

# Child Nutrition 101

## What School Admins Need to Know



Office of Child Nutrition

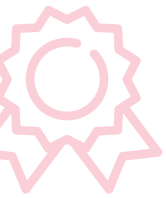
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MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

October 2023





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**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

Meal Basics

School Food Environment

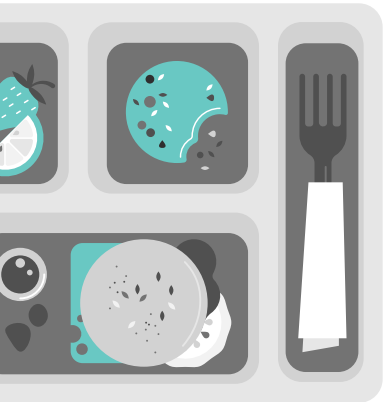
Finances

MISC

# Alphabet Soup

## Acronyms you Need to Know

- CEP – Community Eligibility Provision
- CN – Child Nutrition
- CND – Child Nutrition Director
- CNP – Child Nutrition Program
- LEA – Local Education Agency
- NPSFSA – Non-Profit School Food Service Account
- NSLP – National School Lunch Program
- SA – State Agency
- SBP – School Breakfast Program
- SFA – School Food Authority
- SFSP- Summer Food Service Program



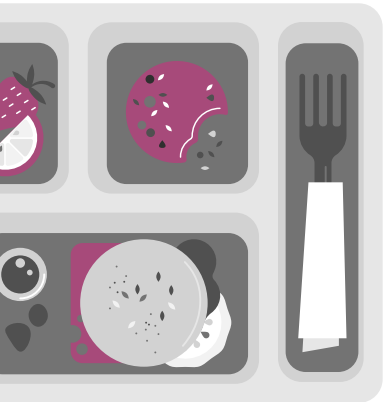
# Meal Basics

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Meal Pattern, Reimbursements

# Meal Pattern

**Cafeterias cannot serve whatever they want. Meals must meet federal nutrient requirements.**

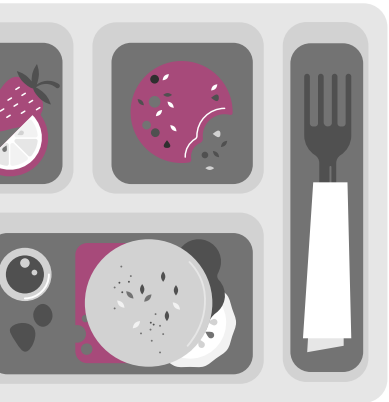


Your Child Nutrition Directors have a very difficult job as they try to balance all the nutrient requirements AND offer meals that are acceptable to students (meals that they enjoy and want to eat)

Meals that do NOT meet nutrient requirements are NOT eligible for reimbursement

Examples of things that are hard to do within meal pattern: fries every day, fried food every day

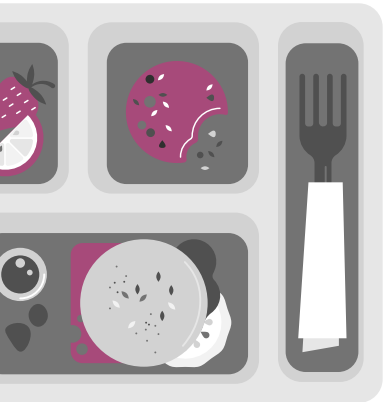
## Breakfast Basics



- Must Offer 3 Required Components
  - Grain (meat counts as a grain at breakfast)
  - Fruit (or veg)
  - Milk
- Must stay within weekly limits for Calories, Sodium, Saturated Fat
- 80% of all grain must be Whole Grain Rich



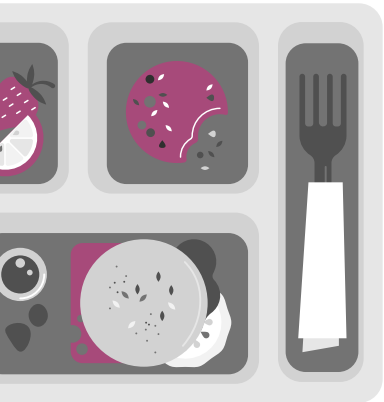
## Lunch Basics



- Must Offer 5 Required Components
  - Meat / Meat Alternate
  - Grain
  - Fruit
  - Veg
  - Milk
- Must stay within weekly limits for Calories, Sodium, Saturated Fat
- 80% of all grain must be Whole Grain Rich
- Vegetable Subgroups: Dark Green, Red Orange, Starchy, Beans & Pea, Other

