

# **Welcome** New Administrator Orientation (NAO) – Part II

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**Office of Child Nutrition**

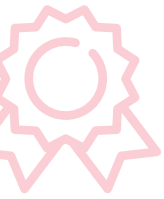
[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

**September 14 & 15, 2023**





1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# Dietary Guidelines for Americans 2020-2025. 9th Edition.



**Deborah Newton**

Procurement Specialist

[mdek12.org](https://mdek12.org)



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September 14, 2023



## What is the purpose of the 2020-2025 DGAs?

- They provide advice on what American's should eat and drink to meet nutrient needs, promote health, and help prevent chronic diseases.

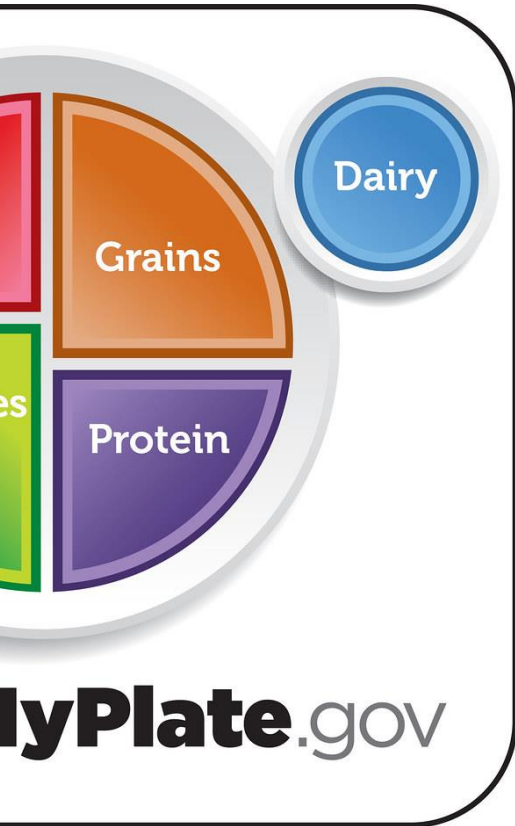


1. The **Dietary Guidelines for Americans** is the cornerstone for Federal nutrition programs (NSLP/SBP) and a go-to resource for health professionals nationwide.
2. Allows a healthy eating pattern across the lifespan.
3. Focus on variety, nutrient density, and portion size.
4. Limit calories from foods with added sugars and saturated fats and reduce sodium intake.





- DGAs are incorporated during NSLP/SBP menu planning.
- The school meals program provide nearly two-thirds of daily calories to school age children.
- Our jobs are important to help ensure the learning success of all MS Students.



- The USDA Food Patterns were developed to help individuals carry out [\*Dietary Guidelines\*](#) recommendations.
- Identify daily amounts of foods **(Choose MyPlate)**.
- Incorporate Nutrient-dense forms.
- Focus on the Five (5) major food groups and subgroups.



## There are four (4) overarching Guidelines:

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9

1. Follow a healthy dietary pattern at every life stage.
2. Customize and enjoy nutrient-dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations.
3. Focus on meeting food group needs with nutrient-dense foods and beverages and stay within calorie limits.
4. Limit foods and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages.

# Top Things You Need remember about the *DGAs, 2020-2025:* 10

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1. The *Dietary Guidelines* are developed to help **all** Americans.
2. Provides guidance by stage of life (birth to older adulthood, pregnancy and lactation).
4. It's about the pattern of healthy eating, not just healthy choices here and there.
5. The average American Diet scores a **59** out of **100** on the Healthy Eating Index.
6. Meet nutritional needs primarily from foods and beverages.
7. Choose a variety of options from each food group.
8. Portion size is very important.
9. Adaptable to *Dietary Guidelines* based on personal preferences, cultural foods and budgetary considerations.



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No medicine can compensate  
for “**UN-HEALTHY**” living.  
~Renu Chaudhary

# Questions





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# The Food Buying Guide, Buy American, & CN Labeling

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September 2023





Buy American

Food Buying Guide

CN Labels

# Buy American

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Did you know one of the primary purposes of the CN programs is to encourage consumption of domestic products & support American Agriculture?

- School food authorities must procure domestic food agricultural commodities and food products to the maximum extent practicable
- Unprocessed foods must be domestic
- Processed foods must be comprised of over 51% of domestically grown agricultural commodities



MEMO CODE: SP 38-2017



Limited exceptions when non-domestic foods may be purchased, provided with maintained documentation:

- The food or product is not produced or manufactured in the U.S. in quantities that is sufficient or reasonably available.
- Competitive bids show that the cost of the food or product in the U.S. is significantly higher than the non-domestic product.

# Food Buying Guide

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Provides information necessary to create and prepare standardized recipes



- USDA'S Food Buying Guide is designed for Child Nutrition Programs.
- Determines quantities of food to purchase for use in preparing meals for CN Programs.
- Determines the specific contribution each food makes toward the meal pattern requirement (this helps you create standardized recipes)

USDA Food Buying Guide for Child Nut x USDA The Food Buying Guide Interactiv x Home

foodbuyingguide.fns.usda.gov/Home/Home




Food Buying Guide for Child Nutrition Programs  
U.S. DEPARTMENT OF AGRICULTURE

HOME MEAL COMPONENTS FOOD ITEMS TOOLS APPENDIXES HELP WELCOME MARY BURKS


### WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.


Food Items Search	Food Item Favorites	Download Food Buying Guide
Exhibit A Grains Tool	FBG Calculator	Recipe Analysis Workbook (RAW)



MEATS/MEAT ALTERNATES

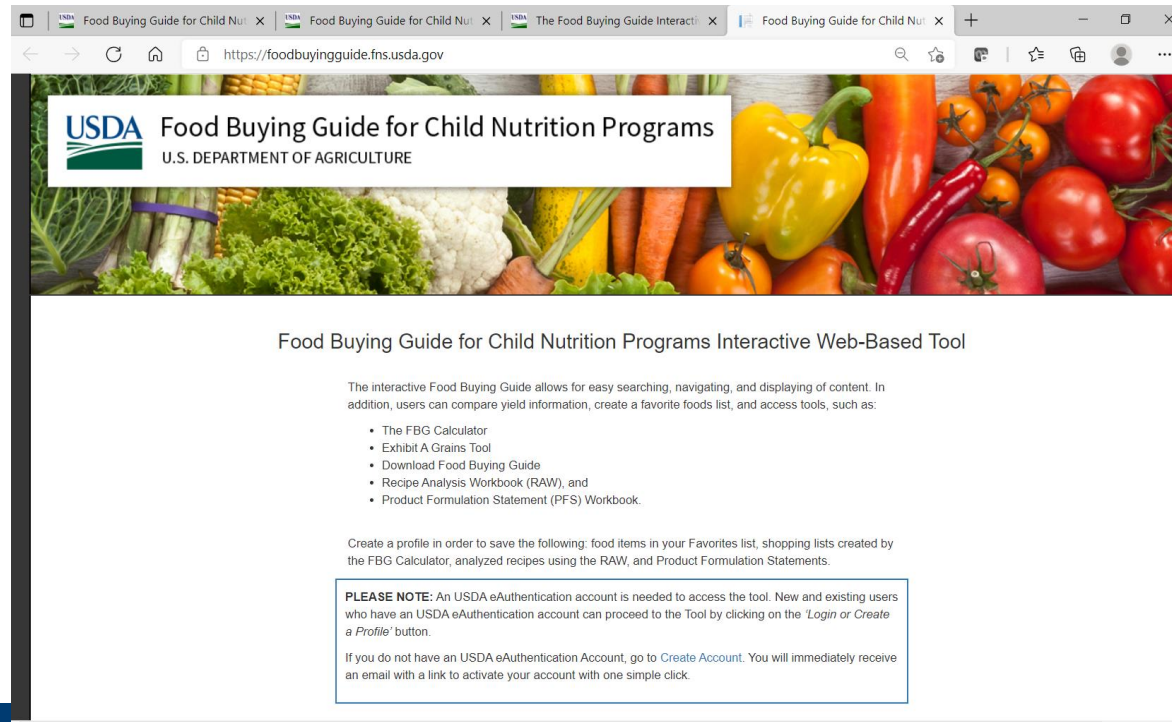


FRUITS



MILK

- Food Buying Guide for Child Nutrition Programs  
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>



a USDA eAuthentication account is needed to access the tool

You can utilize it as a "guest" user without creating an account, but you cannot save anything or use the RAW calculator

It is a tool that will enable you to . . .

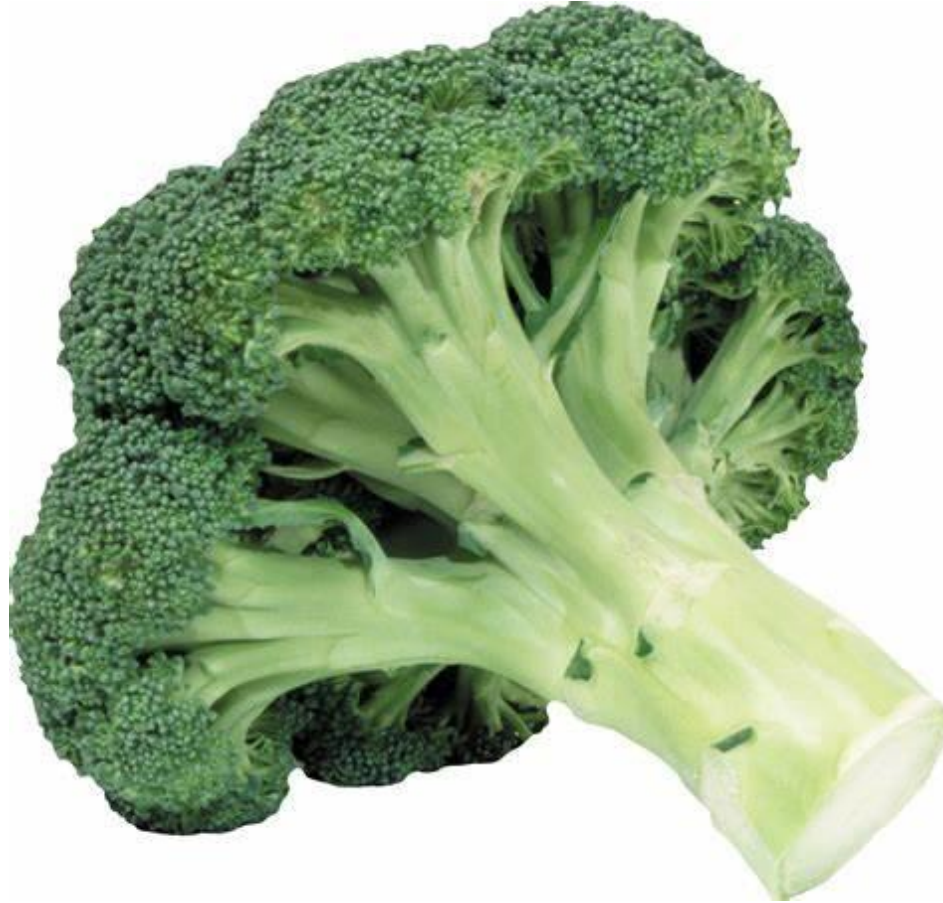
- Determine yield from a specific weight / measure of food.
- Determine what quantity of raw product will provide the amount of ready-to-cook food called for in a recipe.
- Determine how much food will you need to purchase.
- Meet meal component requirements.



- 1 - Food As Purchased (AP)
- 2 - Purchase Unit
- 3 - Servings per Purchase Unit, EP (Edible Portion)
- 4 - Serving size per meal contribution
- 5 - Purchase Units for 100 servings
- 6 - Additional information



**Edible Portion is the  
"crown"**



**Purchase unit is going  
to be the entire  
product, including the  
stalk, which you are  
going to discard**



# Column 1 – Food as Purchased



Tells you the name of the food item and the form(s) in which it is purchased

## Section 1 - Meats/Meat Alternates

1. Food As Purchased	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
AP					
<b>BEEF, GROUND, fresh or frozen (continued)</b>					
Beef, Ground, fresh or frozen <sup>9,10</sup> <i>no more than 24% fat, (Like IMPS #136)</i>	Pound	11.60	1 oz cooked lean meat	8.70	1 lb AP = 0.73 lb cooked, drained, lean meat
	Pound	7.78	1-1/2 oz cooked lean meat	12.90	1 lb AP = 0.73 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen <sup>9,10</sup> <i>no more than 20% fat, Includes USDA Foods, (Like IMPS #136)</i>	Pound	11.80	1 oz cooked lean meat	8.50	1 lb AP = 0.74 lb cooked, drained, lean meat
	Pound	7.89	1-1/2 oz cooked lean meat	12.70	1 lb AP = 0.74 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen <sup>9,10</sup> <i>no more than 15% fat, (Like IMPS #136)</i>	Pound	12.00	1 oz cooked lean meat	8.40	1 lb AP = 0.75 lb cooked, drained, lean meat
	Pound	8.00	1-1/2 oz cooked lean meat	12.50	1 lb AP = 0.75 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen <sup>9,10</sup> <i>no more than 10% fat, (Like IMPS #136)</i>	Pound	12.10	1 oz cooked lean meat	8.30	1 lb AP = 0.76 lb cooked, drained, lean meat
	Pound	8.10	1-1/2 oz cooked lean meat	12.40	1 lb AP = 0.76 lb cooked, drained, lean meat
<b>BEEF HEART, fresh or frozen</b>					
Beef Heart, fresh or frozen <i>Trimmed</i>	Pound	8.96	1 oz cooked lean meat	11.20	1 lb AP = 0.56 lb cooked, trimmed, lean heart
	Pound	5.97	1-1/2 oz cooked lean meat	16.80	1 lb AP = 0.56 lb cooked, trimmed, lean heart
<b>BEEF KIDNEY, fresh or frozen</b>					
Beef Kidney, fresh or frozen <i>Trimmed</i>	Pound	8.64	1 oz cooked lean meat	11.60	1 lb AP = 0.54 lb cooked kidney
	Pound	5.76	1-1/2 oz cooked lean meat	17.40	1 lb AP = 0.54 lb cooked kidney

Purchase Unit

Tells you the basic unit of purchase for the food. For most foods, the guide lists “Pound” as the purchase unit

## Section 2 - Vegetables

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
<b>Other Vegetables<sup>1</sup> - BEANS, GREEN (continued)</b>					
Beans, Green, canned <i>Whole, Includes USDA Foods</i>	No. 10 Can (101 oz)	39.50	1/4 cup heated, drained vegetable	2.60	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 10 Can (101 oz)	32.20	1/4 cup drained vegetable	2.00	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 2-1/2 Can (28 oz)	4.40	1/4 cup heated, drained vegetable	7.00	1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans
	No. 300 Can (14-1/2 oz)	2.58	1/4 cup heated, drained vegetable	21.90	1 No. 300 can = about 7.3 oz (1-1/8 cups) heated, drained beans; 1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
	No. 300 Can (14-1/2 oz)	6.95	1/4 cup drained vegetable	14.40	1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
	Pound	12.20	1/4 cup drained vegetable	12.20	
Beans, Green, Flat Italian, canned <i>Whole</i>	No. 10 Can (103 oz)	5.10	1/4 cup heated, drained vegetable	2.90	1 No. 10 can = about 56.6 oz (8-3/4 cups) heated, drained beans; 1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
	No. 10 Can (103 oz)	2.70	1/4 cup drained vegetable	2.40	1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
Beans, Green, Flat Italian, frozen <i>Whole</i>	Pound	10.80	1/4 cup cooked, drained vegetable	10.80	1 lb AP = 0.91 lb (about 2-1/4 cups) cooked, drained beans
Beans, Green, frozen <i>Cut, Includes USDA Foods</i>	Pound	8.70	1/4 cup cooked, drained vegetable	8.70	
Beans, Green, frozen <i>French style, Includes USDA Foods</i>	Pound	8.40	1/4 cup cooked, drained vegetable	8.40	
Beans, Green, frozen <i>Whole, Includes USDA Foods</i>	Pound	9.40	1/4 cup cooked, drained vegetable	9.40	1 lb AP = 0.88 lb (about 2-5/8 cups) cooked vegetable
<b>Beans and Peas (Legumes) - BEANS, KIDNEY</b>					
Beans, Kidney, dry, canned <i>Whole, Includes USDA Foods</i>	No. 10 Can (108 oz)	8.90	1/4 cup heated, drained vegetable	2.60	1 No. 10 can = about 65.0 oz (9-5/8 cups) heated, drained beans; 1 No. 10 can = about 72.0 oz (11 cups) drained, unheated beans
	No. 10 Can (108 oz)	4.00	1/4 cup drained, unheated vegetable	2.30	1 No. 10 can = about 72.0 oz (11 cups) drained, unheated beans
	No. 2-1/2 Can (30 oz)	1.60	1/4 cup heated, drained vegetable	8.70	
	No. 2-1/2 Can (30 oz)	2.60	1/4 cup drained vegetable	8.00	

NOTE: For Footnotes please see the end of the section.

# Column 3 Servings per Purchase Unit, EP

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**Servings-Purchase Unit**

Servings per Purchase Unit, EP (Edible Portion): shows the number of servings of a given size (found in Column 4) from each purchase unit (found in Column 2).

