – District Level

## Resource Management

- ☐ Is your indirect cost applied evenly across all Federal Programs in your district?
- ☐ Do you have an excess balance in the school food service account?  
(3 months operating expenses- allowable)
- ☐ Are you charging enough money for each “extra sale” item?
- ☐ Have you had a General Financial Audit Recently? Were there any findings, and if so have all issues been corrected?
- ☐ Have you completed the PLE Tool or Submitted a Request for a Waiver?
- ☐ Have you analyzed adult meal prices to ensure you are charging enough?  
(see SA Memo) dated December 2018.

# Self Assessment – District Level

## Professional Development

- ☐ Have all staff accrued the correct number of Hours?
  - ☐ 12 hours for CND
  - ☐ 10 hours for Managers
  - ☐ 6 hours for regular, FT Staff
- ☐ Do you have an updated/current tracking tool for staff professional development?
  - ☐ Are all staff on one sheet, showing the total hours accrued for each person?
  - ☐ Does tracking tool have all USDA required elements: name/hire date/title/core duties/ FT PT status
- ☐ Are Agendas, Sign-In Sheets, and Certificates of Completion maintained on file?

# Example of Prof. Dev. Tracking Tool

Employee Name	Site	Hire Date	Employee Position	Required Hours of Training	FT/PT	Avg. Hrs per week	Manager Recert July 3, 2018	NAO July 26, 2018	ICN Online Safety Training Aug 2, 2018	Back to School Prof Dev Aug 3, 2018	School Year Training Applied To	Completed Training Hours Year to Date
Helena Troy	Adm. Office	4/12/2018	Director	12	FT	40		8	3	8	2018-19	19
Jane Doe	High School	8/6/1997	Manager	10	FT	40	8		3	8	2018-19	19
Missy Sippy	High School	12/3/2012	Caf. Staff	6	FT	40			3	8	2018-19	11
John Deer*	High School	1/2/2019	Caf. Staff	4	PT	20					2018-19	0

**\*PLEASE NOTE:** John Deer is a newly hired employee who hasn't received any training yet this SY. The SFA will have to submit a plan to the SA Reviewer for how he will receive training to reach his  $\frac{1}{2}$  of the required hours this SY. (If hired January 1 or later, an employee must only complete **half** of the above required training hours)

# Self Assessment – District Level

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## Local School Wellness Policy

## SFA On Site Monitoring

- ☐ Have sites been monitored by the SFA prior to February 1?
- ☐ Has the SFA used the SA-approved checklist for on-site monitoring?

## Infant and Pre-K Meal Pattern Checklist - Breakfast

## Fresh Fruit and Vegetable Program

- ☐ Are you purchasing only allowable products?
  - ☐ Remember that dips for fruits are not allowable
  - ☐ Remember that dips for veggies must be low fat
- ☐ Have you limited your administrative costs for the program?
- ☐ Are you serving only to elementary students?
- ☐ Remember that teachers who pass out fruit/vegetables can partake to model positive eating habits

# WRONG!

Item I.D./Desc.	Ordered	Shipped	Unit	Price	Net	TX
PINEAPPLE CHUNKS 5	4.00	4.00	EACH	39.50	158.00	E
CANTALOUPE CHUNKS	4.00	4.00	EACH	36.50	146.00	E
GRAPE GIGGLES 50'S	4.00	4.00	EACH	28.90	115.60	E
APPLE W/CARAMEL 50	4.00	4.00	EACH	42.50	170.00	E
BANANAS.CASE	2.00	2.00	EACH	22.90	45.80	E
TANGERINE 100'S	2.00	2.00	EACH	36.90	73.80	E
HONEYDEW CHUNKS 50	5.00	5.00	EACH	37.99	189.95	E



## Unallowable Fruit Dip

# FFVP Does Not Allow

- Processed or preserved fruits and vegetables (i.e., canned, frozen or dried)
- Dip for fruit
- Fruit or vegetable juice
- Snack type fruit products such as fruit strips, fruit drops, fruit leather

# FFVP Handbook



## FRESH FRUIT & VEGETABLE PROGRAM

A Handbook for Schools

# Other Findings

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- Water
- Reporting and Recordkeeping
- School Breakfast and SFSP Outreach
- Indirect Cost

# Non-Discrimination

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This Institution is an Equal Opportunity Provider.