## What is a “reimbursable” meal?

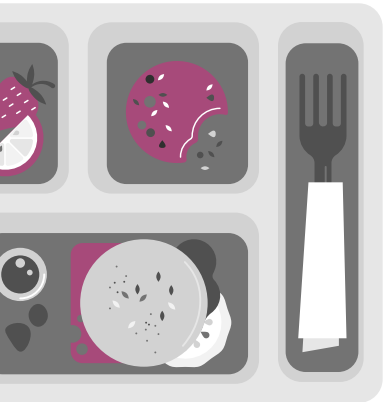
- Meals cannot be claimed for reimbursement unless they comply with meal pattern requirements
- If the SA identifies that non-reimbursable meals are being served, it can result in Fiscal Action

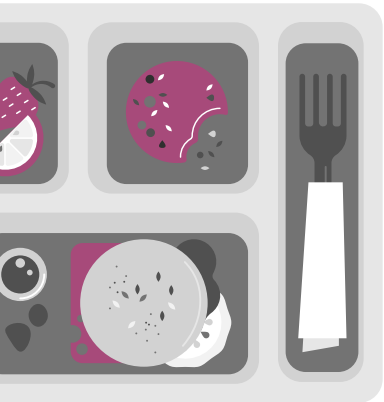


# OVS vs. Straight Plate

All cafeterias are doing one of these two things:

- **Offer Versus Serve:** Students are only required to have three items/components on their tray (one of which must be a fruit or a vegetable) in order to be considered a reimbursable meal
  - Reduces plate cost and tray waste
  - Students don't "have" to get a milk, or a meat if they don't want it.....
- **Straight Plate:** Students have to pick up ALL components





**There are programs (if your district qualifies) that you can participate in that would allow all students to receive meals at no charge**

## Find out What Type of Child Nutrition Program you have in your District

- Pricing

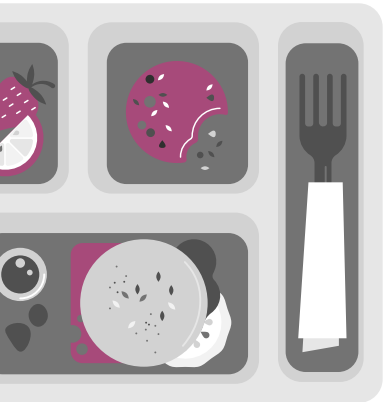
- Meal applications processed every year
- Families must pay for meals unless determined eligible for free or reduced meals

- CEP

- All students receive free meals – 4 year cycle
- No meal applications
- District/site participation in CEP is based on the number of families that receive SNAP benefits

- Provision 2

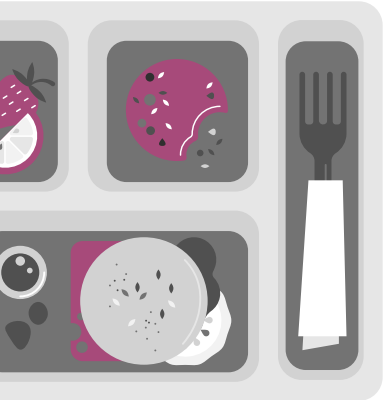
- All students receive free meals – 4 year cycle
- Meal applications processed every 4 years
- District/site participation in Prov 2 is based on the number of families that are determined eligible based on meal applications as well as monthly participation in the CN program



# Participation in Special Provision Programs (CEP, Prov 2) 14

## Things to consider first

- District must provide, from Non-Federal Sources, any difference in the cost of operating the CN program (while providing meals to all students at no charge) and the federal reimbursements received.
- Before participating in CEP or Prov 2, should think carefully about whether or not the program is financially viable for the SFA and the LEA

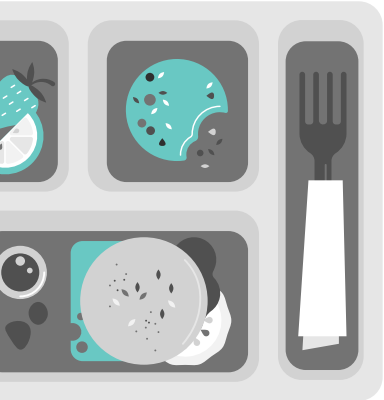


# Finances

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## Financial Considerations for Child Nutrition

