

RCCI Manual

Child Nutrition Program Guidance
For
Nevada Residential Child Care Institutions



USDA - WIN the Rockies Media http://www.uwyo.edu/WINTHEROCKIES_EDUR/Media.asp 10/10/2010

FORWARD

This manual contains information for Residential Child Care Institutions (RCCIs) which either participate or would like to participate in the National School Lunch Program (NSLP), and/or the School Breakfast Program (SBP), or the Special Milk Program (SMP). Since numerous procedures are unique to RCCIs, we felt that it would be helpful to incorporate regulations, instructions, and guidance into one manual for easy reference.

All School Nutrition Programs (SNP), including NSLP, SBP, and SMP, are administered by a State Agency (SA), which in our state is the Nevada Department of Education, Office of Child Nutrition and School Health. You are encouraged to contact the SA with your questions or for on-site technical assistance.

This manual is based on information developed by the Nevada Department of Education, Office of Child Nutrition and School Health and the United States Department of Agriculture - Child Nutrition Programs.

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	2005 Dietary Guidelines for Americans	http://www.health.gov/DietaryGuidelines/
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INTRODUCTION

History

Since 1946, the National School Lunch Program has provided financial support and federally purchased commodities to help schools serve nourishing, well-balanced meals to children. The Child Nutrition Act of 1966 expanded the program to include breakfast. Of particular importance are two amendments to the National School Lunch Act:

- 1975 - Extended eligibility to include residential child care institutions (RCCI's)
- 2004 - Established wellness goals

Purpose

The purpose of all Child Nutrition Programs is stated as policy in the National School Lunch Act:

It is hereby declared to be the policy of Congress, as a measure of national security to safeguard the health and well-being of the Nation's children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing....for the establishment, maintenance, operation, and expansion of non-profit school lunch programs.

The benefits of sponsoring School Nutrition Programs (SNP) such as the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the RCCI facility include cash reimbursement for breakfasts, lunches and snacks planned according to nutritionally adequate meal patterns and served to eligible students, as well as the provision of USDA donated food assistance (commodities) through the Food Distribution Program (FDP).

Applicable Regulations

Regulations which are pertinent to the operations of the School Nutrition Programs in an RCCI are 7 CFR: Part 210, Part 220, Part 245, Part 250, and Part 3015. All regulations are available on the School Nutrition page of our website: <http://nde.doe.nv.gov.RCCI.htm> (Regulations Link)

7 CFR - Title 7 Code of Federal Regulations

7 CFR Part 210, National School Lunch Program (NSLP) - Sets forth the requirements for participation in the NSLP. It specifies program responsibilities of State and local officials in the area of program administration, preparation and service of nutritious lunches, payment of funds, use of program funds, program monitoring and reporting and recording requirements.

7 CFR Part 220, School Breakfast Program (SBP) - Sets policies and prescribes regulations necessary to carry out the provisions of Section 4 of the Child Nutrition Act of 1966, as amended, which authorizes payments to the states to assist them to initiate, maintain or expand nonprofit breakfast programs in schools and RCCIs.

7 CFR Part 250, Donation of Foods for Use in the United States - Sets forth the terms and conditions under which donated foods may be obtained from the USDA for use in the Child Nutrition Programs.

7 CFR Part 245, Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools

Sets forth the policies and prescribes regulations for determining the eligibility of children to receive free and reduced price meals based on evaluation and verification of a family-based application process.

7 CFR Part 250, Donation of Foods for Use in the United States - Sets forth the terms and conditions under which donated foods may be obtained from the USDA for use in the Child Nutrition Programs.

- **7 CFR Part 3015** - The uniform Federal assistance regulations published by the USDA to implement Office of Management and Budget circulars A-21, A-87, A-102, A-110, A-122 and A-128.

Common Acronyms used in the Child Nutrition Programs

ADA	Average Daily Attendance
ADP	Average Daily Participation
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs (all nutrition programs funded via USDA)
CNP Software	Child Nutrition Programs online reporting system
CRE	Coordinated Review Effort (review of claims procedures)
DOE	Department of Education
FDP	Food Distribution Program
FNS	Food and Nutrition Service (USDA)
LEA	Local Education Agency
NSLP	National School Lunch Program
OvS	Offer versus Serve
RCCI	Residential Child Care Institution
SA	State Agency (DOE)
SBP	School Breakfast Program
S&CN	School and Community Nutrition (at DOE)
SFA	School Food Authority
SMI	School Meals Initiative (nutrient analysis review)
SMP	Special Milk Program
SNP	School Nutrition Programs (Lunch, Breakfast, Snacks, Special Milk)
USDA	United States Department of Agriculture

GENERAL PROGRAM REQUIREMENTS

Qualifications of the Institution

RCCIs can receive full benefits from School Nutrition Programs (SNP) provided that the institution:

- Is public or nonprofit private;
- Operates principally for the care of children;
- Is 24-hr residential;
- If private, is "tax exempt" under Section 501(c)(3) of the Internal Revenue Code of 1954;
- If private, is licensed by the State to provide residential child care.