**It is based on average yields from good quality foods prepared in ways that result in a minimum of waste.**

Section 2 - Vegetables					
1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
<b>Other Vegetables<sup>1</sup> - BEANS, GREEN (continue 1)</b>					
Beans, Green, canned Whole, Includes USDA Foods	No. 10 Can (101 oz)	39.50	1/4 cup heated, drained vegetable	2.60	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 10 Can (101 oz)	52.20	1/4 cup drained vegetable	2.00	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 2-1/2 Can (28 oz)	14.40	1/4 cup heated, drained vegetable	7.00	1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans
	No. 300 Can (14-1/2 oz)	4.58	1/4 cup heated, drained vegetable	21.90	1 No. 300 can = about 7.3 oz (1-1/8 cups) heated, drained beans; 1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
	No. 300 Can (14-1/2 oz)	6.95	1/4 cup drained vegetable	14.40	1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
Beans, Green, Flat Italian, canned Whole	No. 10 Can (103 oz)	35.10	1/4 cup heated, drained vegetable	2.90	1 No. 10 can = about 56.6 oz (8-3/4 cups) heated, drained beans; 1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
	No. 10 Can (103 oz)	42.70	1/4 cup drained vegetable	2.40	1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
Beans, Green, Flat Italian, frozen Whole	Pound	9.30	1/4 cup cooked, drained vegetable	10.80	1 lb AP = 0.91 lb (about 2-1/4 cups) cooked, drained beans
Beans, Green, frozen Cut, Includes USDA Foods	Pound	11.60	1/4 cup cooked, drained vegetable	8.70	
Beans, Green, frozen French style, Includes USDA Foods	Pound	12.00	1/4 cup cooked, drained vegetable	8.40	
Beans, Green, frozen Whole, Includes USDA Foods	Pound	10.70	1/4 cup cooked, drained vegetable	9.40	1 lb AP = 0.88 lb (about 2-5/8 cups) cooked vegetable
<b>Beans and Peas (Legumes) - BEANS, KIDNEY</b>					
Beans, Kidney, dry, canned Whole, Includes USDA Foods	No. 10 Can (108 oz)	38.90	1/4 cup heated, drained vegetable	2.60	1 No. 10 can = about 65.0 oz (9-5/8 cups) heated, drained beans; 1 No. 10 can = about 72.0 oz (11 cups) drained, unheated beans
	No. 10 Can (108 oz)	44.00	1/4 cup drained, unheated vegetable	2.30	1 No. 10 can = about 72.0 oz (11 cups) drained, unheated beans
	No. 2-1/2 Can (30 oz)	11.60	1/4 cup heated, drained vegetable	8.70	
	No. 2-1/2 Can (30 oz)	12.60	1/4 cup drained vegetable	8.00	
NOTE: For Footnotes please see the end of the section.					

Vegetables 2-13

# Column 4 – Serving Size per Meal Contribution

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Purchase Unit

Describes a serving by weight, measure, or number of pieces or slices. Sometimes both volume and weight are given, or weight and number of pieces or slices.

Section 2 - Vegetables					
1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
<b>Other Vegetables* - BEANS, GREEN (continue)</b>					
Beans, Green, canned Whole, Includes USDA Foods	No. 10 Can (101 oz)	39.50	1/4 cup heated, drained vegetable	2.60	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 10 Can (101 oz)	52.20	1/4 cup drained vegetable	2.00	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 2-1/2 Can (28 oz)	14.40	1/4 cup heated, drained vegetable	7.00	1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans
	No. 300 Can (14-1/2 oz)	4.58	1/4 cup heated, drained vegetable	21.90	1 No. 300 can = about 7.3 oz (1-1/8 cups) heated, drained beans; 1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
Beans, Green, Flat Italian, canned Whole	Can (5)	6.95	1/4 cup drained vegetable	14.40	1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
	(103 oz)	8.20	1/4 cup drained vegetable	12.20	
Beans, Green, Flat Italian, frozen Whole	Pound	9.30	1/4 cup heated, drained vegetable	2.90	1 No. 10 can = about 56.6 oz (8-3/4 cups) heated, drained beans; 1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
			1/4 cup drained vegetable	2.40	1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
Beans, Green, frozen Cut, Includes USDA Foods	Pound	11.60	1/4 cup cooked, drained vegetable	10.80	1 lb AP = 0.91 lb (about 2-1/4 cups) cooked, drained beans
Beans, Green, frozen French style, Includes USDA Foods	Pound	12.00	1/4 cup cooked, drained vegetable	8.70	
Beans, Green, frozen Whole, Includes USDA Foods	Pound	10.70	1/4 cup cooked, drained vegetable	8.40	
<b>Beans and Peas (Legumes) - BEANS, KIDNEY</b>					
Beans, Kidney, dry, canned Whole, Includes USDA Foods	No. 10 Can (108 oz)	38.90	1/4 cup heated, drained vegetable	9.40	1 lb AP = 0.88 lb (about 2-5/8 cups) cooked vegetable
	No. 10 Can (108 oz)	44.00	1/4 cup drained, unheated vegetable	2.60	1 No. 10 can = about 65.0 oz (9-5/8 cups) heated, drained beans; 1 No. 10 can = about 72.0 oz (11 cups) drained, unheated beans
	No. 2-1/2 Can (30 oz)	11.60	1/4 cup heated, drained vegetable	2.30	1 No. 10 can = about 72.0 oz (11 cups) drained, unheated beans
	No. 2-1/2 Can (30 oz)	12.60	1/4 cup drained vegetable	8.70	

NOTE: For Footnotes please see the end of the section.

Vegetables

2-13

# Column 5 Purchased Units for 100 Servings

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Shows the number of purchase units needed for 100 servings. This number was calculated using the purchase unit listed in Column 2 and the serving size (by weight) listed in Column 4. Numbers in Column 5 have been rounded up to help ensure enough food is available for 100 servings.

Food As Purchased (AP)

Section 1 - Meats/Meat Alternates					
1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
<b>BEEF, GROUND, fresh or frozen (continued)</b>					
Beef, Ground, fresh or frozen, Market Style, no more than 30% fat, (Like IMPS #136)	Pound	7.46	1-1/2 oz cooked lean meat	13.50	1 lb AP = 0.70 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 20% fat, (Like IMPS #136)	Pound	11.50	1 oz cooked lean meat	8.70	1 lb AP = 0.72 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 15% fat, (Like IMPS #136)	Pound	7.68	1-1/2 oz cooked lean meat	13.10	1 lb AP = 0.72 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 10% fat, (Like IMPS #136)	Pound	11.60	1 oz cooked lean meat	8.70	1 lb AP = 0.73 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 20% fat, Includes USDA Foods, (Like IMPS #136)	Pound	11.60	1-1/2 oz cooked lean meat	12.90	1 lb AP = 0.73 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 15% fat, (Like IMPS #136)	Pound	7.89	1-1/2 oz cooked lean meat	8.50	1 lb AP = 0.74 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 10% fat, (Like IMPS #136)	Pound	12.00	1 oz cooked lean meat	8.40	1 lb AP = 0.75 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 10% fat, (Like IMPS #136)	Pound	8.00	1-1/2 oz cooked lean meat	12.50	1 lb AP = 0.75 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 10% fat, (Like IMPS #136)	Pound	12.10	1 oz cooked lean meat	8.30	1 lb AP = 0.76 lb cooked, drained, lean meat
Beef, Ground, fresh or frozen, no more than 10% fat, (Like IMPS #136)	Pound	8.10	1-1/2 oz cooked lean meat	12.40	1 lb AP = 0.76 lb cooked, drained, lean meat
<b>BEEF HEART, fresh or frozen</b>					
Beef Heart, fresh or frozen Trimmed	Pound	8.96	1 oz cooked lean meat	11.20	1 lb AP = 0.56 lb cooked, trimmed, lean heart
Beef Heart, fresh or frozen Trimmed	Pound	5.97	1-1/2 oz cooked lean meat	16.80	1 lb AP = 0.56 lb cooked, trimmed, lean heart
<b>BEEF KIDNEY, fresh or frozen</b>					
Beef Kidney, fresh or frozen Trimmed	Pound	8.64	1 oz cooked lean meat	11.60	1 lb AP = 0.54 lb cooked kidney
Beef Kidney, fresh or frozen Trimmed	Pound	5.76	1-1/2 oz cooked lean meat	17.40	1 lb AP = 0.54 lb cooked kidney
NOTE: For Footnotes please see the end of the section.					
Meats/Meat Alternates 1-17					





Additional Information

Provides other information to help you calculate the amount of food you need to purchase and/or prepare.

Section 3 - Fruits					
1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
<b>APPLES</b>					
Apples, fresh 125-138 count Whole, Includes USDA Foods	Pound	14.80	1/4 cup raw, unpeeled fruit (about 1/4 apple)	6.80	1 lb AP = 0.91 lb (3-2/3 cups) ready-to-serve or -cook raw, cored, unpeeled apples
	Pound	3.00	1 baked apple (about 1/2 cup cooked fruit)	33.40	
	Pound	11.40	1 cup cored, peeled apples	8.80	1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples
					1 lb AP = 0.78 lb (about 1-3/4 cups) cored, peeled, cooked apples; 1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples
	Pound	5.80	1 cup cooked, sieved, unsweetened fruit	17.30	
Apples, fresh Whole, Includes USDA Foods	Pound	14.56	1/4 cup raw, unpeeled, cored, sliced fruit	6.90	1 lb AP = 0.91 lb raw, unpeeled, cored apple
Apples, fresh 100 count Whole	Pound	15.60	1/4 cup raw, unpeeled fruit (about 1/5 apple)	6.50	1 lb AP = 0.93 lb (about 3-7/8 cups) ready-to-serve or -cook raw, cored, unpeeled apples
Apples, canned Slices, Solid pack, Includes USDA Foods	No. 10 Can (100 oz)	50.40	1/4 cup fruit and liquid	2.00	
	No. 10 Can (100 oz)	47.50	1/4 cup drained fruit	2.11	1 No. 10 can = about 89.0 oz (11-7/8 cups) drained apples
	Pound	8.06	1/4 cup fruit and liquid	12.50	
Apples, frozen Unsweetened, Sliced, IQF, Includes USDA Foods	Pound	12.70	1/4 cup tempered fruit	7.90	1 lb AP = 0.99 lb (about 3-1/8 cups) tempered, ready-to-serve or -cook apples
	Pound	8.80	1/4 cup heated fruit	11.40	
Apples, dried Slices or Rings, Regular moisture	Pound	21.10	1/4 cup dried fruit (credits as 1/2 cup fruit in NSLP/SBP and CACFP)	4.80	1 lb AP = about 5-1/4 cups dried apples
	Pound	28.70	1/4 cup cooked fruit	3.50	

NOTE: For Footnotes please see the end of the section.

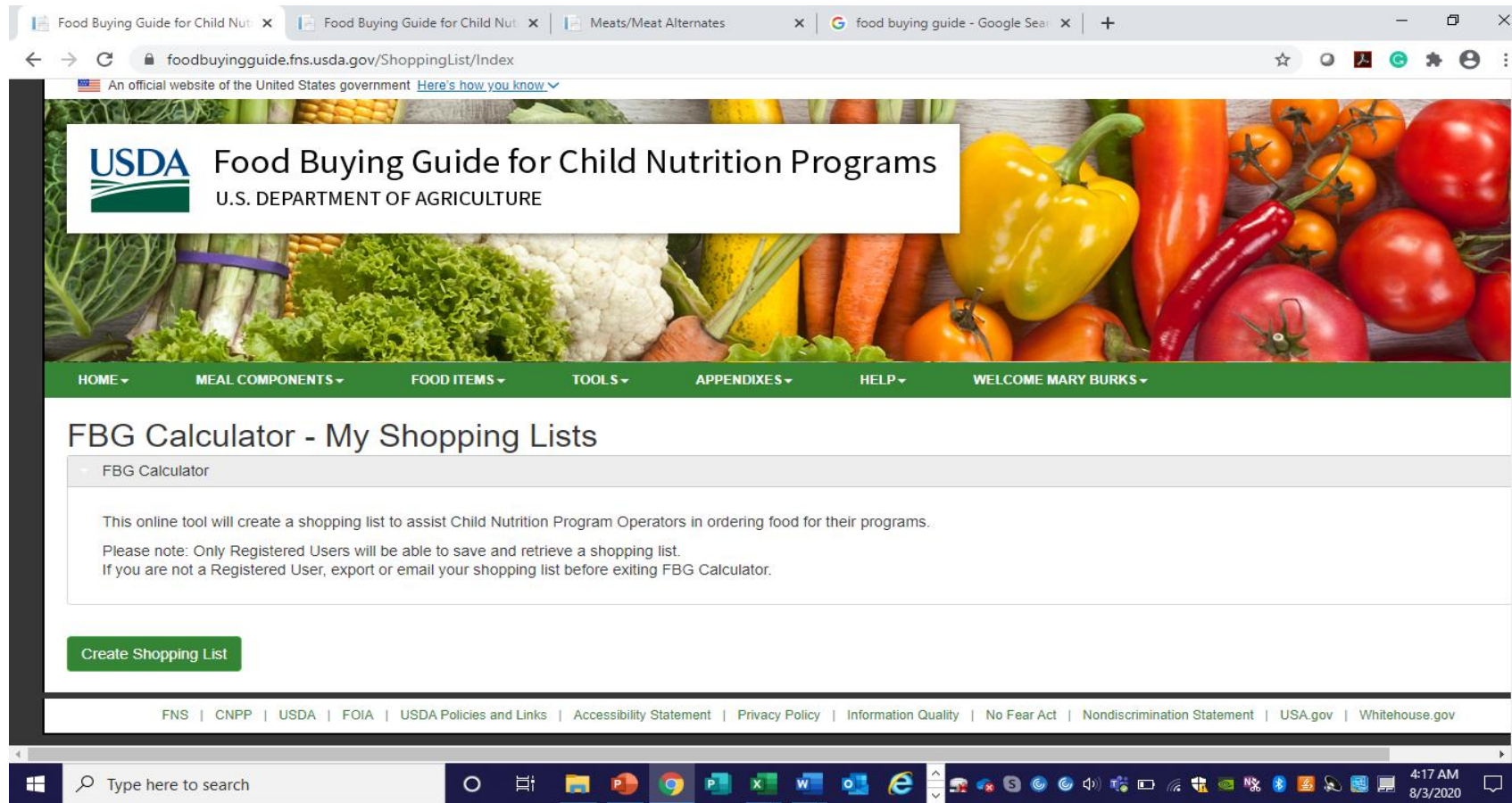


- How many am I serving?
- What is my planned portion size for this food?
- In what form will I purchase this food?
- What portion size is listed in Column 4?
- Is the listed portion size the same as my planned portion size?
- How many purchase units of the food will I need to buy?

## The FBG Online Calculator will assist you with:

- Determining the quantity needed for a given number of servings
- Building shopping lists
- Determining how much of each item to purchase. The FBG Online Calculator is available at:  
<https://foodbuyingguide.fns.usda.gov>





<https://foodbuyingguide.fns.usda.gov/ShoppingList/Index>

Food Buying Guide for Child Nuti x Food Buying Guide for Child Nuti x Meats/Meat Alternates x food buying guide - Google Search x +

foodbuyingguide.fns.usda.gov/ShoppingList/Edit

Meats/Meat AlternatesVegetablesFruitsGrainsMilkOther FoodsShopping List

2 Item keywords: beans, green

SearchClear SearchDisplay Favorites

Add	Beans, Green, fresh , Untrimmed, Whole	Pound	11.1	1/4 cup whole, cooked vegetable
Add	Beans, Green, canned, Cut, Includes USDA Foods	No. 10 Can / (101 oz)	45.3	1/4 cup heated, drained vegetable
Add	Beans, Green, canned, Cut, Includes USDA Foods	No. 10 Can / (101 oz)	51.1	1/4 cup drained vegetable
Add	Beans, Green, canned, Cut, Includes USDA Foods	No. 2-1/2 Can / (28 oz)	12.5	1/4 cup heated, drained vegetable

	Food Item Description	Purchase Unit	4 Number of Purchase Units on Hand ⓘ	Number of Servings	Exact Quantity	8 Buy Purchase Units	5 Action
X	Beans, Green, canned , Cut, Includes USDA Foods , heated, drained vegetable	No. 10 Can (101 oz)	0	300	13.2451	14.00	Add Serving Size

#	6 Serving Size	7 Number of Servings	Action
1	1/2 cup	300	Remove Serving Size

You must save the Shopping List prior to printing it. Use the "Back to List" button and select from the Shopping Lists list. Click the PDF link to generate a copy to print or save.

SaveBack to List

# The Food Buying Guide Mobile App 37



- Search and locate yield information for foods typically served in child nutrition programs.
- Compare yield information to determine the foods that best meet your program needs.
- Create a favorites list of food items.
- Email and print search results, food comparisons, and favorites list.
- **The FBG Mobile App is currently available on the IOS and Android platforms.**

# CN Labels

---

What is a CN label and how do I use it?

- USDA has a voluntary federal labeling program called the Child Nutrition Labeling Program (CN Label).
- Food manufacturers use CN labels to share important information about food products.
- CN Labels assist menu planners with crediting certain foods toward meeting the meal pattern requirements.

<https://www.fns.usda.gov/cn/labeling/fns-meal-programs>

Make sure you locate your CN labels or Product Formulation Statements BEFORE you try to add new items to your menu.

NO NEED TO DO THIS FOR MRS RECIPES OR  
STATE BID PRODUCTS



## Elements of the CN label:

- A distinct border
- The meal pattern contribution statement
- A unique 6-digit product identification number
- The USDA/FNS authorization statement
- The month and year of approval
- Product name, inspection legend, ingredient statement, signature/address line, and net weight.

	CN	
		XXXXXX *
CN	One 3.87 oz. Fully Cooked Breaded Beef Steak provides 2.00 oz. equivalent meat and 1.5 servings bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX – XX **	CN
	CN	

\* CN identification number

\*\* Month & Year of approval

- The CN Label does give information on how to count the food product towards the meal pattern requirements.
- It does not assure product quality, acceptance by students, or mean that products without a CN label are inferior.
- A product with a CN label always has the same symbol on it, no matter what the product is. Within the box you will always be told: the serving size, the portion amount to credit toward meeting certain component requirements, and each meal pattern component that the food item should be credited.

# Questions





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# Civil Rights Compliance and Enforcement

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**Shonula Wright**

Program Specialist, School Support

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September 2022



Establish and Convey Policy

Provide Guidance and Direction

Ensure compliance with and enforcement of the prohibition against discrimination



- **Training is required** so that people involved at all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures and directives.
- State agencies are responsible for training local child nutrition administrators on an **annual basis**.
- Local agencies are responsible for training their managers and staff who interact with applicants or participants on an **annual basis**.



Annual training must include, but is not limited to:


1. Collection and Use of Data
2. Effective public notification systems
3. Complaint procedures
4. Compliance review techniques



# Required Topics, Cont.

50

Annual training must include, but is not limited to:

- 
5. Resolution of noncompliance
  6. Requirements for reasonable modifications for persons with disabilities
  7. Requirements for language assistance
  8. Conflict resolution
  9. Customer service

## Defined as:



Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

What are the protected bases?