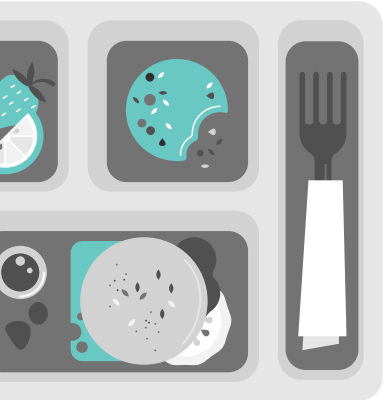
## NPSFSA



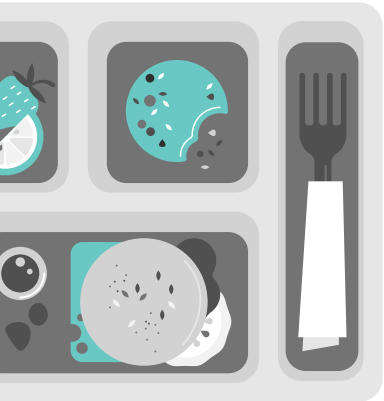
- Must establish separate account
- Generally Accepted Accounting Principles (GAAP)
- Cannot retain bad debt
- If NPSFSA is in the **red**, the LEA must step in to bring it into the **black**
  - In other words, if Food Service is losing money at the end of the year, this could be a financial burden that the LEA has to bear
- Must be reconciled annually



- 2110 – National School Lunch, Breakfast, Afterschool Snack, Seamless Summer Option
- The fund code for Summer Food Service Program changes every year.



- Must have a Board Approved Procurement Plan
  - SA has a template available
- Must have a Board Approved Bid Protest Policy
  - Board Attorney should draft this policy
  - Resources available through DFA

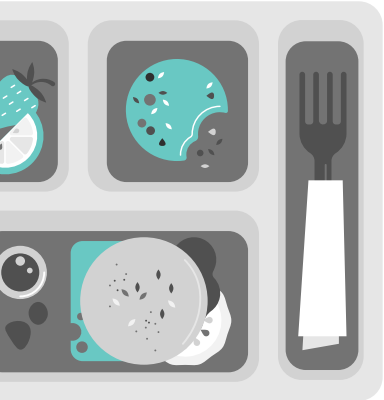


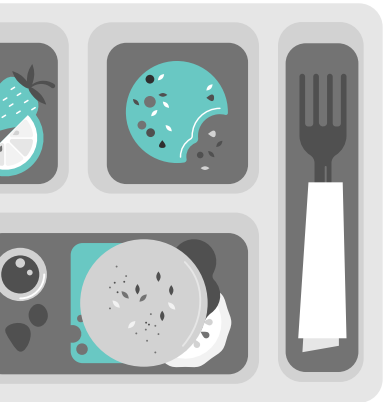
# Supply Chain Issues & Procurement

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Business Managers should Flex the Muscle of your Procurement Plan!

- Supply Chain Disruptions could trigger “emergency purchases”
- Check your emergency purchase procedures in your Procurement Plan





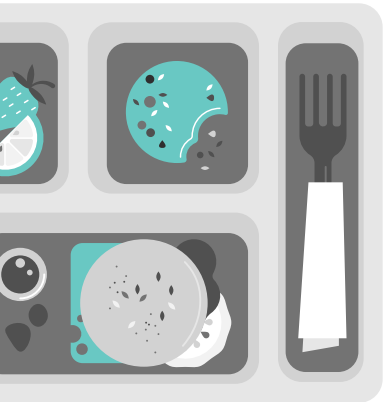
- Costs must be pro-rated with LEA if purchase is not solely for CN
- All equipment must be pre-approved by SA (*most items are already listed on the SA pre-approval list available on OCN website*)
- Construction is generally not allowed using federal funds, but sometimes construction may be required in order to operate the CN program
- Any construction **MUST** be pre-approved by SA (typically going to be pro-rated with LEA)

# Unallowable Costs

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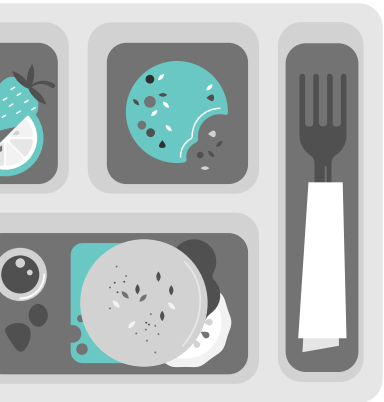
Because these are federal funds, lots of restrictions on how \$ can be spent

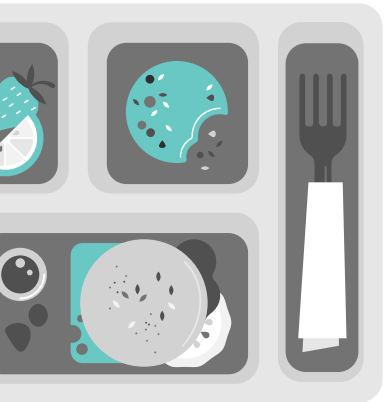
- Construction Costs
- Anything not necessary or directly related to the Food Service operation
- Amusements (bouncy houses, games...)
- Meals served to non-program adults (teachers, principals, school board members)
- Bad debt (including unpaid meal charges that are uncollectable from families)