Full Statement:

<https://www.mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement.pdf>



# Disaster Planning

## Situations of Distress

July 24, 2019



**Bill Urban**

Director Purchasing and Food Distribution

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# Major Disaster Declaration (MDD)

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A major disaster declaration provides a full range of long-term Federal assistance programs for Individual Assistance to individuals and families who have sustained losses due to disasters, and/or Public Assistance which can fund the repair, restoration, reconstruction or replacement of a public facility or infrastructure damaged or destroyed by a disaster.

# Situation of Distress

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As outlined in 7 CFR 250.70, FNS uses the term “situation of distress” when a natural catastrophe or other situations has not been declared a disaster or emergency by the President, but, in the judgment of the Distributing Agency or FNS, warrants the use of USDA Foods.

Can be anything that interrupts or interferes with normal program operations. Does not rise to the level of a MDD being issued

# Examples: Situations of Distress

Tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other natural catastrophe not declared by the President to be a disaster, but which, in the judgment of the Distributing Agency, warrants the use of USDA Foods for congregate feeding.



# Comparison

Major Disaster / Emergency Declaration	Situations of Distress
<b>Requires a Presidential declaration that indicates Federal assistance is warranted.</b>	No Presidential declaration is required.
<b>Guaranteed replacement of USDA Foods by FNS*</b>	Replacement of USDA Foods by FNS HQs to the extent that funds for replacement are available*
<b>Distributing Agency has the authority to release USDA Foods for congregate feeding for as long as they are needed. *</b>	Distributing Agency has the authority to release USDA Foods for congregate feeding, but only if the situation is a natural event, and only for up to 30 days.* If not a natural event, FNS HQs must approve and determine duration of assistance.*
<b>The Distributing Agency must always obtain approval from FNS HQs via the FNS RO before a USDA Foods Disaster Household Distribution Program is implemented.</b>	The Distributing Agency must always obtain approval from FNS HQs via the FNS RO before a USDA Foods Disaster Household Distribution Program is implemented

\* Replacement may be made by crediting USDA Foods program entitlement, reimbursing the State Distributing Agency or providing “in-kind” replacement USDA Foods

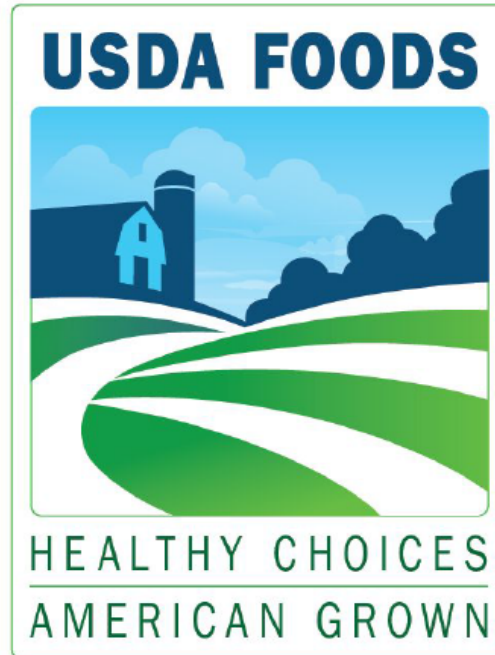
# Agreements

- Does your district already have agreements with providers?
- Red Cross, Salvation Army, Other Non-Profit Providers
- Have a plan – work with your district administration. Get a seat at the table!
- Contact OCN before committing use of USDA Foods

# USDA RESOURCES

United States Department of Agriculture  
Food and Nutrition Service  
Food Distribution Division

## USDA Foods Program Disaster Manual



Revised September 2017