A public institution is one which is operated by and primarily responsible to any level of Federal, State or local government. A private, nonprofit institution is one which is not public and is tax-exempt for federal income tax as described above.

Institutions qualifying as an RCCI eligible for full benefits include, but are not limited to:

- Homes for the mentally retarded, emotionally disturbed, physically handicapped or unmarried mothers and their infants;
- Group homes;
- Halfway houses;
- Orphanages;
- Temporary shelters for abused and/or runaway children;
- Long-term care facilities for chronically ill children;
- Juvenile detention centers.

NOTE: Boarding schools are **not** considered to be RCCIs.

States may not impose any additional eligibility requirements. Of course, as with schools currently participating, inability to comply with program regulations would disqualify an institution from participation.

Agreement with the State Agency (SA)

To become a sponsor of NSLP and SBP, you must request access to the online application. This application consists of sponsor demographics and a site application for each proposed site. Additionally, there are forms available from the document download which must be completed, printed or PDF'd, and submitted manually or electronically if you have online signature capability. The agreement is the main document in this group, which establishes legal lines of responsibility with the SA. The first year, a sponsor may start at any time. Sponsors must complete annual renewals to extend participation from year to year. The agreement incorporates the sponsor and site applications, a Policy Statement, Signature Authority - USER ID, the Appeal Process, Program Certifications for HACCP and Wellness, and Civil Rights information. This agreement sets forth the terms, conditions, and covenants necessary to comply with government regulations of the programs. When the RCCI administration is convinced that the responsibilities can be correctly executed, the agreement is signed by the RCCI Director and returned to the SA for consideration. It is signed at the state level, thus becoming the agreement or legal, binding contract. A copy of the

signed agreement is returned to the RCCI. It is the responsibility of the RCCI administrative staff to oversee the programs to assure that they are carried out successfully within the framework of the contract. It is imperative that food service employees in administrative and supervisory capacities become familiar with this document and with the Policy Statement.

Policy Statements for Non Pricing Institutions

All RCCIs participating must have a policy statement. Pricing programs (where children pay for the meals) most often found in schools, require a lengthy policy statement as outlined in 7 CFR Part 245.10. Non pricing programs, such as found in most RCCIs, may have a simplified version of the required policy statement. To qualify as a non pricing program, RCCIs may not charge children for any meals served.

Any policy statement for non pricing programs must contain the following: (1) that the entire enrollment is being served the same meal at no charge and without discrimination against any child in the course of the meal service. The suggested form will be sent to new sponsors. For continuing sponsors, it is on the CNP web in the Sponsor Summary Packet list.

Questions about policy statements

1. Q: In RCCIs with non pricing situations, is the RCCI required to reduce tuition, board or other fees paid by the parents of children who qualify for free or reduced price benefits by the amount of the benefits they would have received in a pricing situation?

A: No, RCCIs operating non pricing SNPs are not permitted to administer such a price reduction.

2. Q: Are the requirements for submitting a policy statement different for RCCIs with students who attend an RCCI during the day, but do not reside in the institution?

A: Yes. RCCIs with day students in attendance must submit the Pricing policy statement as for any regular school. No public release is needed.

Food Safety

A Food Safety Operating procedure is required in each sponsoring facility.

The National School Lunch Act requires that two food safety inspections per school year be conducted by the State or local governmental agency responsible for inspections. All sponsors of National School Lunch Programs should request these from their local county health department and keep documentation of the request. A copy of each inspection must be forwarded to the SA within 30 days with a corrective action statement.

Wellness Policy

Legislation places the responsibility of developing a wellness policy at the local level, so that the individual needs of each school district, school, or RCCI can be addressed. According to the requirements for the Local Wellness Policy, school districts must set goals for nutrition education, physical activity, campus food provision, and other school-based activities designed to promote

student wellness. This requirement also applies to RCCIs. For more information, see our wellness website at: <http://wellness4you.nv.gov/>

CIVIL RIGHTS

Any materials disseminated by an RCCI regarding the School Meal Programs such as the free and reduced price meal application for Day Students, must include the following statement:

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

Children should not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance or consume their meals at a separate time based on their race, sex, color, national origin, age, or disability.

RCCIs must also have on file data on the racial/ethnic makeup of the children applying and participating in the School Meal Programs. The method of collecting data can be developed by the RCCI. Methods include observation, personal knowledge or voluntary self-identification by the applicant.

The “*...And Justice for All*” nondiscrimination poster must be displayed prominently where participating children can see it. The poster can be obtained by contacting our office.

Annually at least one person at the sponsor level must take the online Civil Rights Training and in turn provide the training to the food service employees. See our website for civil rights training materials: <http://nde.doe.nv.gov/RCCI.htm>

Common Questions about Civil Rights

Q. Is it necessary for an RCCI to be accessible to children with disabilities?

A. Regulations state that all Child Nutrition Programs must be accessible to children with disabilities. However, structural alterations are not required for participation in any Child Nutrition Program. Therefore, an RCCI need not make structural alterations to its facilities to accommodate an individual. The RCCI should work towards making its facilities accessible to all and, until that time, refer children to facilities that are properly equipped.