## Most districts are required to have this Policy

- All Pricing Districts/sites must have a published meal charge policy
- Meal Charge Policy is at the discretion and enforcement of the LEA
- Unpaid meal charges that are uncollectable will eventually be determined as “bad debt”, which is an unallowable cost
- LEA and SFA should work together to create a policy that suits their needs
  - Two competing goals - to provide as many meals as possible and minimize “meal shaming”, but also decrease accrual of bad debt

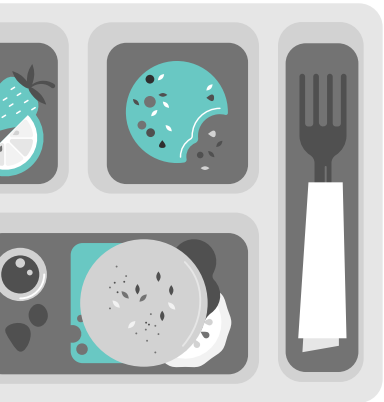




- SFA cannot cater events for special functions or provide food items unless NPSFSA is adequately reimbursed (to include profit margin)
- Reimbursement should cover cost of food, labor, benefits, etc.
- Any overtime will be charged to catering event
- Invoicing is necessary
- State Wide Purchasing Program is to supply goods for CN program use. It is NOT to be used for personal use or financial gain.

It is allowable to take indirect cost from CN in certain situations

- LEA and SFA should have yearly agreement (in writing / budgeted) regarding how much indirect cost will be taken
- Can take an amount lower than the full indirect cost rate for the district (as approved by MDE)
- Cannot take indirect cost if it puts NPSFSA into the negative
- Indirect Cost cannot cross years or be applied retroactively to prior years.





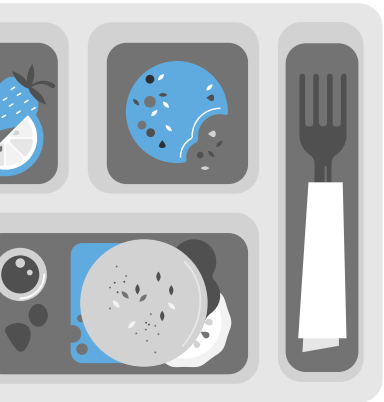
# School Food Environment

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Wellness Policy, Fundraisers, Smart Snacks

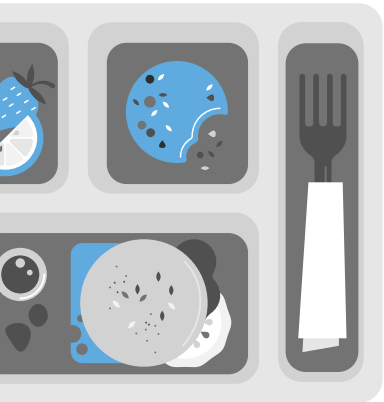
## Why do we need a Wellness Policy?

- Nutrition Standards required by USDA for CN program participation (All Schools)
  - Health Councils must meet triennially to assess the Wellness Policies in each school
- Required by MDE Accreditation (Public Schools Only)
  - Health Councils must meet annually to assess the Wellness Policies in each school



Policy Template available through the Office of Healthy Schools

## Can our district restrict outside food that comes into the cafeteria or school building?



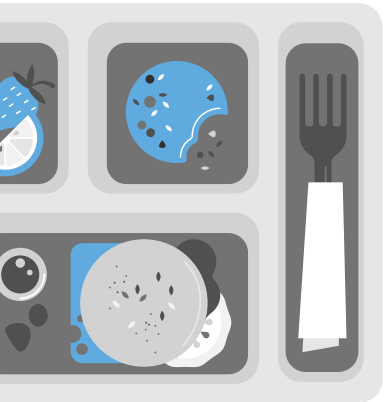
- There is no state or federal regulation against bringing in outside food (branded fast food bags, soda cans)
- Many districts choose incorporate outside food restrictions into their wellness policies or handbooks
  - Ex: no outside food allowed, cans must be covered, brown bags
- Enforcement of such restrictions is the responsibility of the LEA
- Morale – students who can't get outside foods

# State Limitations on Food Sales *does not apply to private schools*

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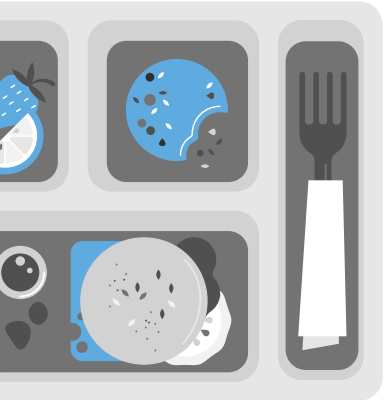
You have to be really careful about what food can be sold at what time...