# Protected Bases

52

As defined by FNS:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex (including gender identity and sexual orientation)
7. Reprisal or Retaliation



# Protected Bases

53

As defined for Child Nutrition Programs:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex (including gender identity and sexual orientation)





- Display where benefits are issued/received.
- Reproductions must be at equal size (11x17)
- If copied as black & white, use Form AD-475A
- Revised May 2022

# Full Non-Discrimination Statement

55

Must use correct version for CN Programs



Accessible on the OCN Home Page

<https://mdek12.org/OCN>

Direct Link

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



This institution is an  
equal opportunity  
provider.



# Do Not Change the Statement!

57

## Correct Version

This institution is an equal opportunity provider.

## Incorrect Examples

This institution is an equal opportunity ~~employer~~.

~~Yeknapatawpha County Schools~~ is an equal opportunity provider.

~~USDA~~ is an equal opportunity provider.



## State & Local Agencies are required to obtain Racial/Ethnic Data



- **Self identification or self-reporting is preferred** method of obtaining data
- Applicants/participants may **not be required to furnish** information on their race or ethnicity.
- **Visual observation is NO LONGER an allowable practice** for program operators to use during the collection of race or ethnicity data. (*CACFP 11-2021, SFSP 07-2021*)

# Effective Public Notification Systems

59

Purpose is to inform applicants, participants, and potentially eligible persons of:



- Program Availability
- Complaint Information
- Non-discrimination statement

Provide appropriate information in alternative formats for persons with disabilities and in the appropriate language(s) for LEP persons



## RIGHT TO FILE

anyone alleging discrimination has the right to file a complaint within 180 days of the alleged discriminatory action. *(The Sec. of Agriculture or designee may waive the 180-day filing deadline for good cause. The reason justifying the waiver must be documented in writing in the complaint file.)*



## ACCEPTANCE

complaints, written or verbal, must be forwarded to the appropriate FNS Regional CR Director within 5 working days. Anonymous complaints will be handled as any other to the extent feasible based on available information.



## FORMS

any OCR may develop complaint forms, but the use of such forms must not be a prerequisite for acceptance of a complaint.

# Complaint Procedures, Cont.

61

With Verbal Complaints – must write up the complaint for the complainant. Every effort should be made to secure the following information:

- **Complainant Name, address & phone** (email or other contact info)
- Specific **location & name of agency** delivering the service or benefit
- **Nature of the incident** or action that led the complainant to feel discriminated against
- What **protected base** (prohibited basis or protected class) the complainant feels discriminated against
- Names, phone numbers, titles, addresses of **persons who may have knowledge** of the discriminatory action
- **The date(s)** which the alleged discriminatory actions occurred or **duration** of such actions

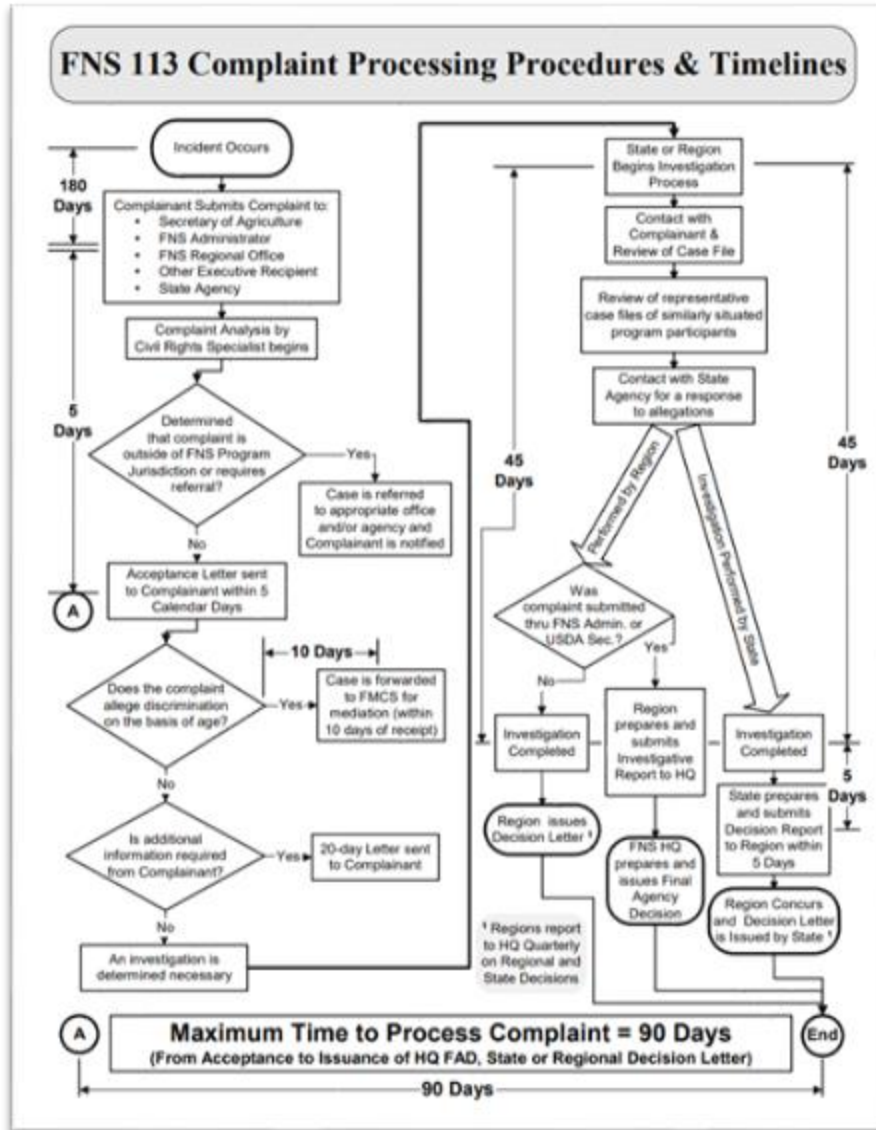


# Complaint Procedures

62

## Flow Chart

Available on last Page of FNS 113-1





- Must advise the reviewed entity in writing of findings and recommendations
- Federal or State reviewer must secure information as necessary to make the determination of compliance
- Routine reviews conducted as required by program regulations.
- Selection criteria; unusual fluctuations of racial/ethnic groups in service area, number of discrimination complaints filed against the agency, unresolved findings from previous reviews, info from grassroots orgs., State officials, etc...





**Noncompliance** - factual finding that a Civil Rights requirement is not being adhered to.

**Achieving Voluntary Compliance** – if found noncompliant, immediate steps to become compliant must be taken.

**Termination / Suspension of Assistance** – any action must be limited to the agency found noncompliant and limited to the particular program which noncompliance was found.

## This is a requirement!



The **Americans with Disabilities Act (ADA)** of 1990 and the ADA Amendments Act of 2008 prohibit discrimination and ensure equal opportunity for persons with disabilities in employment, State and local government services (Title II), public accommodations, commercial facilities, and transportation (Title III). Section 504 of the **Rehabilitation Act of 1973** also prohibits discrimination on the basis of handicap in programs or activities receiving federal financial assistance.



Title VI of the Civil Rights Act of 1964 and its regulations require recipients of federal financial assistance, i.e. SAs, local agencies, or other sub-recipients, to take **reasonable steps to ensure “meaningful” access** to information and services they provide for individuals with limited English proficiency (LEP).

## What factors should be considered to determine what constitutes reasonable steps?



- The **number or proportion** of LEP persons eligible to be served or likely to be encountered by the program or grantee;
- The **frequency** with which LEP persons come in contact with the program;
- The **nature and importance** of the program, activity, or service provided by the program to people's lives; and
- The **resources** available to the grantee/recipient and costs.

Meaningful access is accomplished by providing reasonable, timely, appropriate, competent/qualified, accurate and effective language services to individuals with LEP when accessing recipient programs and activities.

# Limited English Proficiency (LEP)

68

USDA LEP Policy Guidance can be found at:

Federal regulations also prohibit discrimination of LEP persons on the ground of national origin (7 CFR Part 15).



## Definition of Conflict:



when one or both parties are not able to secure what they need or want and are actively seeking their own goals.

## Causes of Conflict:



- Misunderstanding
- Personality clashes
- Competition for resources
- Authority Issues
- Lack of cooperation
- Differences over methods of style
- Low performance
- Value or goal differences

## DESTRUCTIVE CONFLICT

- Diverts energy
- Deepens differences in values
- Polarizes groups
- Destroys the morale of people
- Reinforces poor self-concepts

## CONSTRUCTIVE CONFLICT

- Reveals issues of importance, resulting in issue clarification
- Builds cohesiveness
- Causes reassessment by allowing for examination of procedures or actions
- Increases individual involvement





# Strategies to Resolve Conflict

72



Remain  
calm



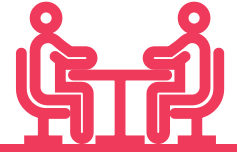
Enter the  
process  
with an  
open  
mind.



Don't  
prejudge  
others.



Don't  
over-react.



Attack the  
problem,  
not the  
person;  
and listen  
to their  
concerns.

## Alternate Dispute Resolution (ADR):

Use of a neutral 3<sup>rd</sup> party to resolve, informally, a complaint of discrimination through the use of various techniques (e.g. fact finding, mediation, facilitating etc.)





Be  
courteous



Listen  
intently  
and take  
notes if  
needed



Repeat  
back  
what you  
hear to  
ensure  
accuracy



Follow up  
with  
corrective  
action if  
required



Don't  
forget,  
you are  
providing  
a service!

# Questions





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# Verification



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September 2023



## Eligibility Manual for School Meals Determining and Verifying Eligibility



**USDA** USDA Food and Nutrition Services  
Child Nutrition Programs

July 18, 2017





- **ERROR PRONE** - applications within \$100 per month of the applicable Income Eligibility Guideline
- **SAMPLE POOL** - the total number of applications approved as of October 1
- **SAMPLE SIZE** - the number of applications subject to verification

- Direct Certification (DC) Identified Students (Using MSIS data) or children documented as eligible migrant, runaway, homeless and foster children, and children participating in Head Start/Even Start
- Non-Pricing Schools
- CEP Schools
- Provision 1,2,3 Schools Not In Base Year

# Verification Not Required For:

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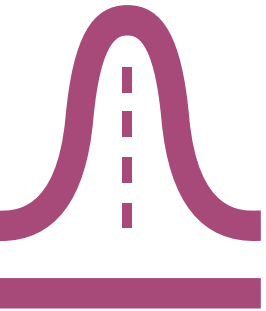
- FNS Approved Special Assistance Schools
- Children Residing At RCCI'S (Not Daytime Only Children)
- School Milk Program Only Schools

## ESTABLISH THE SAMPLE POOL

- The sample pool uses the total number of approved applications
- on file as of October 1 of the current school year

## ESTABLISH THE SAMPLE SIZE

- Basic
- Alternate One – requires State agency approval
- Alternate Two – requires State agency approval



## ALTERNATE SAMPLE SIZE

If the LEA determines it is eligible, the LEA must contact the State agency in accordance with any procedures established by the State agency for approval prior to use an alternate sample size [7 CFR 245.6a(d)(4)].



## VERIFICATION COMPLETION DEADLINES

The LEA must complete the verification activities specified in this section [7 CFR 245.6a(b)(1)] no later than November 15 of each school year.



- Pull your Sample
- Conduct Confirmation Reviews
- Send Letters Notifying the family they have been pulled for verification
  - Must submit documentation to support their continued eligibility
  - Failure to respond results in “Paid” status change

Notified in writing that their applications were selected for verification

Must include a telephone number for assistance (must be toll free or instructions regarding collect call)

Must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand

Households must be advised of the type of information or documents the school accepts



Make at least one attempt to contact any household that does not respond to a verification request.

The name of a determining official who can answer questions and provide assistance

**The Full USDA Nondiscrimination Statement.**

If a child is receiving benefits based on income, a list of the types of acceptable information that may be provided to confirm current income:

If a child is receiving benefits based on categorical eligibility, an indication the household may provide proof that a child or any household member is receiving benefits.

A warning that information must be provided by a date specified by the LEA and that failure to do so will result in termination of benefits.

A notice that documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time the household is required to provide income documentation.

## WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop getting free or reduced price meals.

School: \_\_\_\_\_ Date: \_\_\_\_\_

Dear \_\_\_\_\_:

We are checking your Free and Reduced Price School Meals Application. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that [name(s) of child(ren)][is/are] eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. IF YOU WERE RECEIVING BENEFITS FROM [State SNAP], [State TANF] OR [FDPIR] WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- [State SNAP] or [State TANF] or [FDPIR] Certification Notice that shows dates of certification.
- Letter from [State SNAP] or [State TANF] or [FDPIR] office that shows dates of certification.
- Do not send your EBT card.

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD, PLEASE CONTACT [school, homeless liaison, or migrant coordinator] FOR HELP.

3. IF THE CHILD IS A FOSTER CHILD:

Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES [State SNAP] or [State TANF] or [FDPIR] benefits: Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: [address]

Acceptable papers include:

**JOBS:** Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

**SOCIAL SECURITY, PENSIONS, OR RETIREMENT:** Social Security retirement benefit letter; statement of benefits received; or pension award notice.

Free and Reduced Price School Meals Application  
We Must Check Your Application  
Page 1 of 3  
July 2017 - Language

**UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP:** Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

**WELFARE PAYMENTS:** Benefit letter from the [State TANF] office.

**CHILD SUPPORT OR ALIMONY:** Court decree, agreement, or copies of checks received.

**OTHER INCOME (SUCH AS RENTAL INCOME):** Information that shows the amount of income received, how often it is received, and the date received.

**NO INCOME:** A brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

**MILITARY HOUSING PRIVATIZATION INITIATIVE:** Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.

**TIMEFRAME OF ACCEPTABLE INCOME DOCUMENTATION:** Please submit proof of one month's income; you could use the month prior to application, the month you applied, or any month after that.

If you have questions or need help, please call [name] at [phone number]. The call is free. [Toll free or reverse charge explanation]. You may also e-mail us at [e-mail address].

Sincerely,

[signature]

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. Pursuant to Section 7 of the Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

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

Free and Reduced Price School Meals Application  
We Must Check Your Application  
Page 2 of 3  
July 2017 - Language

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\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_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 (866) 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider."

Free and Reduced Price School Meals Application  
We Must Check Your Application  
Page 3 of 3  
July 2017 - Language

**Make at least one attempt to contact any household that does not respond to a verification request.**

What ever method selected - must keep documentation on file

- Telephone Call,
- e-mail,
- Mail or
- In Person

- Written evidence is the primary source of eligibility confirmation for all households including TANF, FDPIR, Other Source Categorical Eligibility Programs, and foster child households. Written evidence is most often pay stubs from employers or award letters from welfare departments or other government agencies submitted to the verifying officials as confirmation of eligibility.



# Verification Steps To Success

93



Send  
Initial  
Letter



Send 2nd  
Letter

The required  
follow-up  
attempt

- mail or e-mail) or
- Telephone



Receive  
Responses /  
Collect  
Documentation



MAKE  
DETERMINATION  
  
SEND LETTERS  
AS NECESSARY



Implement  
Determination  
(After Hearing  
Period If A  
Denial)

**END VERIFICATION EFFORTS (NOT LATER THAN 15 of NOVEMBER)**

- Maintain Copies Of All Correspondence Efforts Should Tell A Chronological “Story” Between Household And Verification Official.
- Separate Folders – It Is Highly Recommended To Maintain A Separate Folder Of All Correspondence Between Households And SFA.
- Don’t Forget To Have A Copy Of The Approved Application As Well !

- The household submits either adequate written evidence or collateral contact corroboration of income or categorical eligibility.
- The household submits either adequate written evidence or collateral contact corroboration of income indicating that the children should receive either a greater or lesser level of benefits.
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced-price benefits.
- The application provided case numbers. It is determined that no household member is receiving benefits from an Assistance Program.



- Proper Documentation - Should Be Clearly Evident To Any Reviewer Of All The Efforts Made In The Verification Process For Each Household

FNS 742 – must be completed in the “MARS” system

Even if you don't conduct Verification Activities, you **MUST** submit this report (so if you are CEP, RCCI, or Prov 2 Non Base year, you **STILL** have to do this report every year)

## Verification Reporting in MARS - Instruction

**School Nutrition Programs**

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

Applications > School Year: 2018 - 2019

Item	Description
Organization Manager	SNP Organization's Profile, Site and Hold Information
Potential Sponsor	Potential Sponsor
Application Packet	Applications Forms (Organization and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Organization Summary
Verification Report	Mandatory Annual Verification Report
Second Review of Applications	FNS-874 report for Organizations selected to conduct a second review of applications.
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
Annual Audit Status Summary	Annual Single Audit Status Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Site Enrollment	Site Enrollment and Eligibility information for the month of October
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Download Forms	Forms Available for Downloading

Verification Reporting in MARS

Contents

Overview .....2

Navigate to the Verification Report in MARS .....3

Completing SFA Verification Collection Report.....4

    Pricing at All Sites.....5

    Pricing and Provision 2 Base Year (Sites are a mixture of pricing and provision 2).....8

    Pricing and CEP (Sites are a mixture of pricing and CEP).....12

    CEP at All Sites .....15

    Provision 2 base year at all sites .....17

    Provision 2 Non-Base Year at All Sites .....20

    Provision 2 non-base year and CEP (Sites are a mixture of provision 2 and CEP) .....22

- Step by Step instructions emailed every year



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# Accommodations for Special Dietary Needs

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**September 2023**



# Presentation Objectives

10  
2



**Background  
&  
Major  
Allergens**



**Statutory  
Authority**



**Physician  
Statement  
&  
Modifications**



**Steps for  
Success**



**Shared  
Responsibility  
&  
Accountability**

# Food Allergy Background

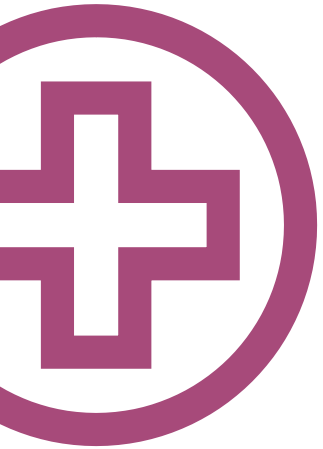
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& Major Food Allergens



# What is a Food Allergy?

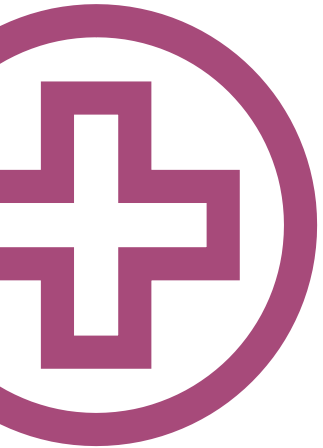
10  
4



- When the body reacts to ingesting a particular food or ingredient. The food that causes the reaction is called an allergen.
- **Anaphylaxis** is a serious allergic reaction that has rapid onset and may cause **DEATH**.

# Food Allergy Background

10  
5

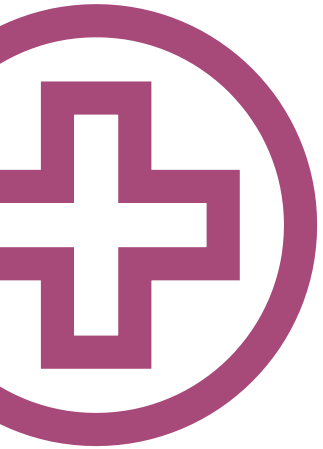


- Increased approximately 50% between 1997–2011.
- **15 million Americans have food allergies**, including 5.9 million children under age 18 (1 in 13 children)
- 38.7% of food allergic children have a history of severe reactions **(Death)**.
- Food or digestive allergies, skin allergies and respiratory allergies are the most common among children.

# Common Food Allergies

10  
6

- There are more than **160 different foods** that cause allergic reactions.
- Eight foods cause 90% of all reactions and are considered the **8 Major Allergens**



# Big 8 Allergens

10  
7

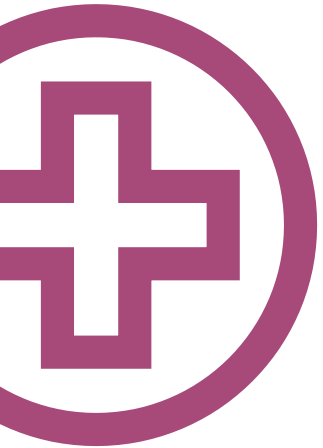


1. Peanuts
2. Tree Nuts
3. Milk
4. Eggs
5. Fish
6. Soy
7. Wheat
8. Shellfish

*\*recently added sesame*

# Symptoms of Food Allergies

10  
8



- **MOUTH:** Swelling of lips/mouth
- **SKIN:** Hives, Rash, Eczema
- **DIGESTIVE TRACT:** Stomach Cramps, Vomiting, Diarrhea
- **AIRWAYS:** Wheezing, Breathing problems
- **DROP IN BLOOD PRESSURE**

# Statutory Authority

---

# Why do we make Accommodations?

11  
0



- It's the **right** thing to do
- It's the law and USDA **requires** it
- Schools can **lose federal funding**

# Federal Laws

11  
1

## Governing Students with Disabilities



### 1. The Rehabilitation Act of 1973:

Prohibits discrimination.

### 2. Individuals with Disabilities Education Act (IDEA):

Governs how states and public agencies provide services to children.

### 3. Americans with Disabilities Act:

No individual shall be discriminated against on the basis of disability.



The requirement to accommodate children with disabilities is also included in Program regulations at 7 CFR 210.10 (m) and 7 CFR 220.8 (m):

**“Schools must make substitutions in lunches and afterschool snacks for students who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet.” [7 CFR 210.10(m)]**

# Why is an Allergy Considered A Disability?

11  
3

It's just a food allergy, after all!



1. It can cause a physical impairment that limits one or more major life activities.
2. Anaphylaxis is a major impairment; and eating and breathing is a major life activity.

# Physician Statements

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& Modifications



# Physician's Statement

11  
5

- Limited to individuals **authorized by state law to write prescriptions**
- **MUST** be clear and address all issues.
- **DO NOT** interpret or revise physician's statement.
- Changes **MUST** be made in writing.
- Food Service staff **MUST** have a copy of physician's statement.

# Physician Statement Required Elements

11  
6

The following elements must be present in the physician's statement:

1. Explanation of the medical **impairment** (*not necessarily the specific diagnosis*) or the allergen to be avoided
2. Explanation of how it **impacts** the child
3. What **modifications** need to be made including foods to be omitted and recommended alternatives

# Examples of Medical Statements

This is an example of what should be included in the medical statement:

1. **Impairment:** “condition that prevents swallowing” (*note, this did not mention specifically the name of the condition, as this is not necessary*)
2. **Impacts:** “choking hazard”
3. **Modifications:** “foods should be blended”

# Examples of Medical Statements

This is an example of what should be included in the medical statement:

1. **Impairment:** “allergy to peanuts”
2. **Impacts:** “causes anaphylaxis”
3. **modifications** “avoid all foods containing peanuts or produced on shared equipment, any alternative food is acceptable”

## Individual Education Plan



- If the child's IEP or 504 Plan includes the information required in the medical statement, or if the SFA obtains written medical verification of the impairment during the IEP/504 Plan process, it is not necessary for the SFA to also obtain a separate medical statement.
- Using a team approach may help ensure the IEP includes the information needed to fulfill FNS requirements for the medical statement.



### School Food Service Scenario

**Question:** A child who previously required a meal modification outside the Program meal pattern no longer requires modified meals. Must the SFA obtain an amended medical statement prior to ending the child's meal modification?

**Response:** FNS does not require SFAs to obtain written documentation from a State licensed healthcare professional rescinding the original medical order prior to ending a meal modification. However, FNS recommends that SFAs maintain documentation when ending a meal modification. For example, an SFA could ask the child's parent or guardian to sign a statement indicating their child no longer needs a meal modification before ending the modification.

### School Food Service Scenario

**Question:** A child required a modification outside the Program meal pattern for her food allergy in the previous school year. Must the SFA obtain an updated medical statement at the start of the next school year?

**Response:** FNS does not require SFAs to obtain updated medical statements on a regular basis. Once the medical statement is accepted, SFAs will continue to receive reimbursement as long as the medical statement is on file. However, SFAs are responsible for ensuring that medical statements on file reflect the current dietary needs of participating children and may require updates as necessary to meet their responsibilities. SFAs should carefully consider the burden obtaining additional medical statements could create for parents and guardians when establishing such requirements.

## Modifications Within Meal Pattern



- SFA can receive reimbursement for a modification request without a medical statement when the modification can be made within the Meal Pattern
- Example: child has an allergy to a specific fruit or vegetable – substitute with another Fruit or Vegetable.
- FNS strongly encourages SFAs to make note of the actions taken to accommodate a child's disability

# Modifications Outside the Meal Pattern

12  
3

Modifications outside the meal pattern are reimbursable, provided the request is supported by a Physician's Statement which must include all required elements:

1. Explanation of the medical **impairment** (not necessarily the specific diagnosis) or the allergen to be avoided.
2. Explanation of how it **impacts** the child
3. What **modifications** need to be made including foods to be omitted and recommended alternatives

SFAs must retain copies of medical statements when making modifications outside of the regular meal pattern **in order to receive Federal reimbursement for the modified meals.**



# OVS & Food Allergies

12  
4

SFAs **cannot** accommodate a child's disability by asking the child to **exclude** a food component/item from their selection.

**Example:** a child who has Celiac disease or a gluten intolerance must have a choice of a bread/grain item that is gluten-free. The SFA may not use OVS to eliminate a specific food component for a child with a disability; in this case, the SFA must offer a grain substitute for a child who cannot consume gluten.

### School Food Service Scenario

**Question:** The “regular” menu item for lunch at the local middle school is whole grain rich pasta with cheese and vegetable toppings. Must the school food service director prepare whole grain rich pasta with *lactose-free cheese* and vegetable toppings for a child with lactose intolerance?

**Response:** No. In a disability situation, the meal modification or meal item substituted does not need to mirror the menu item offered each day. The SFA’s responsibility is to serve the child a safe meal that accommodates their disability, not to mirror the Program meal served that day. In the example used in this question, the SFA would not be required to serve a whole grain rich pasta dish, and could instead serve a different meal that meets the child’s modification request, such as a sandwich with whole grain rich bread.

# Declining a Modification Request

Generally not a good idea if Medical Statement is on File

- However, SFAs may decline a request for a meal modification that would fundamentally alter the nature of the Program. A fundamental alteration is a modification so drastic that it would change the essential nature of the Program.
- Ex: you cannot seek reimbursement for a meal consumed at home





# Brand Name Requests

12  
7



If a modification request indicates a brand name item, in most instances, a generic brand is sufficient, **unless the brand name item is medically necessary.** This can be determined through the interactive process with the child's parent or guardian.





# Covering the Cost

12  
8

## NO ADDITIONAL REIMBURSEMENT!

- SFAs may not charge children with disabilities more than they charge other children for Program meals.
- Funding Streams to offset additional costs can include:
  - nonprofit school food service account
  - the general fund
  - special education funds (if specified in the child's IEP)

## 35. Are SFAs required to accommodate a meal modification request for a child who does not have a disability but has a food preference

No. However, SFAs may make meal modifications for children who do not have disabilities. When providing a substitution for a child with a disability, the substitution must be consistent with the meal pattern requirements specified in program regulations in order for the meal to be reimbursable (7 CFR 210.10(m)(3))

# Non-Disability Situations (SP 26-2017)

13  
0

36. If an SFA provides meal modifications for non-disability reasons (e.g. food preferences for religious reasons or a child's vegetarianism) are the modified meals eligible for Federal reimbursement?

FNS encourages schools to provide a variety of foods for children to select from in order to accommodate food preferences. Meal modifications to accommodate a food preference for religious, ethnic, moral, or other reasons **may be** reimbursed, provided these meals adhere to the standards found in Program regulations (7 CFR 210.10(m)(3)).

# Variations for Ethnic, Religious, or Economic Reasons

13  
1

## 7 CFR 210.10 (m) (3)



Schools **should** consider ethnic and religious preferences when planning and preparing meals. Variations on an experimental or continuing basis in the food components for the meal pattern in paragraph (c)\* of this section **may be allowed** by FNS. Any variations must be consistent with the food and nutrition requirements specified under this section and needed to meet ethnic, religious, or economic needs.

*\*meal pattern*

# Procedural Safeguards

13  
2

## Situations where a requested modification is not granted

- Provide notice of: Process for requesting modification, Decision, and Procedural rights
- Opportunity to examine the record and **file a grievance**
- An **impartial hearing** with parental participation and legal representation (if desired)
- A **review procedure** (avenue for appeal)

NOTE: Your review procedures can be the same as your 504 review procedures.

# MRS Disclaimer Statement

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This resource is intended to help school food service administrators and their staffs plan menus and prepare meals to meet the nutrition standards of the USDA Food and Nutrition Service National School Breakfast and Lunch Programs. It cannot be used to treat medical conditions, food allergies or intolerances or dietary restrictions.



# Steps for Success

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# Step One

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13  
5

## Create Policies and Procedures

- Form a team to write a food allergy policy.
- Develop an emergency plan.
- Notify parents about any reactions or exposures.
- Keep information about children confidential.
- Limit outside foods to pre-packaged foods with complete ingredient lists.





# Step Two

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13  
6

## Create an Individual Food Allergy Plan

- Include medical statement from physicians.
- Work with parents to create a plan to treat a reaction if it occurs.
- Keep the plan where you can refer to it as needed.
- Obtain any necessary medications from parents and understand when and how to give the medication.
- Keep medications in a location that is secure.



# Step Three

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13  
7

## Train Your Staff

- The school's food allergy policy and each child's individual plan.
- Common allergens and symptoms of an allergic reaction.
- Coordinate a professional development training with the school nurse on when and how to give medications



# Step Four

13  
8

## Avoid Exposure to Food Allergens

- Prepare allergy free foods first.
- Store allergy free foods in a safe foods zone.
- Wash hands before and after each task.
- Wash, rinse, and sanitize all utensils and cookware.
- Clean and sanitize tables and chairs before and after meals.



# Step Five

## Know how to Read Food Labels



- Food labels list the top eight allergenic foods (**milk, eggs, peanuts, tree nuts, wheat, soy, fish, and shellfish**).
- Check labels for warning statements such as “may contain,” “produced on shared equipment,” or “produced in a plant that uses.”
- Check ingredients label for allergens on every product each time food is purchased.

# Shared Responsibility

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& Accountability

# Families Should...

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14  
1



- Meet with school staff.
- Provide medication dosage and how to administer.
- Submit all school required medical forms.

# Cafeteria Managers Should...

14  
2



- Follow all federal/state laws and district policies.
- Have written physician statement prior to school.
- Establish a core team of: Parents, Nurse, Food Service Administrator, Cafeteria Manager, Principal, Teacher and Student.
- Provide in-service training for all staff (demonstrate how to use epi-pen).

# Notes About Confidentiality...

14  
3



- Staff should not post lists of student names and their allergies or accommodations in the cafeteria, even if the list is seemingly only visible to food service staff. These lists should be kept on site, but in a more secure location.
- Staff should not overtly identify student conditions when labeling trays. Recommended practices include:
  - Color coded systems for common allergies
  - Labeling with student name only, not the condition or allergy
  - POS alerts visible to cashiers only



# Teachers Should...

14  
4



- Understand how to determine where allergens are found.
- Keep the classroom as allergen-free as possible.
- Be prepared to follow student's Plan of Action.
- Notify parents (and principal) by written communication of any school related activities that require the use of food.

# Students Should...

14  
5



- Be proactive in care and management of their food allergies.
- Understand the importance of hand washing before and after eating.
- Notify an adult immediately if they eat something that may contain a food allergy.

# Students SHOULD NOT...

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14  
6

- Trade food
- Share drinks and utensils with others
- Eat anything with unknown ingredients



# Key Points to Remember

14  
7



- It takes a **TEAM** to ensure the **BEST** for our students.
- Educate, Educate, Educate!!!
- Due Diligence goes a long way!
- **BE SAFE, NOT SORRY!** Take all complaints from children with food allergies very, very seriously.

# Online Resources

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14  
8

- <https://theicn.org/>
- [www.foodallergy.org](http://www.foodallergy.org)
- [www.understanding-anaphylaxis.com/](http://www.understanding-anaphylaxis.com/)
- <https://www.fns.usda.gov/school-meals/2017-edition-accommodating-children-disabilities-school-meal-programs>



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Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



**USDA**  
United States Department of Agriculture

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ams.usda.gov/online/default/USDA/AD-3027-Complaint-Form-0508-0002-000-11-20-17.pdf> or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:  
(800) 295-1585 or (202) 690-7442;  
email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o  
fax:  
(800) 295-1585 o (202) 690-7442;  
correo electrónico:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades.

# Questions





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# Nutrient Analysis Protocols



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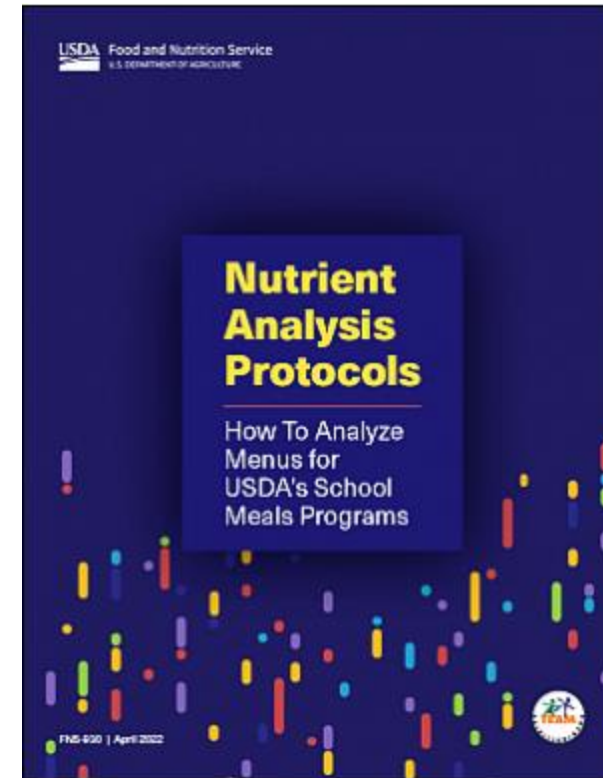


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September 2022

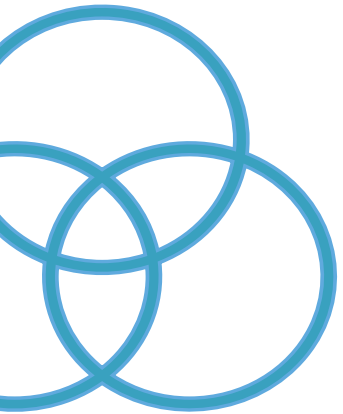


<https://www.fns.usda.gov/tn/Nutrient-Analysis-Protocols-Manual>



Menus must be analyzed using two methods:

- Planning analysis and
- Nutrient analysis



- The meal pattern requires specific food components in quantities based on age\grade groups.

- The purpose of nutrient analysis is to determine compliance with regulatory requirements for **calories**, **saturated fat**, and **sodium**, and to monitor levels of these dietary components in school meals.

# Four Dietary Specifications

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15  
7

Weekly average requirements:

- Calories (range)
- Saturated Fat (maximum of 10%)
- Sodium (maximum)
- Trans Fat (maximum)

- National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations require weighted averages for conducting nutrient analysis.
- A weighted nutrient analysis gives more weight to nutrients in popular foods that are more frequently selected by students.
- Weighted analysis allows for a greater contribution of nutrients to come from menu items that are selected more often and less nutrient contribution from those menu items selected less often.

## THE FORMULA

Projected Portions  
of a Food Item to  
Serve

÷

Projected  
Total Students  
To  
Feed

=

WEIGHTING  
PERCENTAGE  
FACTOR

**325**

÷

**425**

=

**.7647 OR 76%**

76% of the nutrients of the 'food item' will be used  
towards the weighted daily data.