- Nothing can be sold an hour prior to meal service
  - If you have vending machines on campus, they must be time-gated
- In order to purchase extra sale items at lunch (like chips or French fries), the student must **FIRST** purchase a reimbursable meal
  - Water and milk products are exempt and could be purchased without limitation



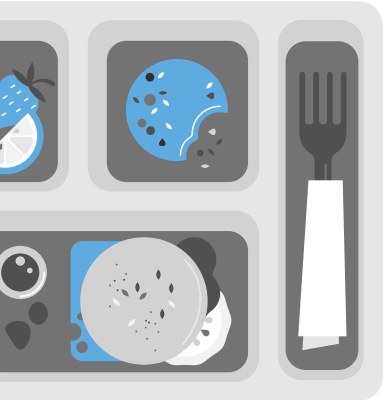
## Federal Requirements for Food Sold to Students

- All items sold to students, on campus, during school day MUST be smart snack compliant
- Do not make any assumptions – just because a product is marketed as “healthy” does not mean it is!
- Run EVERY item and beverage through the Smart Snack Calculator
- <https://foodplanner.healthiergeneration.org/calculator/>
- Keep documentation on file (we WILL ask during an audit)
- Failure to comply can affect accreditation



## If Food is Sold to Students, on Campus, during the School day

- No food fundraisers during school day are exempt!
- All food must be smart snack compliant
- Watch out for:
  - Chocolate bars (never going to be compliant!)
  - School stores
  - Field days
  - Culinary arts programs
- Failure to comply can affect accreditation
- Non-Compliant items may be sold AFTER the school day

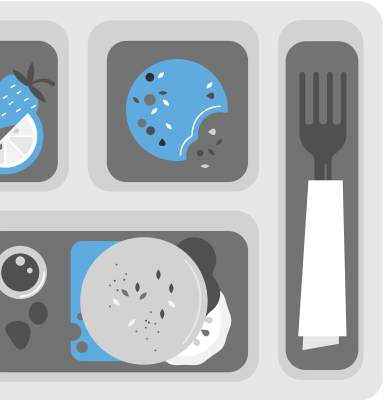


# Career Tech Ed Centers or Culinary Arts Programs

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## NOT exempt from Smart Snack regulations

- If you have a CTE campus that doesn't have a cafeteria and no food service (CNP) is offered, that campus must adhere to the same regulations for competitive food sales and fundraisers.
  - Requirements still apply because this campus is part of the district, and the district DOES participate in the Child Nutrition Programs

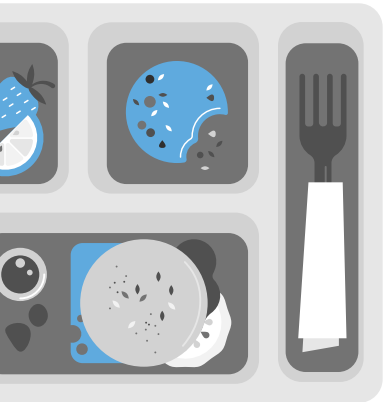


# Exceptions to Smart Snack Requirements

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Smart Snack Standards do NOT apply to:

- Concession stands that operate AFTER the school day (basketball game, football game)
- Products that are obviously meant to be consumed off campus (such as raw cookie dough that has to be baked)
- Items sold to teachers/adults only





## 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



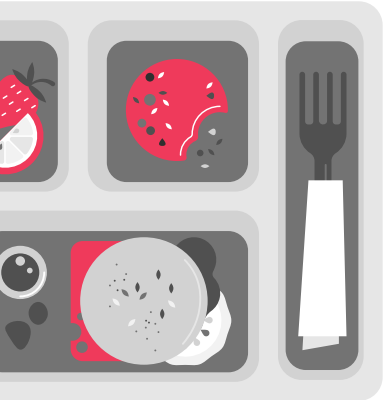
# Miscellaneous

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Other things you need to know

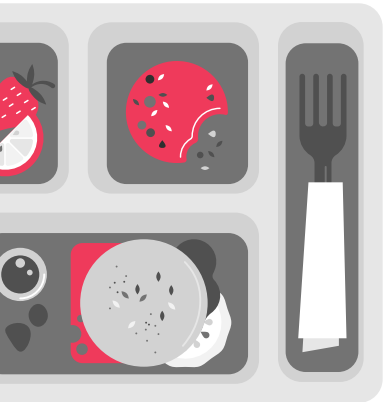
## When will you be audited by the SA?

- Administrative Review (AR) – review of NSLP/SBP every 3 years
- Procurement Review (PR) – review procurement every 6 years (*every 3 years for FSMC*)
- Wellness Policy Review – conducted by OHS every 3 years. *does not apply to non-public schools.*
  - *Non-Public Wellness Plans will be evaluated by OCN staff for compliance with USDA requirements*
- Summer Review – review of SFSP every other year



## When can we schedule meals?

- Lunch must be served between 10:00 am – 2:00 pm
- State Board of Education requires 24 minutes (minimum) for lunch *does not apply to private schools*
- State Board of Education recommends 10 minutes (minimum) for breakfast (since breakfast is not factored into the school day) *does not apply to private schools*

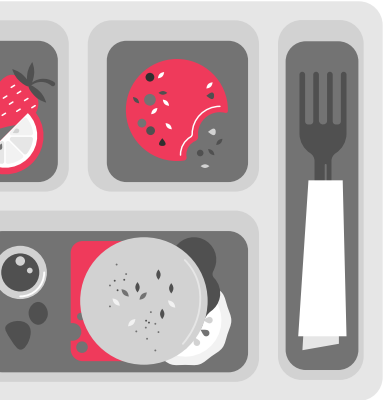


# Schedule Changes

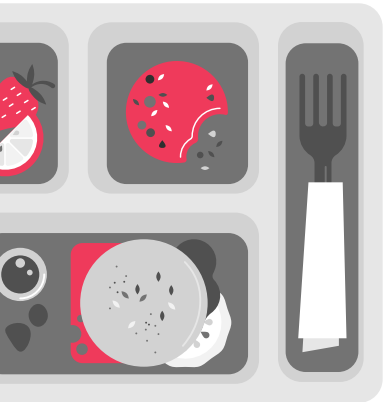
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**Certain Logistical Changes can have BIG impacts on Food Production!**

- Please allow your Child Nutrition Director a seat at the decision making table when considering the following changes:
  - Schedule Changes (lunch periods)
  - Bus Schedules
  - Pre K inclusion
- **Notify Managers of planned field trips ASAP!**



- Administrators may be asked to serve as an impartial hearing official to adjudicate denial of meal benefits as determined by the SFA

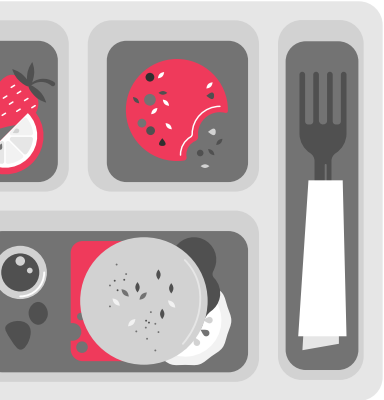


# Teachers Taking Food from Students

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## Never acceptable

- Cannot use food (or the withholding of food) as a punishment
- Teachers cannot ask students to “get me a tray”
  - Meals to adults is unallowable under federal regs
  - Misuse of authority
  - Unethical
- LEA should have a policy and provide training to teachers

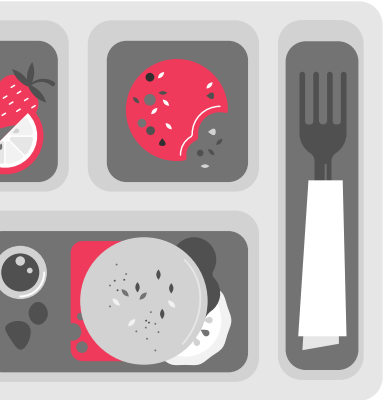


# Civil Rights (CR) Complaints

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**Must take very seriously**

- Must have a District CR complaint policy
- Must NOT attempt to investigate or resolve any complaints
- Complaints must be escalated quickly to the SA and USDA

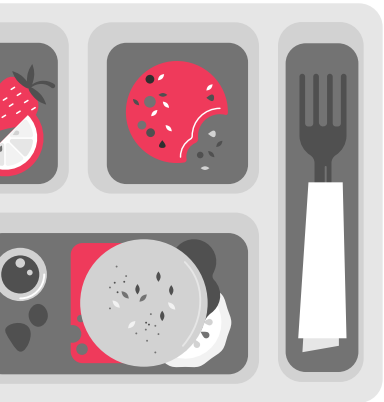




# SBE Hiring Requirements for CNDs (**PUBLIC SFAs**)

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## New Hires Must meet Minimum Requirements