# Understanding Weighted Averages

16  
0

Recipe	Portion Size	Reimb Qty	Weight	Recipe Calories	Weighted Calories
<b>TOTAL STUDENTS THROUGH THE LINE - FED</b>		<b>500</b>			
Cheeseburger 2.5oz Patty MS 728	1 Ea	325			210
Spaghetti & Meat sauce MS 178	1	175			
Toast, Garlic WW MS 1351	1	175			
Broccoli Florets MS 1150	1/2 c	175			
Carrots, Baby w\Dip MS 1017	1/2 c	325			
Fruit Cocktail MS 1248	1/2 c	325			
Fresh Fruit Bowl MS 1244	1	100			
Milk FF Choc MS 1700	1/2 pint	325			
Milk LF White MS 1708	1/2 pint	150			
Ketchup MS 1528	1	350			
Mayonnaise MS 1534	1	100			

# Sample Weighted Averaging of Three Entrée Choices

16  
1

Weighted Nutrient Analysis of Entrees			
Entrée Items	Actual Servings Planned	Data Entry Servings Planned	Contribution to Nutrition Analysis
Pizza	100	100	50%
Baked Chicken	50	50	25%
Chef's Salad	50	50	25%
Total	200	200	100%

A review of past production records of this meal indicates that pizza is more frequently selected and should be weighted accordingly.

# Understanding Weighted Averages

16  
2

Recipe	Portion Size	Reimb Qty	Weight	Recipe Calories	Weighted Calories
<b>TOTAL STUDENTS THROUGH THE LINE - FED</b>		<b>500</b>			
Cheeseburger 2.5oz Patty MS 728	1 Ea	325	.65	323	210
Spaghetti & Meat sauce MS 178	1	175		355	
Toast, Garlic WW MS 1351	1	175		100	
Broccoli Florets MS 1150	1/2 c	175		78	
Carrots, Baby w\Dip MS 1017	1/2 c	325		45	
Fruit Cocktail MS 1248	1/2 c	325		58	
Fresh Fruit Bowl MS 1244	1	100		84	
Milk FF Choc MS 1700	1/2 pint	325		130	
Milk LF White MS 1708	1/2 pint	150		108	
Ketchup MS 1528	1	350		10	
Mayonnaise MS 1534	1	100		40	

Weighted daily calories =

# Understanding Weighted Averages

16  
3

Recipe	Portion Size	Reimb Qty	Weight	Recipe Calories	Weighted Calories
<b>TOTAL STUDENTS THROUGH THE LINE - FED</b>		<b>500</b>			
Cheeseburger 2.5oz Patty MS 728	1 Ea	325	.65	323	210
Spaghetti & Meat sauce MS 178	1	175	.35	355	124
Toast, Garlic WW MS 1351	1	175	.35	100	35
Broccoli Florets MS 1150	1/2 c	175	.35	78	27
Carrots, Baby w\Dip MS 1017	1/2 c	325	.65	45	29
Fruit Cocktail MS 1248	1/2 c	325	.65	58	38
Fresh Fruit Bowl MS 1244	1	100	.20	84	17
Milk FF Choc MS 1700	1/2 pint	325	.65	130	85
Milk LF White MS 1708	1/2 pint	150	.30	108	32
Ketchup MS 1528	1	350	.70	10	7
Mayonnaise MS 1534	1	100	.20	40	8

Weighted daily calories = 612

# Using Analysis Software

16  
4

<div> Close Save Prod Qty Grp Selection Defaults View Recipe Reim. Meal Groups </div> <div> Search Open Up Down Insert Clear Delete Prev Day Next Day </div>								
Mon, Oct 3, 2016			D - Lunch K-8		Portion Size		Weighted Values	
	Recipe Name	Portion Size	Reim- burse	Ala Carte	CALS	mg Sodm	Tot Fat Grams	Tot Fat CALS%
1	Cheeseburger 2.5 oz PattyMS728	1 each	0	0	0	0	0.0	0.0%
2	Spaghetti & MeatSauce MS178	1 serving	0	0	0	0	0.0	0.0%
3	Toast, Garlic WW MS1351	1 slice	0	0	0	0	0.0	0.0%
4								
5	Broccoli Florets, Stm, MS1150	1/2 cup	0	0	0	0	0.0	0.0%
6	Carrots, Baby w/ Dip, MS#1017	1/2 cup	0	0	0	0	0.0	0.0%
7								
8	Fruit Cocktail MS1248	1/2 cup	0	0	0	0	0.0	0.0%
9	Fresh Fruit Bowl VarietyMS1244	1 each	0	0	0	0	0.0	0.0%
10								
11	Milk, FF Choc 1/2 pt.Lu MS1700	1/2 pint	0	0	0	0	0.0	0.0%
12	Milk, LF White 1/2 pt,LuMS1708	1/2 pint	0	0	0	0	0.0	0.0%
13								
14								
15								
16								
Meal Totals :			1		0	0	0.0	0.0%

# Using Nutrient Analysis Software

16  
5

Close Save Prod Qty Grp Selection Defaults View Recipe Reim. Meal Groups  
Search Open Up Down Insert Clear Delete Prev Day Next Day

Mon, Oct 3, 2016

D - Lunch K-8

Portion Size

Weighted Values

	Recipe Name	Portion Size	Reim- burse	Ala Carte	CALS	mg Sodm	Tot Fat Grams	Tot Fat CALS%
1	Cheeseburger 2.5 oz PattyMS728	1 each	325	0	210	474	9.2	39.4%
2	Spaghetti & MeatSauce MS178	1 serving	175	0	124	217	4.0	28.9%
3	Toast, Garlic WW MS1351	1 slice	175	0	35	59	0.9	22.5%
4								
5	Broccoli Florets, Stm, MS1150	1/2 cup	175	0	27	28	1.4	47.5%
6	Carrots, Baby w/ Dip, MS#1017	1/2 cup	325	0	29	111	0.1	3.5%
7								
8	Fruit Cocktail MS1248	1/2 cup	325	0	37	3	0.1	1.4%
9	Fresh Fruit Bowl VarietyMS1244	1 each	100	0	17	0	0.0	2.6%
10								
11	Milk, FF Choc 1/2 pt.Lu MS1700	1/2 pint	325	0	85	97	0.0	0.0%
12	Milk, LF White 1/2 pt,LuMS1708	1/2 pint	150	0	32	39	0.8	22.5%
13								
14	Ketchup PC MS1528	1 packet	350	0	7	59	0.0	0.0%
15	Mayonnaise PC Reduce Ft MS1534	PC Packet	100	0	8	18	0.8	90.0%
16								
Meal Totals :			500		612	1106	17.3	25.5%

- Software requires USDA approval
- The nutrient analysis software program must contain the current CN Database developed specifically for analysis of school meals

- A list of USDA-approved software is available on the Healthy Meals Resource System website:

[USDA Approved Nutrient Analysis Software | USDA-FNS](#)



# Questions





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# Financial Management Part III



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**September 2023**



Staffing Formulas

PLE

UnPaid Meal Charge Policy

Bad Debt

Indirect Cost

Non-Program Food Revenue

# Staffing Formulas

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# You will Learn How to Calculate

---

17  
4

- Average Daily Participation (ADP)
- Meal Equivalents (MEQ)
- Meals Per Labor Hour (MPLH)
- Total Paid Daily Labor Hours

# Why do I need to know this?

---

17  
5

- To determine if your operation is efficient
- To determine if your staffing level is appropriate for your needs
- To answer the question, “how productive is my staff?”



# Meals Per Labor Hour (MPLH)

17  
6

- MPLH is used by food service administrators as a productivity index to monitor the efficiency of their operation and to determine appropriate staffing.
- An acceptable industry standard is 14 to 18 MPLH. You are not, however, bound to this standard!

# Calculating MPLH

17  
7

- **Step 1:** Determine the number of meals served daily, or Average Daily Participation (ADP)
- **Step 2:** Convert all meals to total meal equivalents (MEQ)
- **Step 3:** Calculate total daily paid labor hours
  - (All food service employees, including the manager, kitchen staff and cashier)
- **Step 4:** Divide the total meal equivalents by the total daily paid labor hours

# Step 1: Calculating ADP

Average Daily Participation - average number of meals served daily

$$\text{ADP} = \frac{\text{\# of meals served}}{\text{\# of operating days}}$$

# ADP Example (Lunch)

Example: In September, OCN High School served 3000 free student lunches, 2000 reduced price student lunches, 850 paid student lunches, and 200 paid adult lunches during a month. The number of operating days was 20.

$$\text{ADP} = \frac{(\# \text{ of meals served})}{(\# \text{ of op. days})}$$

$$\text{ADP} = \frac{(3000+2000+850+200)}{20}$$

$$\text{ADP} = \frac{6050}{20}$$

$$\text{ADP} = 302.5$$

# ADP Example (Breakfast)

18  
0

Example: The school also served 800 free student breakfasts, 600 reduced student breakfasts, 300 paid student breakfasts, and 150 adult breakfasts during the month.

$$\text{ADP} = \frac{(\# \text{ of meals served})}{(\# \text{ of op. days})}$$

$$\text{ADP} = \frac{(800+600+300+150)}{20}$$

$$\text{ADP} = \frac{1850}{20}$$

$$\text{ADP} = 92.5$$

This school had an Average Daily Participation (ADP) of 303 lunches and 92.5 breakfast meals.

# Step 2: Convert to Total MEQs

18  
1

**Convert all meals to total MEQs**

**What is a Meal Equivalent?**

Total MEQ: The unit of measurement used to gauge the effectiveness and efficiency of a school nutrition program. The student reimbursable lunch is the standard unit of measurement most often used. Converting operational data for all food sales to meal equivalents allows the SFA to evaluate productivity.

# Step 2 (cont): Convert to MEQs

Meal Type	Explanation	Conversion Factor	Meal Equivalent (MEQ) Formula
Lunch	All student reimbursable lunches and full paid adult lunches are counted as one meal equivalent	1	Lunch ADP x 1 = MEQ
Breakfast	3 breakfasts are the equivalent of 2 meal equivalents	2/3 or .66	Breakfast ADP x .66 = MEQ
After School Snack	3 snacks are equal to one meal equivalent. There is a 3-to-1 ratio of snacks to lunch.	1/3 or .33	Snack ADP x .33 = MEQ
Non-Program Food Sales	Extra food sales should be divided by the free lunch reimbursement rate plus the current commodity rate to determine meal equivalents	-----	Food sales ÷ (free reimbursement rate + commodity rate) = MEQ

# MEQs for Non-Program Foods

Average Daily Extra Food Sales meal equivalents are based on the annual federal reimbursement rate for students eligible for free lunch plus commodity meal rate.

$$\frac{\text{Average Daily Extra Food Sales}}{\text{Free Rate} + \text{Commodity Rate}} = \text{MEQ}$$

$$\frac{\text{Average Daily Extra Food Sales}}{(4.35^*) + (.295^*)} = \text{MEQ}$$

$$\frac{\text{Average Daily Extra Food Sales}}{(4.65)} = \text{MEQ}$$

*\*always check the current rates! This is just an example!*



# Add Up All Meal Equivalents

18  
4

$$\begin{aligned} \text{Total MEQs} = & \text{ lunches} \\ & + (.66 \times \text{breakfasts}) \\ & + (.33 \times \text{snacks}) \\ & + \left[ \frac{\text{non-program sales revenue}}{(\text{free lunch reimbursement} + \text{commodity rate})} \right] \end{aligned}$$

## Calculate total paid daily hours

Add the total number of hours, that each staff works each day, together for the site.

*(ex. if 3 staff members work 4 hours a day, that is a total of 12 total paid daily hours)*

# Step 4 (FINAL STEP)

---

18  
6

Divide the total meal equivalents by the total daily paid labor hours

$$\text{MPLH} = \text{MEQs} / \text{Total daily paid labor hours}$$

**Let's Work Through an Example  
from start to finish**

**(Get Out Your Worksheet!)**

.

# Example A: OCN High School / Sept 2022

18  
8

## OCN High School, School Level Data

Eligible Students 109 Free / 17 Reduced / 179 Paid	305
Student Lunches	5099
Student Breakfasts	3033
Adult Lunches	156
Adult Breakfasts	82
After School Snacks	586
In-Kind Lunches	110
In-Kind Breakfasts	94
Extra Food Sales	\$4,356.25
Operating Days (NSLP/SBP)	19
Operating Days (ASCP)	12

## STEP 1

**Determine ADP for Each Meal Type**

# Compute Lunch ADP

19  
0

$$\begin{array}{rclcl} \text{Student Lunches} & + & \text{Adult Lunches} & = & \text{Total Lunches} \\ (5099) & + & (156) & = & 5255 \text{ Total Lunches} \end{array}$$

*\*NOTE: do not include in-kind!*

$$\text{ADP} = \frac{\text{\# of meals served}}{\text{\# of op. days}}$$

$$\text{ADP} = \frac{5255}{19}$$

$$\text{ADP} = 276.58$$

# Compute Breakfast ADP

19  
1

$$\begin{array}{rcl} \text{Student Breakfasts} & + & \text{Adult Breakfasts} \\ (3033) & + & (82) \\ \hline & & = 3115 \text{ Total Breakfasts} \end{array}$$

*\*NOTE: do not include in-kind*

$$\text{ADP} = \frac{\text{\# of meals served}}{\text{\# of op. days}}$$

$$\text{ADP} = \frac{3115}{19}$$

$$\text{ADP} = 163.95$$



# Compute Snack ADP

19  
2

Snacks were served M, W, and F for a total of 12 days in the month

$$\text{ADP} = \frac{(\# \text{ of meals served})}{(\# \text{ of op. days})}$$

$$\text{ADP} = \frac{586}{12}$$

$$\text{ADP} = 48.83$$

# Compute Contract Meals ADP

19  
3

1756 Contract Meals (lunches) were provided to a local Head Start for the Month

$$\text{ADP} = \frac{(\# \text{ of meals served})}{(\# \text{ of op. days})}$$

$$\text{ADP} = \frac{1756}{19}$$

$$\text{ADP} = 92.42$$

# Compute Average Daily Extra Food Sales

19  
4

$$\text{Avg. Daily Sales} = \frac{\text{Extra Food Sales}}{\text{\# of Op. Days}}$$

$$\text{Avg. Daily Sales} = \frac{\$4356.25}{19}$$

$$\text{Avg. Daily Sales} = 229.28$$

## STEP 2

**Convert All Meals to Total MEQs**

# Conversion Factors

Meal Type	Explanation	Conversion Factor	Meal Equivalent (MEQ) Formula
Lunch	All student reimbursable lunches and full paid adult lunches are counted as one meal equivalent	1	Lunch ADP x 1 = MEQ
Breakfast	3 breakfasts are the equivalent of 2 meal equivalents	2/3 or .66	Breakfast ADP x .66 = MEQ
After School Snack	3 snacks are equal to one meal equivalent. There is a 3-to-1 ratio of snacks to lunch.	1/3 or .33	Snack ADP x .33 = MEQ
Non-Program Food Sales	Extra food sales should be divided by the free lunch reimbursement rate plus the current commodity rate to determine meal equivalents	-----	Food sales ÷ (free reimbursement rate + commodity rate) = MEQ

# Compute Lunch MEQ

We Already calculated the ADP for lunch

$$\text{Lunch ADP} = 276.58$$

$$\begin{array}{rcl} \text{Lunch ADP} \times \text{Lunch Conversion Factor} & = & \text{MEQ} \\ (276.58) \times (1) & = & \mathbf{276.58 \text{ MEQ}} \end{array}$$

# Compute Breakfast MEQ

We already Calculated the ADP for Breakfast

**Breakfast ADP = 163.95**

$$\begin{array}{rcl} \text{Breakfast ADP} & \times & \text{Breakfast Conversion Factor} = \text{MEQ} \\ (163.95) & \times & (.66) & = \mathbf{108.21 \text{ MEQ}} \end{array}$$

# Compute Snack MEQ

**We already calculated the Snack ADP**

**Snack ADP = 48.83**

$$\begin{array}{rcll} \text{Snack ADP} \times \text{Snack Conversion Factor} & = & \text{MEQ} \\ (48.83) & \times & (.33) & = 16.11 \text{ MEQ} \end{array}$$



# Compute Contract Meals MEQ

20  
0

**We already calculated the Contract Meals ADP**

**Contract Meal ADP = 92.42**

***Remember, the contract meals to the Head Start were LUNCH meals! So we use the lunch conversion factor***

ADP x Conversion Factor = MEQ

(92.42) x (1) = **92.42 MEQ**

# Compute Extra Sales MEQ

20  
1

**We Already Computed the Average Daily Extra Food Sales**

**Avg. Daily Sales = \$229.28**

Avg. Daily Sales

(Free Lunch Reimbursement + Current Commodity Rate) = MEQ

\$229.28

(4.65)

= 49.31 MEQ

# Total Meal Equivalents

20  
2

	MEQ
Lunch	276.58
Breakfast	108.21
After School Snack	16.11
Contract Meals (Head Start)	92.42
Extra Food Sales	49.31

**TOTAL MEQ**

**542.63**

## STEP 3

# Calculate Total Daily Paid Labor Hours

# Compute Labor Hours

20  
4

Employee	Clock-In	Clock-Out	Lunch	Total Hours Worked
Sarah	7:00	2:30	.5	7
Helen	7:30	2:30	.5	6.5
Ellie	9:30	1:30	No lunch	4
Sonny	7:00	1:00	.5	5.5
Dianne	7:00	2:00	.5	6.5
Barbara (Manager)	6:30	3:00	.5	8
<b>TOTAL DAILY PAID LABOR HOURS</b>				<b>37.5</b>

## STEP 4

**Divide MEQs by Total Daily Paid Labor Hours**

# Meals Per Labor Hour

20  
6

$$\frac{\text{Total MEQ}}{\text{Total Daily Paid Labor Hours}} = \text{MPLH}$$

$$\frac{542.63}{37.5} = 14.47 \text{ MPLH}$$

*This is great! If you remember, we are within the industry standard of between 14 to 18 MPLH!*

# What should I do if I am not satisfied with my current MPLH?

If MPLH is too high (you want to decrease MPLH), you need to **INCREASE** labor (more staff, more hours)

If MPLH is too low (you want to increase MPLH), you need to **DECREASE** labor (less staff, fewer hours)



# Target MPLH

20  
8

To calculate labor required for a target MPLH, divide the total Meal Equivalents by the desired number MPLH. (Let's say that 17 MPLH is our goal)

Labor Hours Required = MEQs / target MPLH

**Labor Hours Required = 542.63 / 17**

**Labor Hours Required = 31.92\***

*\*But think back to our example! We currently have 37.5 labor hours! That means we have 5.58 extra hours that could be eliminated from our work schedule!*

*(37.5 - 31.92 = 5.58)*

# Paid Lunch Equity

---

PLE

# Paid Lunch Equity (PLE)

21  
0

The Healthy, Hunger-Free Kids Act of 2010 requires School Food Authorities (SFAs) participating in the NSLP to ensure sufficient funds are provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced price meals.