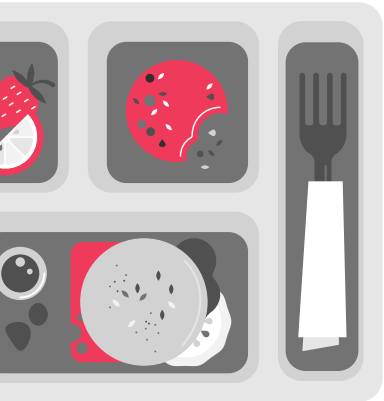


Food Service Admin II	Food Service Admin III	Food Service Admin IV
<b>a baccalaureate degree from an accredited four-year college or university</b>	a master's degree from an accredited four-year college or university	a specialist or doctorate degree from an accredited four-year college or university
<b>including a minimum of nine (9) hours food and nutrition or food systems management,</b>	including a minimum of twelve (12) hours food and nutrition or food systems management,	including a minimum of 15 hours of food and nutrition or food systems management,
<b>and six hours of educational administration, business, management or accounting.</b>	and six (6) hours of educational administration, business, management or accounting.	and nine (9) hours of educational administration, business, management, or accounting

Requirements apply to “interim” hires as well as permanent hires for Child Nutrition Director

# Federal Hiring Requirements for CNDs (**NON-PUBLIC SFAs**)<sup>42</sup>

## New Hires Must meet Minimum Requirements

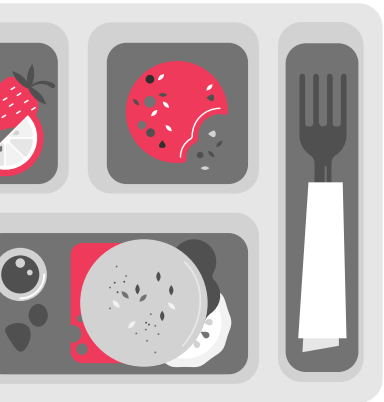


Student enrollment 2,499 or less	Student enrollment 2,500-9,999	Student enrollment 10,000 or more
<b>Bachelor's degree</b> in RELATED* Field, or equivalent educational experience	<b>Bachelor's degree</b> in RELATED* Field, or equivalent educational experience	<b>Bachelor's degree</b> in RELATED* Field, or equivalent educational experience
OR	OR	OR
<b>Bachelor's degree</b> , or equivalent educational experience, with any academic major or area of concentration, and <b>either a State-recognized certificate</b> for school nutrition directors or at least <b>1 year of relevant food service experience</b> ;	<b>Bachelor's degree</b> , or equivalent educational experience, with any academic major or area of concentration, and a <b>State-recognized certificate</b> for school nutrition directors;	<b>Bachelor's degree</b> , or equivalent educational experience, with any academic major or area of concentration, and a <b>State-recognized certificate</b> for school nutrition directors;
OR	OR	OR
<b>Associate's degree</b> in RELATED* field, or equivalent educational experience, and at least <b>1 year of relevant food service experience</b> ;	<b>Bachelor's degree</b> in any academic major and at least <b>2 years of relevant school nutrition program experience</b> ;	<b>Bachelor's degree</b> in any major and at least <b>5 years of experience</b> in management of school nutrition programs.
OR	OR	
<b>High school diploma (or GED)</b> and <b>3 years of relevant food service experience</b> .	<b>Associate's degree</b> in RELATED* field, or equivalent educational experience, and at least <b>2 years of relevant school nutrition program experience</b>	
*Related Field : academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business		

Requirements apply to “interim” hires as well as permanent hires for Child Nutrition Director

# Allowing Outside Entities to Utilize Kitchen Space

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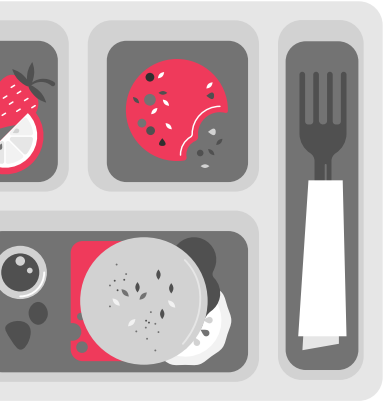
- Must be board approved
- Should execute shared use agreement
- CN free from liability from personal injury or damage to equipment
- Third Party must not use CN products /commodities /supplies without purchasing them
- CN staff should be present (time/benefits covered by Third Party)
- If Rental Fee is charged, all or an appropriate amount of the fee should accrue to the Non-Profit School Food Service Account (wear & tear on equipment).

# Advertising your Program

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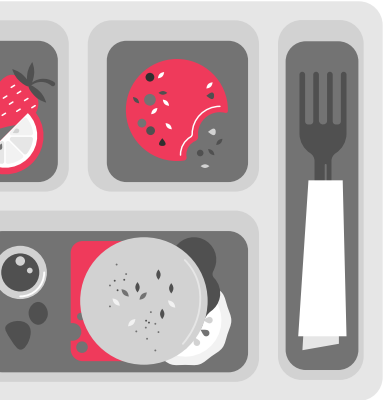
**This is a business, and participation matters!**

- Participation = Reimbursement
- Be proactive! Market your program!
- Provide support to your CN department to reinforce that meals served in the cafeteria are not only nutritious, but also delicious
- Have a plan in place to counteract or respond to “negative press” on social media



**Take advantage and utilize this program if you have it!**

- Allow consumption of fresh fruits/veg in classroom
- Cannot be served as part of breakfast for lunch – has to be separate
- If you do not utilize the money allocated, it does not look good



**NOTE- must operate NSLP for a full year before you are eligible to apply for FFVP**

# Questions





# Office of Child Nutrition

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



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EDUCATION



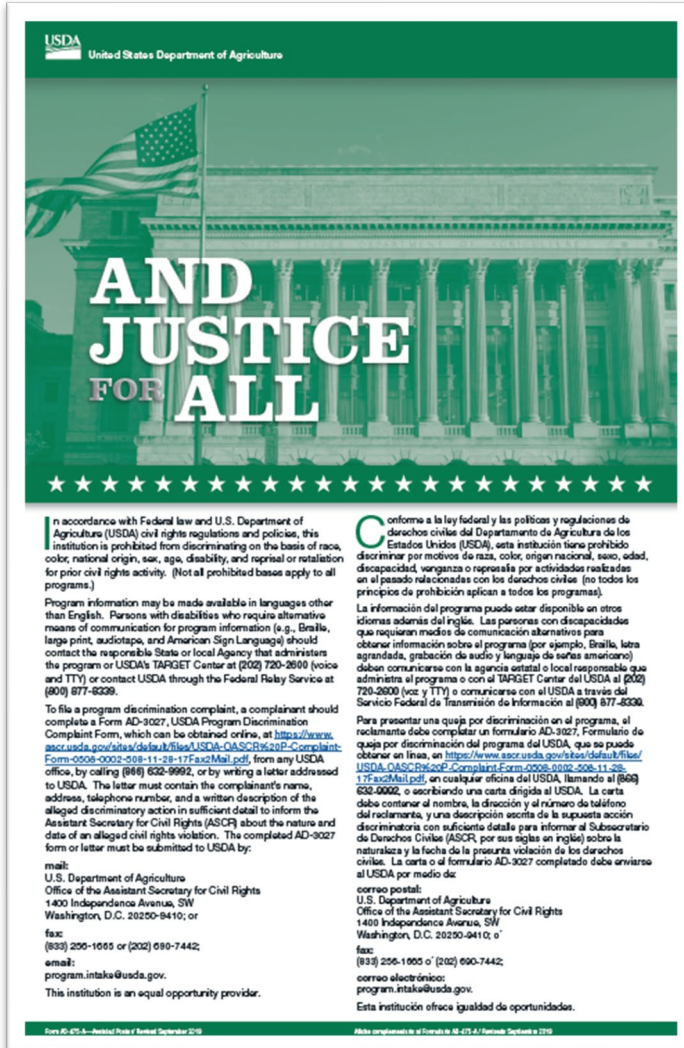
# Non-Discrimination

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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>



The image shows the front of a USDA Non-Discrimination Statement Form AD-3027. The top section features the USDA logo and the text "United States Department of Agriculture". Below this is a large green banner with the text "AND JUSTICE FOR ALL" in white, set against a background of a classical building with columns and an American flag. The main body of the form contains two columns of text, one in English and one in Spanish, detailing the institution's commitment to non-discrimination and providing instructions for filing a complaint. The bottom of the form includes contact information for the Assistant Secretary for Civil Rights and a note about the form's availability in Spanish.

USDA United States Department of Agriculture

**AND JUSTICE FOR ALL**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/sites/default/files/USDA-OASCR3027P-Complaint-Form-0508-0002-508-11-28-17FaxMail.pdf>, from any USDA office, by calling (866) 698-9992, 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) 256-1065 or (202) 690-7442;  
email:  
program.intake@usda.gov.  
This institution is an equal opportunity provider.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra grande, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

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/sites/default/files/USDA-OASCR3027P-Complaint-Form-0508-0002-508-11-28-17FaxMail.pdf>, en cualquier oficina del USDA, llamando al (866) 698-9992, 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 sus siglas 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 medio de:

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:  
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Form AD-3027—Revised Notice of Revised September 2019