# Paid Lunch Equity (PLE)

21  
1

Do not confuse the PLE with the Adult Meal Price requirement, they are two different things!

- PLE ensures that you are not using federal dollars to subsidize meals served to PAID students
  - Use PLE tool to determine compliance
- Adult Meal Price requirement ensures that you are not using federal dollars to subsidize meals served to ADULTS
  - Use calculation supplied annually in SA memo to determine compliance

# Meeting the PLE Requirement

SFAs must annually review their paid lunch revenue to assure compliance (sufficient funds available)

If funds are insufficient, SFAs have two options to meet the PLE requirement:

1. Increase the prices charged for “paid” lunches OR
2. Through other non-Federal sources provided to the nonprofit school food service account.

# Important Facts to Remember

- The maximum required increase to the average paid lunch price is 10 cents

SFAs may increase the average paid lunch price more than 10 cents if they wish and will receive a credit in subsequent school years for the amount increased over the requirement

- SFAs may round down to the nearest 5 cent increment

- Sometimes USDA will issue an exemption to the requirement that certain schools complete the PLE tool
  - If the balance was **ZERO** or **POSITIVE**, the SFA is automatically granted the exemption
  - If the balance was **NEGATIVE**, the USDA PLE Tool must be **utilized**

# Where to find the PLE tool

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21  
5

- Ask your Program Specialist to supply you with a copy of the most recent PLE tool (excel file)
- Most recent guidance issued \_\_\_\_\_



# Unpaid Meal Charges

---

# Local Meal Charge Policies

- All SFAs operating the NSLP and/or SBP must have a meal charge policy in place (SP 23-2017)
- SFAs have discretion in developing the policy
- The policy can vary by grade level

*NOTE: we recommend that you have a charge policy (extra sales) even if District is CEP or Prov 2!*

## **Policy Guidance:**

- SP 29-2017a1:Unpaid Meal Challenge
- SP 47-2016: Clarification on Delinquent Meal Payments
- SP 23-2017: Guidance and Q&A

## **Best Practices:**

- Guide: Overcoming the Unpaid Meal Challenge

<https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

## Important Reminders – Meal Charges

- Reminder: Meal charges using the Non Profit School Food Service Account are not allowed by USDA
- Districts set their own local meal charge policies
- Charges may result in Uncollectable debt becomes bad debt
- Federal Regulations do not allow for programs to absorb bad debts
- **School Districts must use other funds to cover bad debt !**

# Is there a Deadline for Families to Complete Meal Apps?

NO!

- Families can submit a meal application at any point in the SY
- Once received, SFA **must process** meal applications **within 10 operating days**
  - Determination made
  - Family notified of status
  - Status implemented



# Bad Debt

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- Meal charges are considered bad debt when they are determined to be uncollectable
- Must be written off as an operating loss; may not be absorbed by the food service account
- Food service funds may not be used to cover costs related to the bad debt, such as continued legal and collection costs

# Losses from Bad Debt

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- Must be restored using Non-Federal funds, such as:
- The school district's general fund
- Special funding – Activity
- Any other Non-Federal sources



# Indirect Cost

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- SFA received approved indirect cost rates from the State Education Agency.
- Allowable costs, both direct and indirect, must be applied in a consistent manner.
- An LEA must apply indirect costs by using the same methodology to allocate certain shared costs across the entire spectrum of its Federal programs.

# Indirect Cost Examples

Description	Who pays?	Classification
Food Items	Non-Profit School Food Service Account	Direct Cost
Human Resources/ Payroll	District General Fund	Indirect Cost
Water Bill	District General Fund	Indirect Cost
Electricity	Non-Profit School Food Service Account*	Direct Cost
Electricity	District General Fund	Indirect Cost
Custodial	Non-Profit School Food Service Account**	Direct Cost
Custodial	District General Fund	Indirect Cost

\*must have a mechanism for NPSFSA to pay directly such as a separate electrical meter for the cafeteria

\*\*must have a methodology for NPSFSA to pay directly such as a log of hours custodians spent in cafeteria

# Do I have to Charge Indirect Cost?

22  
7

- No! It is a district decision whether or not to charge indirect cost.
- You CANNOT charge indirect cost if it puts you in the red (negative balance)
- The District cannot decide to take indirect cost without input from the CND. Indirect cost must be agreed upon by both parties before being accepted.
- Decision to charge indirect cost must be on the board minutes and approved at the beginning of the year, PRIOR to taking the funds.

# Indirect Cost Resources

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22  
8

## **MDE Approved Indirect Cost Rates by District**

<https://www.mdek12.org/OSF/IndirectCost>

## **USDA's Indirect Cost Guidance Manual**

<https://www.fns.usda.gov/cn/indirect-cost-guidance>

# Non-Program Food Revenue

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# Non-Program Food Revenue

- Food Sold outside the reimbursable meal
- Non-Program Food: Any food or beverage sold other than reimbursable meals that are purchased using funds from the nonprofit school food service account. This includes:
  - food sold a la carte (extra sales)
  - adult meals
  - vending machines
  - fundraisers
  - school stores
  - catered events
  - vended meals
  - Selling meals to an external operator for CACFP At-Risk meals

# Non-Program Food Revenue

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- Purchased with funds from the non-profit school food service account other than meals and meal supplements reimbursed by the USDA
- Must generate revenue at least equal to the cost of such foods



# State Specific Regulations

- MS Code 37-13-134 - Mississippi Healthy Students Act
- <https://www.mdek12.org/OHS/HealthyStudentsAct>
- Authorizes SBE to set CN regulations
  
- MS Extra Food Sales
- SBE Competitive Foods Policy – 17.2
- [https://www.mdek12.org/sites/default/files/documents/MBE/State%20Board%20Policy/Chapter%2017/rule\\_17.2\\_final\\_1.5.2023.pdf](https://www.mdek12.org/sites/default/files/documents/MBE/State%20Board%20Policy/Chapter%2017/rule_17.2_final_1.5.2023.pdf)

# Non-Program Food Resources

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23  
3

- SP 39-2011
- SP 13 -2014
- SP 20 – 2016

# Questions



# Non-Discrimination

- This institution is an equal opportunity provider.
- Full Non-Discrimination Statement link:
- <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



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United States Department of Agriculture

**AND JUSTICE FOR ALL**

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ams.usda.gov/online/default/USDA/AD-3027-Complaint-Form-0506-0002-000-11-20-17.pdf> or by calling (800) 885-6888, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:  
(800) 285-1065 or (202) 898-7442;  
email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea en <https://www.ams.usda.gov/online/default/USDA/AD-3027-Complaint-Form-0506-0002-000-11-20-17.pdf> o al llamar al (800) 885-6888, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) por correo electrónico (en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por correo postal:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o  
fax:  
(800) 285-1065 o (202) 898-7442;  
correo electrónico:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades.



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[mdek12.org](https://mdek12.org)



MISSISSIPPI  
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EDUCATION



# Smart Snacks in Schools



**Taquasia Hicks**

Program Specialist

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

September 2023



# What are “Smart Snacks” in Schools?

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Effective July 1, 2014

Standards published by USDA that support better health for our kids and echo the good work already taking place in Mississippi schools.

Ensures that all foods and beverages are tasty and nutritious.

# What are Competitive Foods?

---

ALL foods and beverages sold to students on school campus during the school day.

This does not include Reimbursable meals under the National School Lunch/School Breakfast Program.





## Smart Snack Applies To:

- Vending machines
- Student stores
- Snack bars
- Fundraisers
- Culinary Ed. Programs
- Any other sales

## Healthy, Hunger-Free Kids Act

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Requires USDA to establish nutrition standards for school foods.

The law specifies that these standards apply to ALL foods sold:

- outside the school meal programs

- on the school campus

- at any time during the school day.

## Competitive Food & Beverage Standards during the School Day:

---

### Time of Day for Smart Snacks:

- school day means: the period during the regular and extended school day; from the midnight before, until 4:00 p.m. the day of.
- extended school day includes: clubs, yearbook, band and choir practice, student government, drama and childcare/latchkey programs.
- This rule does not apply to after hours school-related events such as sporting events.

## All foods sold in schools must:

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- Be a Whole Grain-Rich (WGR) product, 50% or more WG by weight; or
- Have as the first ingredient a fruit, vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least  $\frac{1}{4}$  cup of fruit and/or vegetable; or

## **ALL foods must meet the following nutrient requirements:**

### **Calorie Limits:**

- ✓ Snack/Side items: No more than 200 calories
- ✓ Entrée items: No more than 350 calories

### **Sodium Limits:**

- ✓ Snack/Side items: No more than 230 mg \*\*
- ✓ Entrée items: No more than 480 mg

## Requirements Continued....

---

### **Sugar Limit:**

No more than 35% of weight from total sugars in foods (excludes sugars naturally occurring in fruits, vegetables, and dairy).

**Exemptions:** Dried/dehydrated fruits or vegetables with no added nutritive sweeteners, dried fruits with nutritive sweeteners for processing, products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

# Smart Snack Product Calculator

Alliance for a Healthier Generation



This tool is your best friend!

Takes the guesswork out of Smart Snack Compliance




<https://www.healthiergeneration.org/app/resources/81>

Take the guess work out of your day! Our Smart Snacks Product Calculator will help you determine if your product meets the USDA Smart Snacks in School nutrition standards\*. Answer the following series of questions to see whether your product is compliant. Then save and print for your records!

\*Results from this calculator have been determined by the U.S. Department of Agriculture to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools.

**NOTE:** Please enter information for the product as SOLD (both amount actually portioned, as well as how it is eaten, such as a beef patty on a bun with all of the accompaniments as opposed to just the beef patty).

### My Product is a ...

- ☐ a) Snack 
- ☐ b) Side 
- ☐ c) Entree 
- ☐ d) Beverage

START OVER

NEXT STEP







Is the first ingredient\* of your product a ...

- ☐ a) Fruit
- ☐ b) Vegetable [i](#)
- ☐ c) Dairy [i](#)
- ☐ d) Protein food [i](#)
- ☐ e) Whole Grain [i](#)
- ☐ f) None of the above

\* Refer to the label's ingredient statement. If the first ingredient is water, is the second ingredient one of the options above.

START OVER

NEXT STEP



Enter your product's nutrition information per amount **SOLD** (including all components and accompaniments).

## Nutrition Facts

Serving Size oz  (about g)  

Amount Per Serving

Calories

Calories from Fat

Total Fat (g)

Saturated Fat (g)

Trans Fat (g)

Sodium (mg)

Carbohydrates

Sugars (g)

START OVER

NEXT STEP





Enter your product's nutrition information per amount SOLD (including all components and accompaniments).

## Nutrition Facts

Serving Size oz  (about g)

Amount Per Serving

Calories

Calories from Fat

Total Fat (g)

Saturated Fat (g)

Trans Fat (g)

Sodium (mg)

Carbohydrates

Sugars (g)

START OVER

NEXT STEP



**⊗ Your product is NOT compliant.**


- Your whole grain product does not meet the following nutrient standards:
- ⊗ Calories from saturated fat are not less than 10%.

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

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

START OVER

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 Questions [Contact us](#).

FOUNDED BY:



American  
Heart  
Association



[< Back to snack bars](#)

## Quaker® Chewy® 90 Calorie Granola Bars



### Chocolate Chunk ▶

Help get going and keep going with this delicious 90 calorie Chocolate Chunk Chewy Granola Bar.

[Nutritional Info](#) \*



### Oatmeal Raisin ▶

Feel good about giving your 90 calorie bar a boost of Oatmeal Raisin flavours.

[Nutritional Info](#) \*



### Peanut Butter ▶

Enjoy the flavors of peanut butter flavored chips, in a delicious 90 calorie bar.

[Nutritional Info](#) \*

Serving size 1 bar (24g)

Amount per serving

	Calories
Calories 90	from
	Fat 20

%daily value

Total Fat 2g 3%

Saturated Fat 0.5g 2%

Trans Fat 0g

Cholesterol 0mg 0%

Sodium 80mg 3%

Total Carbohydrate 19g 6%

Dietary Fiber 1g 4%

Sugars 7g

Protein 1g

Calcium 8% • Iron 2%

Not a significant source of  
Cholesterol, Vitamin A, Vitamin  
C.

\*Percent Daily Values are based

**Ingredients**

GRANOLA (WHOLE GRAIN ROLLED OATS, BROWN SUGAR, CRISP RICE [RICE FLOUR, SUGAR, SALT, MALTED BARLEY EXTRACT], WHOLE GRAIN ROLLED WHEAT, SOYBEAN OIL, WHOLE WHEAT FLOUR, SODIUM BICARBONATE, SOY LECITHIN, CARAMEL COLOR, NONFAT DRY MILK), CORN SYRUP, BROWN RICE CRISP (WHOLE GRAIN BROWN RICE, SUGAR, MALTED BARLEY FLOUR, SALT), SEMISWEET CHOCOLATE CHUNKS (SUGAR, CHOCOLATE LIQUOR, COCOA BUTTER, SOY LECITHIN, VANILLIN [AN ARTIFICIAL FLAVOR]), SUGAR, CORN SYRUP SOLIDS, GLYCERIN, INVERT SUGAR. CONTAINS 2% OR LESS OF SOYBEAN OIL, SORBITOL, FRUCTOSE, CALCIUM CARBONATE, SALT, SOY LECITHIN, MOLASSES, NATURAL AND ARTIFICIAL FLAVOR, WATER, CREAMED COCONUT, BHT (PRESERVATIVE), CITRIC ACID.

**Kosher Status:** Kosher Dairy

**CONTAINS WHEAT, SOY, MILK AND COCONUT  
INGREDIENTS.**

**MAY CONTAIN TRACES OF PEANUTS AND OTHER  
TREE NUTS.**





Enter your product's nutrition information per amount **SOLD** (including all components and accompaniments).

## Nutrition Facts

Serving Size oz  (about g)  24

Amount Per Serving

Calories  90

Calories from Fat

Total Fat (g)  2

Saturated Fat (g)  .05

Trans Fat (g)  0

Sodium (mg)  80

Carbohydrates

Sugars (g)  7

START OVER

NEXT STEP







## ✓ Your product is compliant!

- Your whole grain product meets all nutrient standards.

Wait! There's just a little more! We are going to help make your life easier. Enter your product information in the fields below and save and/or print. This will help with record-keeping to show your product's compliance when you need to refer to it at a later date. It's worth it!

**Brand**

Quaker

**Serving Size**

24.00 g

**Product**

Chocolate Chip Cereal Bar

**First Ingredient**

Granola Whole Grain



START OVER

NEXT STEP





## Smart Snacks Product Calculator Results

Brand:  
**Quaker**

Product Name:  
**Chocolate Chip Cereal Bar**

Serving Size:  
**24.00 g**

First Ingredient:  
**Granola Whole Grain**

- Your whole grain product meets all nutrient standards.

## Nutrition Facts

Serving Size 24.00 g ⓘ

Amount Per Serving

**Calories** 90

**Calories from Fat** NA

**Total Fat (g)** 2

Saturated Fat (g) 0.05

Trans Fat (g) 0

**Sodium (mg)** 80

**Carbohydrates**

Sugars (g) 7

Vitamin D (%) NA

Potassium (%) NA

Calcium (%) NA

Dietary Fiber (%) NA

START OVER

PRINT FOR YOUR RECORDS

## **BEVERAGE Regulations for Mississippi Schools**

Same guidelines set by USDA. (see “Smart Snacks in School” handout)

## Accompaniments:

- Must be included in the nutrient analysis as part of the food items sold; such as salad dressing, ketchup, jelly, butter, syrup etc.
- Completing a nutrient analysis on these items will help control the amount of calories, fat, sugar and sodium added to foods.
- Example: If you are serving pancakes and offering syrup with them, you must analyze both the pancakes and the syrup.
- If NO syrup will be offered with the pancakes, a nutrient analysis should only be done on the pancakes (not the syrup).
- REMEMBER – this is ONLY for extra sales! Doesn't matter for reimbursable meals

# Reminder-- Regarding sales of extra Entrées

There are calorie, sodium, fat, and sugar requirements for Entrée sales

Regulation allows you to exempt entrées from these requirements in specific situations

Can sell a non-compliant entrée on the day the entrée is on the menu, or

Can sell it the day *after* the entrée is on the menu



- FYI Information**
- Child Nutrition encourages school districts to use the Healthier Generations Smart Snacks Food Calculator.
  - MS State Board of Education does not allow “**Exempt Fundraisers**”.
  - If the product does not fall within the Smart Snacks standards, they **cannot** be sold during the school hours from the midnight before, until 4:00 p.m. the day of.

## Monitoring and Compliance

- No food items can be SOLD on the school campus for one (1) hour before the start of ANY meal services period.
- State agencies will monitor compliance with the standards through a review of LEA records as part of the state agency administrative review.
- If violations have occurred, technical assistance and corrective action plans would be required.

## Helpful Resources

- <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks>
- <https://www.healthiergeneration.org/>

# New Guidance

USDA published a new Smart Snack Manual in May 2022

- A new cover and publication date of May 2022
- Updated information about the types of milk that meet Smart Snacks Standards in accordance with [Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium](#)
- Updated website link for the Alliance for a Healthier Generation's [Smart Snacks Product Calculator](#)
- Updated instructions on entering multi-unit packages in the Alliance for a Healthier Generation's Smart Snacks Product Calculator
- Removed the image of the old Nutrition Facts label
- New content for additional nutrition education resources on page 15.





# When and What can I sell?

Can be tricky to determine!

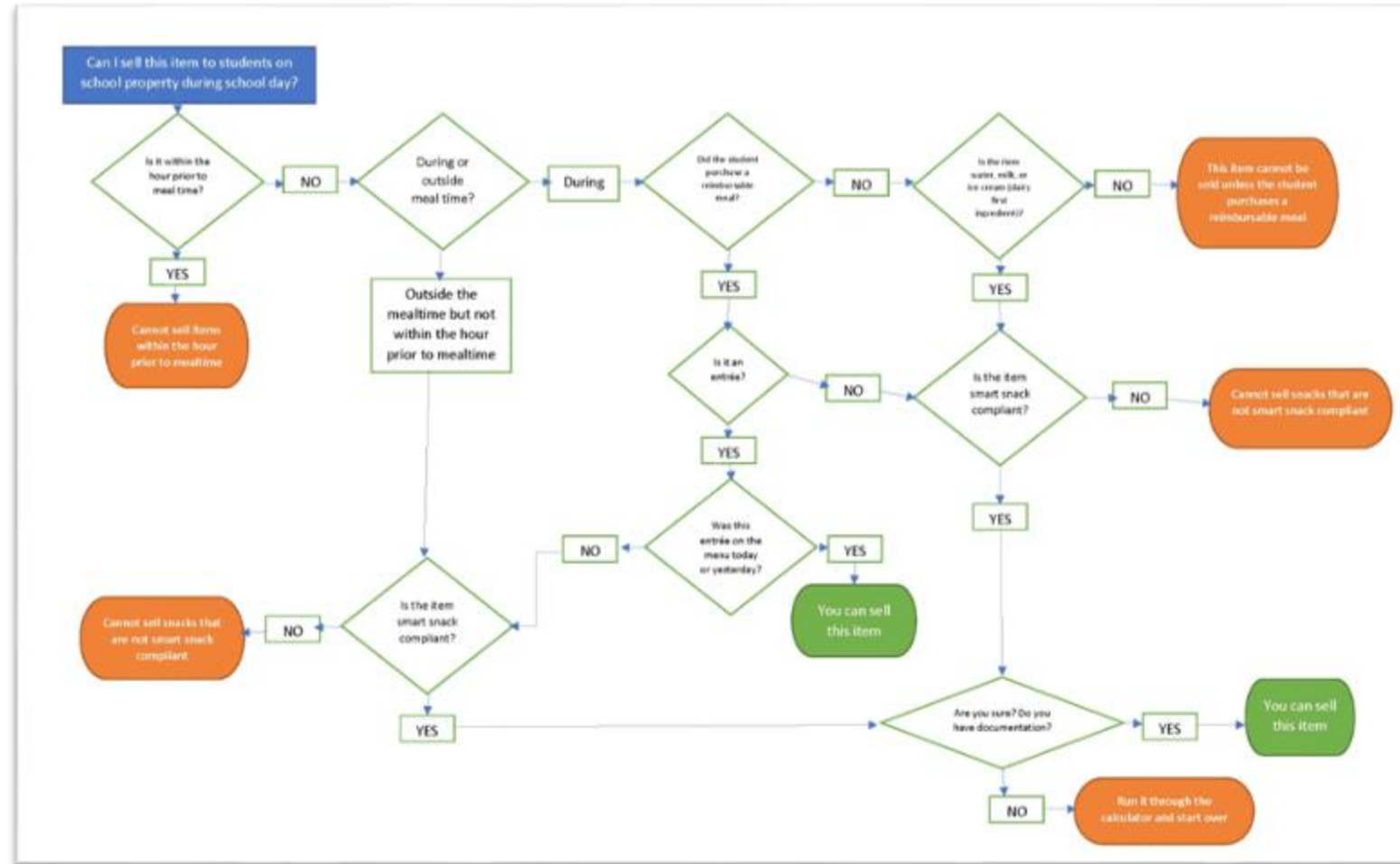
Must abide by all federal and state regulations regarding food sales to students during the school day on school campus

SA has created a decision tree (flowchart) – check handouts and next slide!



# When and What can I sell?

## Extra Sale Decision Tree (flowchart)



# When and What can I sell?

## Basic Principals

All snacks sold on campus during school day must be smart snack compliant

Menu-ed entrées exempt on day of / day after

Cannot sell anything an hour prior to meal service (watch out for vending machines!)

During meal service, student must first purchase a reimbursable meal before extra sales

Dairy products (ice cream) and water are exempt



# Be Careful About Advertisements

You cannot advertise any products that are non-compliant

Watch out for what beverages are branded on your vending machines

you want to see water, diet sodas, or no calorie sports drinks

Watch out for what products are branded on your ice cream coolers

Milk distributors like to give out free coolers that market their products – most of them are not smart snack products!



# Advertising

Be careful about product advertisements on campus



Vending machines cannot advertise non-compliant products  
Ice cream coolers cannot advertise non-compliant products  
These ads must be removed or obscured



# Competing Sales in Vocational Education

My school has a Vo-Tech culinary class that wants to open a café

Anything **sold** on campus during school day must be Smart Snack compliant – VoTech is not exempt.

Culinary instructor could work with CN staff to determine what entrees are on menu that day to produce same items as cafeteria using standardized recipes; however

State law still requires students to purchase a reimbursable meal BEFORE they can purchase extra sales at mealtime

If Culinary class is producing other (non-entrée) items that are smart snack compliant for sale,

Could not operate an hour prior to mealtime

Could not operate during mealtime unless some type of communication/verification with the CN department about whether or not child had already purchased reimbursable meal



**You are allowed to SERVE non-compliant items (*as part of reimbursable meal*), you just cannot SELL them.**

# A Note about the Order Guide...

Just because the item is on State Bid, does NOT mean it is Smart Snack compliant

It is your responsibility to make sure the products that you are selling are compliant

It is your responsibility to communicate with your managers/cashiers regarding what can and cannot be sold

Watch out for frozen cookie dough!

Watch out for French Fries! (we will discuss on next slide)





# Watch out for those French Fries! (LAST UPDATED JULY 2022)

Not All French Fries are created equally



MRS Recipe Title	MRS Recipe #	Smart Snack Compliance
Sweet Potato Fries	5925	NOT COMPLIANT
Crinkle Cut Fires (Fried)	6115	COMPLIANT
Crispy Oven Fries(Frozen, Baked)	6130	COMPLIANT
Crinkle Cut Fries (Baked)	6110	COMPLIANT
Straight Cut Fries (Fried)	6160	NOT COMPLIANT
Straight Cut Fries (Baked)	1091	COMPLIANT
Sweet Potato Fries (Baked)	5925.1	NOT COMPLIANT
Ranch Fries (Frozen, Baked)	6140	NOT COMPLIANT
Spicy Fries (Frozen, Fried)	6155	NOT COMPLIANT
Spicy Fries (Frozen, Baked)	6150	NOT COMPLIANT
Seasoned Potato Wedges (Frozen, Fried)	6148	NOT COMPLIANT
Seasoned Potato Wedges (Frozen, Baked)	6145	NOT COMPLIANT
Southwest Potato Wedges (Frozen)	6125.1	COMPLIANT
Southwest Potato Wedges(Frozen, Fat Free)	6120.1	COMPLIANT
Tater Tots (Fried)	6100	NOT COMPLIANT
Tater Tots (Baked)	6095	NOT COMPLIANT

# How to Create a Nutrition Facts Label in Nutrikids

## For use when you want to sell a scratch made item

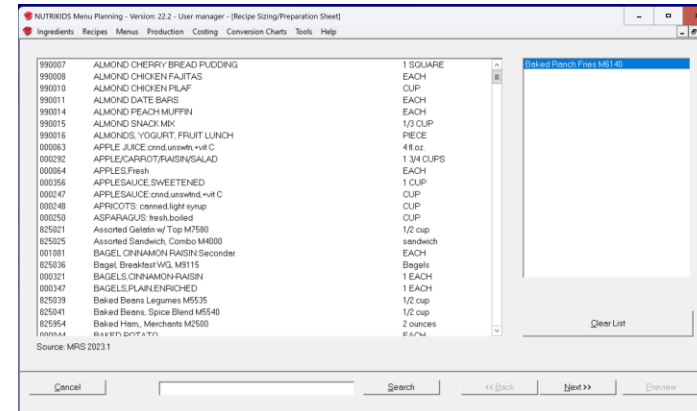
Log into Nutrikids

Click recipes

Sizing/Prep reports

Choose the item

Press next twice, then preview



Baked Ranch Fries	
Nutrition Facts	
Serving Size: 1/2 cup	
Serving per Container: 1	
Amount Per Serving	
Calories: 127	Calories from Fat 32
% Daily Value*	
Total Fat 3.5g	5%
Saturated Fat 0.0g	0%
Trans Fat* 0.0g	
Cholesterol 0mg	0%
Sodium 113mg	5%
Total Carbohydrate 19.8g	7%
Dietary Fiber 1.4g	4%
Sugars 1.3g	
Protein 1.5g	2%
Vitamin A 0%	Vitamin C 9%
Calcium 0%	

\* - Trans Fat value is provided for informational purposes only, not for monitoring purposes.  
 \*\* - Percent Daily Values are based on a 2,000 calorie diet.  
 \*N/A\* - denotes a nutrient that is either missing or incomplete for an individual ingredient.

# Questions



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Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ams.usda.gov/programs/default/USDA/AD-3027-Complaint-Form-0508-0002-000-11-20-111.pdf> from any USDA office, by calling (866) 696-6960, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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# Taquasia Hicks

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# Fresh Fruit and Vegetable Program

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**Tina Thomas**

Program Specialist

[mdek12.org](https://mdek12.org)



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September 2023



# FFVP

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## Purpose of the Program

Designed to introduce and educate children about fresh fruits and vegetables



# FFVP

## Purpose

Provides children in participating schools with a variety of fresh fruits and vegetables throughout the school day

Effective and creative way of introducing fresh fruits and veg as healthy snack options

Encourages schools to develop partnerships at state/local level for support in implementing and operating the program





# School Selection Criteria

**This is a competitive grant program – not guaranteed participation**

Complete an application & submit to SA

Be an elementary school (K-8)

Participate in NSLP (*must have participated in the prior year, so the SA has data*)

Represent the highest percentage of students certified for free/red price benefits



# Program Requirements

## What Schools Must Do as FFVP Recipient

Make free FFV available to all enrolled children at least twice per week

Provide FFV only during the school day

Not before or after school

Not during summer school

Must be served outside the NSLP/SBP meal periods

Have documented Support of the CND, principal, and Superintendent



# Make an effort to publicize program & consumption

## You MUST publicize the program

Widely publicize within the school the availability of free FFV

What - FFVP

When – Days/times you serve

How – are the FFV snacks distributed

Who – all enrolled students 8<sup>th</sup> grade and below

Cost – FREE!

**Failure to publicize FFVP is a very common finding of non-compliance during an AR!**



# Nutrition Education (NE)

## Critical component of FFVP

For some students, FFVP may be first exposure to FRESH fruits/veg

School should provide education using a variety of methods depending on grade level

Consult with FFVP partners to obtain no-cost nutrition education items

**FFVP does NOT allow the purchase of Nutrition Education Materials (FFVP Handbook, pg. 20-21)**



# Nutrition Education (NE)

## Things to Remember

Develop NE that fits your students' needs

Use FREE resources and education materials

Websites are valuable resources

Integrate Activities into the regular classroom lesson Plans



# Limitations

## There are certain things you can't do with FFVP

Admin costs capped at 10%

Can't serve High School Kids

Can't serve during Lunch/Breakfast

**Can't serve any fruit dips**

Can't serve full fat veggie dip (low or no fat ranch would be allowed)

Can't serve cooked fruits/veg, unless there is some sort of NE component and could only do this once a week



## Can the Teachers consume FFVP?

Teachers can consume FFV, if they are modeling good eating habits in the classroom

Must be limited to only those teachers handing out the FFVP in the classroom setting

Leftovers should NOT be shared with other faculty or taken home

Leftovers SHOULD be returned to the cafeteria and recorded in the FFVP production book (discarded or stored)



# FFVP Resources

## Online Resources

FFVP Handbook

<https://www.fns.usda.gov/ffvp/fresh-fruits-and-vegetable-program-handbook-schools>

Team Nutrition

<https://www.fns.usda.gov/tn/graphics-library>

USDA's ChooseMyPlate.gov







# Questions?

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**USDA**  
United States Department of Agriculture

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# Recommended Policy

[mdek12.org](https://mdek12.org)

**Tina Thomas**

Program Specialist



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September 2023



There are many areas related to food service management that are not covered by a Federal or State regulation or policy.

The Mississippi Department of Education (MDE) strongly recommends that local districts adopt policies as outlined in this section.

Each school district should have a handbook for school food service that outlines policies and procedures related to:

personnel

operations

procurement

The handbook should be adopted by the School Board



# Salaries, Benefits, & Uniforms

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294

uniform salary schedules for all food service employees in the district.

allow for the size of the operation as well as

the length of service

Food service employees should be accorded the same benefits as other employees in the district.

allowance for purchasing uniforms, or offering as a fringe benefit

# Meal Service Schedules

Students should be allowed adequate time for eating. The Mississippi Healthy Students Act of 2007 states that schools shall schedule at least **24 minutes** for school lunch to ensure adequate eating time. Factors influencing the lunch period are wait time, consumption time, and social time.

Moving recess before lunch, through a simple schedule change, may provide benefits for students

Since school breakfast is not factored into the regular school day, schools should take into consideration the recommended time of 10 minutes for children to eat school breakfast after they have received the meal.



## Meal Service Schedules

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Students should not be required to eat lunch before 10:00 a.m. or after 2:00 p.m. (this is actually a federal regulation)

Schools may request an exemption from these times only from FNS

Well-documented research indicates that nutrient consumption is higher among students who eat in the school cafeteria; therefore, it is strongly recommended that schools operate via the closed campus concept

**Definition of Closed Campus:** Student attending the school are not permitted to leave campus

# Adult Charge Policy

All adults will pay cash on a daily basis. Adults may deposit monies into their personal food service account and maintain a positive balance to debit from.

Adults will not be allowed to charge meals. This is considered an advance in pay and is not allowed.

Adults will not solicit food from students. This use of institutional privilege for personal gain is a clear violation of the Mississippi Educator Code of Ethics and Standards of Conduct

SFAs are required to have a written and clear communicated local meal charge policy in place

The difficulty in this policy is how to ensure a child receives a meal due to the infrequent lack of available monies. Such a policy should be empathetic, compassionate and accountable. Consideration should be given to eliminate embarrassment to the student and disruption in the meal line (SP 29-2017)

This may also be an instance when the district must approve a student for free meals based on the knowledge of the child's household economic status. (Refer to the Eligibility Manual – “Collateral Contacts”)

Overcoming the Unpaid Meal Challenge, Guidance Manual

SP 23-2017 Unpaid Meal Charges: Guidance Q & As

<https://fns-prod.azureedge.us/sites/default/files/cn/SP29-2017a2.pdf>

The PTA, PTO or a Civic Club could place a loan fund in the school office for use by students in emergencies when parents do not send lunch/breakfast money. The group establishing the fund should establish rules as to how any unpaid loans will be allowed to accumulate.

# Refund and Student Payment

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302

Refunds typically allowed only when a student withdraws from the school district or graduates.

All requests for cash refunds should be in writing addressed to the Food Service Administrator and Office of the Superintendent.

The transfer of monies to siblings' foodservice accounts within the district should be allowed

The school foodservice cashiers should accept payment only for the amount of the foodservice account balance. Parents should not be allowed to combine payments for their child's foodservice account with other school activity expenses (ie . . split deposit). A separate check must be drawn for other funding

# Suspected Food-Borne Illness Outbreak

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303

Local districts should adopt policies for personnel to follow in the case of suspected food-borne illness

Develop a written plan outlining procedures to be followed in the event of a suspected food-borne illness (managers and food service employees should be trained in these procedures)

Name a person in central administration who would be responsible for handling the press and contacting the local health department



Keep the name and phone number of the environmentalist at the local health department in a location known by all staff members

If food-borne illness is suspected, retain a sample of all food served on the day of the incident for possible testing by the State Board of Health or an independent lab

**Sample Food Tray:** Only implement sample tray procedures under the instruction and advice of your environmentalist.

Keeping accurate and complete temp logs can reduce your liability when it comes to food borne illness outbreaks

At the time of the suspected food-borne illness, record (while it is fresh on everyone's mind) the names of students and anyone else affected, time of day they ate, and what they ate. Record the symptoms of the illness and outline the events of the day. Record the food preparation and handling methods of any foods involved, particularly any advanced preparation done the day before

If the suspected food is a commercial product, keep the container for reference. Cans, cardboard boxes, and other containers are **ESSENTIAL** to determine factors about the product. All products give the manufacturer's name and address. On meat and poultry products, look at the USDA Inspection Stamp for the official stamp or establishment number

# Suspected Food-borne Illness Outbreak

306

This establishment number identifies the processing plant where the product was made. Many products also show a lot or batch number. This is a code indicating the day and factory shift the item was produced. This information can be vital in determining the cause of the food-borne illness

Record names of employees present on the day of the outbreak and employees involved with the potentially contaminated food

Notify the Office of Child Nutrition

# Report to School Board

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307

It is strongly recommended that the following reports be submitted to the School Board each month:

- (1) Statement of Profit and Loss;
- (2) Balance Sheet;
- (3) Participation Reports.

# Disposal of Garbage

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308

The Mississippi Department of Agriculture and Commerce maintains very stringent regulations related to the disposal of garbage from food service operations.

School districts should check with the Department of Agriculture as to the current regulations and adopt local policies consistent with those of the Department of Agriculture.

The prior year roster or list of students qualifying for free and reduced price meals may be used until the new applications for free and reduced price meals have been returned and acted upon.

This ***should*** be accomplished within 10 school days after the beginning of the school year.

The prior year roster ***cannot*** be used more than 30 days from the first day of school.

Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year.

The school district may require that applicants submit income documentation or proof of participation in the food stamp or TANF programs at the time of reapplication.

To enforce this stipulation, School Districts must have a policy approved by the school board prior to implementation.

# Offer vs. Serve For Elementary and Middle Schools

311

“Offer vs. Serve” is required at lunch for high school students, but it is a local option for elementary and middle schools at lunch and breakfast.

Implementation of OVS is usually a district wide decision made by the School Board with the Food Service Administrator’s recommendation.

## Primary advantages of OVS

Reduce food waste

Reduce food cost



# Canned Drinks and Outside Foods

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312

Some local school districts have adopted the policy that canned drinks or outside food (such as from a restaurant) cannot be brought into the school in the original container.

Local school districts should encourage parents to send lunches which are nutritionally well-balanced and to either pack fruit juice or allow the child to purchase milk at school.

the safety of a pop-top can, when used by young students, might be a factor in the formulation of a local school policy.

# Employee Code of Conduct

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313

In order to protect the reputation of the school food service personnel, the Mississippi Department of Education recommends the implementation of the following preventive management policies:

Foodservice employees shall not purchase food or other items from vendors who deliver to the food service program.

Low Prices available to schools through the SWPP are meant for the CNP --- NOT for personal gain or re-sale.

Food scraps shall not be taken from the school premises by school employees

Food service employees are discouraged from using large purses and from carrying large bags and packages from the premises.



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[program.intake@usda.gov](mailto:program.intake@usda.gov).

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[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades.

## Tina Thomas

Program Specialist

tthomas@mdek12.org

mdek12.org



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# CEP & Provision 2



**Marianna Chauvin**

Division Director II

[mdek12.org](https://mdek12.org)



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September 2022



# Length of Program

## CEP

4 Years (“data” year is prior to 4 year cycle)

## Provision 2

4 Years (base year included)



# Student Access to Meals

## CEP

All students receive meals at no charge

## Provision 2

All students receive meals at no charge, even during the base year!





# Non Profit School Food Service Account Budgeting

## CEP

SFAs must pay (from non federal sources) the difference between Federal reimbursement and the cost of providing all meals at no charge

## Provision 2

SFAs must pay (from non federal sources) the difference between Federal reimbursement and the cost of providing all meals at no charge



# Data Sources

## CEP

DC List (SNAP)

Categorically Eligible (Migrant, Homeless, Foster\*)

*\*determined through means other than household app*

*Note: SNAP numbers from apps cannot be used unless verified by SNAP agency*

## Provision 2

Meal Applications

DC List (SNAP)

Categorically Eligible (Migrant, Homeless, Foster)



# How do I qualify?

## CEP

Minimum of 40% Identified Student Percentage (ISP)

ISP includes DC list and categorically eligible students ONLY!

*Even though sites/districts with 40% ISP are eligible for CEP, many districts do not find the program financially viable until the ISP is closer to 62.5%*

## Provision 2

Any district may qualify for Prov 2

*Many sites/districts do not find the program financially viable unless they have high percentage of free/red meal applications and participation.*



# Data Collection Period

## CEP

This year only, the State of MS has a federal waiver that allows you to use ISP data from anytime between July 1, 2021 through June 30, 2022.

*Note: typically, ISP data is due by April 1.*

## Provision 2

Collected during Base Year  
(SY 2022-2023)



# Payment Categories

## CEP

Free

Paid

## Provision 2

Free

Red

Paid



# What Determines Monthly Claims?

## CEP

ISP x 1.6 = meals reimbursed at free rate

All other meals reimbursed at paid rate

Consistent for duration of cycle

## Provision 2

Claiming percentages established during each month of base year

Changes month over month



# What Determines Monthly Claims?

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## Example of CEP Claiming

Identified Student Percentage (ISP)	56.95%
Eligible for CEP?	YES!
Free Reimbursement %	91.12%
Paid Reimbursement %	8.88%

# What Determines Monthly Claims?

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## Example of CEP Claiming

National School Lunch Program			
L1. Authorized Sites Participating:	1		
L2. Total Monthly Attendance:	9,136		
L3. Number Operating Days:	20		
L4. Reimbursable Lunches Served			CEP %
a. Free Lunches Served:	7,697	91.120000	%
b. Reduced Price Lunches Served:	0	0.000000	%
c. Paid Lunches Served:	750	8.880000	%
d. Total Lunches Served (a + b + c):	8,447	100.000000	%



# What Determines Monthly Claims?

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## Example of Provision 2 Claiming

	CLAIMING PERCENTAGES			
	BASE YEAR - 2022/23	2023/24	2024/25	2025/26
Aug	48.5% F / 9.4% R / 42.1% P	48.5% F / 9.4% R / 42.1% P (same as Aug 2022)	48.5% F / 9.4% R / 42.1% P (same as Aug 2022)	48.5% F / 9.4% R / 42.1% P (same as Aug 2022)
Sept	51% F / 24% R / 25% P	51% F / 24% R / 25% P (same as Sept 2022)	51% F / 24% R / 25% P (same as Sept 2022)	51% F / 24% R / 25% P (same as Sept 2022)
Oct	53% F / 25% R / 22% P	53% F / 25% R / 22% P	53% F / 25% R / 22% P	53% F / 25% R / 22% P
Nov	49% F / 26% R / 25% P	49% F / 26% R / 25% P	49% F / 26% R / 25% P	49% F / 26% R / 25% P
Dec	30% F / 25% R / 45% P	30% F / 25% R / 45% P	30% F / 25% R / 45% P	30% F / 25% R / 45% P
Jan	50% F / 25% R / 25% P	50% F / 25% R / 25% P	50% F / 25% R / 25% P	50% F / 25% R / 25% P
Feb	51% F / 24% R / 25% P	51% F / 24% R / 25% P	51% F / 24% R / 25% P	51% F / 24% R / 25% P
Mar	53% F / 26% R / 21% P	53% F / 26% R / 21% P	53% F / 26% R / 21% P	53% F / 26% R / 21% P
Apr	50% F / 25% R / 25% P	50% F / 25% R / 25% P	50% F / 25% R / 25% P	50% F / 25% R / 25% P
May	48% F / 24% R / 28% P	48% F / 24% R / 28% P	48% F / 24% R / 28% P	48% F / 24% R / 28% P
Essentially, the only real work you have to do is in the base year!				

# What Determines Monthly Claims?

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## Example of Provision 2 Claiming

### National School Lunch Program

L1. Authorized Sites Participating:	1	
L2. Total Monthly Attendance:	11,231	
L3. Number Operating Days:	20	
L4. Reimbursable Lunches Served		<b>Provision 2%</b>
a. Free Lunches Served:	4,737	48.500000 %
b. Reduced Price Lunches Served:	918	9.400000 %
c. Paid Lunches Served:	4,111	42.100000 %
d. Total Lunches Served (a + b + c):	9,766	100.000000 %

# Do I have to do this district wide?

## CEP

District Wide or Partial  
Implementation Available

Must provide breakfast and lunch at  
no cost

## Provision 2

District Wide or Partial  
Implementation Available

Can elect Prov 2 for Lunch Only\*,  
Breakfast only\*, or both

*\*meal applications would be required during  
every year of the cycle if only implementing  
Prov 2 during one meal service.*



# Can I extend beyond my 4 Year Cycle?

## CEP

Can reapply for another cycle at the end of four years but must use recent data to establish ISP & claiming percentages

Grace Year – If ISP has dropped below 40 (but not 30), can extend CEP for a 5<sup>th</sup> year. But the claiming percentages for that grace year will be based on recent ISP.

## Provision 2

Can extend for an additional four years (without taking more meal apps) if you can prove economic conditions in your community have deteriorated, stayed the same, or only marginally improved.



## CEP

- DC matching required annually\*
- Can opt out at any time, must notify SA
- Must retain base year data even if it is beyond the typical 3 + current year threshold

## Provision 2

- DC matching required annually\*
- Can opt out at any time, must notify SA
- Must retain base year data even if it is beyond the typical 3 + current year threshold

**\*Pricing schools must conduct DC matches at least 3 times per year (7 CFR 245.6 (b))**



# Can I have both CEP sites and Prov 2 sites in my district? 333

YES!

If you have some sites that do not qualify for CEP, you can opt to make them Prov 2

# Resources

---

## CEP

<https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>

Recommend looking at the CEP monthly Federal Reimbursement Estimator

[https://www.mdek12.org/OCN/SS/community-eligibility-provision-\(cep\)](https://www.mdek12.org/OCN/SS/community-eligibility-provision-(cep))

SA ISP Data

## Provision 2

<https://www.fns.usda.gov/cn/provisions-1-2-and-3>

# Deadlines to Opt In for SY 2022-2023

## CEP

~~June 30, 2022~~

**Aug 30, 2022 EXTENDED!**

Send to Shonula Wright

[sdwright@mdek12.org](mailto:sdwright@mdek12.org)

See SA email from 5/16/22

## Provision 2

June 17, 2022

Send to Program Specialist

See SA email from 3/24/22





# Application Process

## CEP

1. SFA submits CEP participation form and CEP Eligibility Worksheet *or* letter of intent *(if utilizing SA data)*
2. SA conducts site visit to validate data before August claim is filed *(site visit is not necessary if utilizing SA data)*

## Provision 2

1. SFA submits Signed Amendment to Free/Red Price Policy Statement
2. SA conducts site visit in Fall 2022 to verify meal application process
3. SA conducts site visit in Spring 2023 to verify meal claiming



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Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



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# Questions





## Marianna Chauvin

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# Procurement 101

## New Administrators Orientation



Deborah Newton

Procurement Specialist

[mdek12.org](https://mdek12.org)



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September 2023



# PROCUREMENT

## Overview



What is procurement?

Purchasing Thresholds

Procurement Procedures

What can I buy?

Procurement Review

**School Support Procurement Specialists:**

Deborah Newton [dnewton@mdek12.org](mailto:dnewton@mdek12.org)

# WHO SHOULD KNOW THIS INFORMATION?

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Sponsors participating in:

National School Lunch (NSLP)

School Breakfast Program (SBP)

Special Milk Program (SMP)

Fresh Fruits and Vegetables Program (FFVP)

Farm to School/Preschool (F2S; F2PS)

Child and Adult Care Food Program (CACFP)

Summer Food Service Program (SFSP)

USDA Foods

Other Federally funded grants



# WHY A TRAINING ON PROCUREMENT?

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Procurement always has been a requirement of program regulations

- 2 CFR 200.318 - 200.327 (All Program Sponsors)
- 7 CFR 210.21 (NSLP)
- 7 CFR 220.16 (SBP)
- 7 CFR 215.14a (SMP)
- 7 CFR 225.17 (SFSP)
- 7 CFR 226.22 (CACFP)
- 7 CFR 250.31 (USDA Foods)
- 2 CFR Part 200



# PROGRAM SPECIFIC PROCUREMENT STANDARDS

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PROGRAMS	Buy American	Cost- Reimbursable Contract provisions	Geographic Preference	Minority Business Enterprises
NSLP and SBP	7CFR Parts 210.21(d) and 220.16(d)	7CFR Parts 210.21(f), 220.16(e), and 250.53	7CFR Part 210.21(g) and 220.16(f)	-
SMP	-	7CFR Part 215.14a(d)	7CFR Part 215.14a(e)	-
SFSP	-	-	7CFR Part 225.17(e)	7CFR Part 225.17(d)
CACFP	-	-	7CFR Part 226.22(n)	7CFR Part 226.22(f)
USDA Foods	7CFR Part 250.23	7 CFR Part 250.53(b)	-	-

**Procurement** – purchase of goods, products, services

**Simplified Acquisition Threshold** – dollar amount for small or informal purchases (aka: “small purchase”)

**Goods or Products** – items used in operation of CNP

**Services** – performance of tasks



**Specification** – description of product/service that a purchaser seeks and a description of what a vendor/bidder must offer

**Purchase** – to buy a good, product or service

**Transaction** – an occurrence in which two or more entities exchange goods, services or money

**Transparency** – details surrounding the procurement are open and clear

**Responsible** – accountable or capable to meet the terms of the contract for the goods, services or products being procured

**Responsive** – prepared in full compliance with the requirements

True or False: NSLP and CACFP participants must adhere to the Buy American provisions.

**False**

**CACFP operators do not  
have this requirement**

# Purchasing Thresholds

Illustrates difference between Federal, State & Local regulations

Descriptor	Federal	State	Local
Micro-purchases	Up to \$10,000.00	Up to \$5,000.00	Whatever your board approves
Small purchases	From 10,000.01 – 250,000.00	From \$5,000.01 – to \$75,000.00	Whatever your board approves
Formal purchases	\$250,000+	\$75,000+	Whatever your board approves

## INFORMAL

- Micro-purchasing (no bids)
- Small purchase (bids)

## FORMAL

- Invitation for Bid (IFB)
- Request for Proposal (RFP)

# Procurement Procedures

## Good Procurement

Provides maximum **free** and **open** competition

Encourages **fairness** and **integrity**

Requires **responsive** and **responsible** contractors

**Eligible** means the vendor contacted has the necessary licensing or certification if required to perform a particular task.

**Able** means the respondent is capable of providing the desired product or service.

**Willing** simply means that the respondent is thought to be interested in obtaining the business.



## What is a procurement plan?

A procurement plan is a written procedure that assures all purchases made with CNP Federal funds are in accordance with Federal and program regulation.



# Procurement Procedures – SA Template

Example of a procurement plan



Also available  
on the OCN  
Website

What is the current small purchase threshold for the state of Mississippi?

**\$75,000**

(Your local board may set a lower threshold!)

# Why does the SA have two Procurement Templates?

## VERSION 1

Commodity threshold is the same

Applies a more restrictive threshold for **services** and **perishable foods/supplies**

Micro: up to \$5K

Small: \$5,000.01-\$75K

Large/formal: exceeding \$75K

## VERSION 2

Commodity threshold is the same

Applies a less restrictive threshold for **services** and **perishable foods/supplies**

Micro: up to \$10K

Small: \$10,000.01K-\$250K

Large/formal: exceeding \$250K

Takes advantage of difference between federal and state law (which allows an exemption for services and perishable foods/supplies). Districts can choose which to adopt.

Required for all federal programs.

Explains the procedures for a vendor to protest the bidding process.

Must get with your board attorney and business manager to make sure you have one in file



## Code of Conduct



Participating organizations are **required** to have a **written** Code of Conduct to direct the performance of all employees engaging in procurement.

The standards **must** prohibit employees from soliciting gifts and other incentives from potential contractors.

The standards **must** prohibit employees from participating in the selection, award, or administration of any contract if they have a personal or financial connection.

The Code of Conduct **must** contain methods of disciplinary action if the standards are violated.

# Capital Expenditures

Purchases of equipment exceeding \$5,000 requires State Agency pre-approval.

1. Check the pre-approved equipment list on the MDE/OCN website (under “Child Nutrition Resources”)
2. If the equipment **is not** listed, send a request via e-mail to School Support with the following information:

The equipment and approximate cost; whether the equipment will be used in a shared space (for example, tables that will also be used for after-school tutoring)



# EXPENDITURES

Is it allowable??



Direct Costs

Indirect Costs

Indirect Costs, Equipment and Capital Expenditures

Indirect Rate, Public Schools

Indirect Rate, Private Schools & Residential Child Care Institutions

Indirect Cost, Consistent Application

## Reasonable

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the purchase decision was made. In determining the reasonableness of a purchase cost, consideration must be given to the following issues:

Necessary

Sound Business Practices and Regulations

Fair Price

Prudent

Established Practices



## Allocable

A cost is allocable to a particular program or other cost objective if the goods or services involved are chargeable or assignable to that program or cost objective based on the relative benefits received. In determining if a cost is allocable, consideration must be given to the following issues:

Purpose

Shared Benefits

Necessary and Allowable

Indirect Costs

## Consistency

Consistency: The cost must be consistent with the policies and procedures that apply uniformly to both the federally financed and other activities of the SFA.

Ordinary and Common

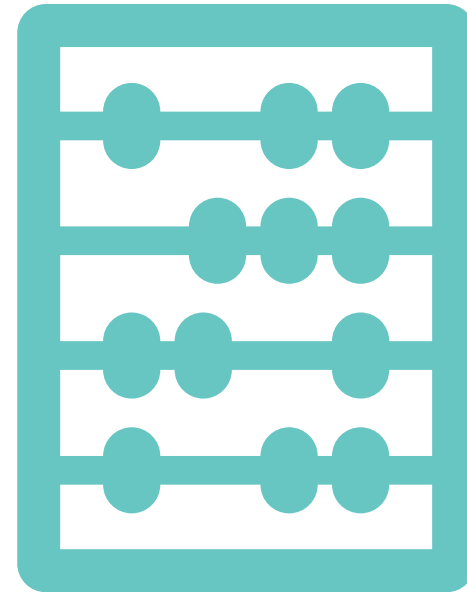
Consistent Treatment

# ALLOWABLE COSTS CONTINUED

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Is the cost allowable?

- Can you justify it?
- Is it reasonable?
- Does it support the food service program?



## What should I keep on hand?

### Procurement Documents

- Three years plus the current fiscal year

### Accounting Documents

- Invoices
- Grocery receipts
- Cancelled checks
- Quotes or Bid documents



# PROCUREMENT REVIEW

Why is the SA asking me for all these documents??



Why is there a procurement review?

Overview of a procurement review

State agency review process

## Snapshot of a procurement review:

- **Step One:** Schedule a comprehensive procurement review.
- **Step Two:** Obtain procurement documentation from the SFA
- **Step Three:** Assess compliance with the Federal procurement standards
- **Step Four:** Provide Technical Assistance (TA), establish findings, and require corrective action, as applicable
- **Step Five:** Notify the SFA of the review results

## What can you do to prepare?

- Conduct compliant procurement processes
- DOCUMENT! DOCUMENT! **DOCUMENT!**
- Ensure you have written, detailed procurement procedures
- Ensure you have a compliant code of conduct
- Incorporate language in your procurement procedures, solicitations and contracts for food specification to ensure compliance with the Buy American provision
- Monitor contractors for compliance with specification, terms, and conditions of contracts
- Review your procurement process and procedures annually

Read *Contracting with Food Service Management Companies: Guidance for School Food Authorities*.

Develop, conduct, and evaluate a competitive procurement process

Retain responsibility and oversight of program operations

Review and approval of all contracts annually by OCN.





# Non-Discrimination

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Full Non-Discrimination Statement link:





# Procurement 101

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