Q. If I get a civil rights complaint, how do I handle it?

A. Each sponsor must have a policy related to protecting the civil rights of each individual residing in the residential facility. Each employee must be familiar with the process and how to submit the complaint to the facility management in accordance with the established policy. All complaints must be maintained by school year for state agency review.

Calendar of Due Dates

For all sponsors on any of the School Nutrition Programs, there are several items to be completed during each year. See Appendix A for the list of due dates for those things most applicable to RCCIs.

CHILDREN'S FREE AND REDUCED PRICE ELIGIBILITY

Once the eligibility of the RCCI has been established, it is necessary to establish the eligibility of the children participating at the RCCI. RCCIs must maintain the names, ages (must be under 21 years of age) and entry and departure dates of all participating children in the NSLP and SBP.

We have separated the eligibility requirements for institutionalized children from those of day students because the requirements vary substantially between them.

Institutionalized Children

An institutionalized child is considered a one-person household since he/she is not living with his/her actual family as an economic unit. The RCCI need not obtain an application or signature from an adult household member. Since an institutionalized child is defined as a family of one, program eligibility for institutionalized children is based on income received by the child; the family's income is not included. **Payments from any source directly received by the institution on a child's behalf are not considered as income to the child. Only the income a child earns from employment and/or personally receives while in residence at the institution is considered as income.** As a result, meals for most institutionalized children can be claimed as free because the children's personal income falls well within the free eligibility guidelines.

In order to properly document the eligibility of institutionalized children, an RCCI may use one of the following methods:

- A. The Statement of Facts** - The simplest method of documenting children's eligibility is to have a signed Statement of Facts on file at the RCCI. This is a written statement outlining the general policy or condition within the RCCI which would cause all its institutionalized children (not including day students) to be eligible for free benefits. A prototype form is included in Appendix B. The following are some acceptable examples of what would qualify as Statement of Facts:

Example 1: "All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody."

Example 2: "Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen have been \$83.00 per week. We also permit students to get up to \$5.00 per week from home, but require any money received or earned to be turned in to our 'bank' and to be drawn out only with permission."

- B. Eligibility Roster** - If an RCCI does not have a predetermined policy which dictates the allowable income to children; then it may wish to record eligibility determinations, by child, on a list. A sample eligibility roster is included in Appendix C. It must contain the following information:

- Child's name;
- Date of eligibility determinations;
- Category of eligibility; and
- Approving official's signature/initials

Census rosters in custodial facilities meet the requirement for Eligibility Rosters when a policy is in place indicating children are wards of the court, county, or facility with no income.

Day Students Attending RCCI

Day students are children who attend, but do not reside in an RCCI. A student's eligibility for free, reduced price or paid meal benefits is determined based on the student's household size and income or Food Stamp/TANF participation. A Statement of Facts does **not** cover the eligibility of day students as it does for the institutionalized children.

To determine a day student's eligibility in the program, RCCIs must obtain documentation of his free and reduced price status from the regular school of attendance or have the child's family apply with your facility. Free and Reduced Applications are available on our website or call us for assistance.

For Categorical Eligibility Based on Food Stamp and/or TANF Information:

- Name of the child for whom application is made;
- Food stamp or TANF case number for the child for whom application is made; and
- Signature of an adult household member.

For Eligibility Based on Household Size and Income:

- Names of all household members;
- Amount and source of income received in the prior month by each member;
- Social security number of the adult household member who signs the application or an indication that the household member does not have one; and
- Signature of an adult household member.

Day students from households currently certified to receive Food Stamp/TANF assistance are categorically eligible for free benefits. If a household does not receive such benefits, then reported income must fall within Federal eligibility guidelines to entitle a child to free or reduced price meal benefits.

There are a variety of methods to document the required eligibility information of day students. It is critical that any method used must contain the information outlined above. The following lists some options for documenting the eligibility of day students.

- A. **Free & Reduced Price Applications** - A free and reduced price application may be used to determine eligibility for meal benefits. Usually day students are already enrolled at a regular school and if eligible, should have an approved application on file there. RCCIs may request a copy of the approved Free and Reduced application from the school.

For other day students not coming from a regular school, prototype free and reduced price applications which contain all required language and instructions as well as the required parent letter can be obtained online from the download forms in the CNP Software application. Applications must be made on a per household basis. The RCCI can mail the applications home to all the households or send them home with the day students. The RCCI must review applications, make eligibility determinations, complete Verification and other requirements in relation to processing applications that traditional schools follow.

- B. **Eligibility Roster** - As mentioned in the previous section, this records the names of all children in the RCCI along with the appropriate eligibility information. Please note that although one Eligibility Roster can be used for both institutionalized children and day students, the eligibility and documentation requirements differ between the two groups. Care should be taken to ensure that the eligibility requirements are met for both institutionalized children and day students. The Eligibility Roster does not document the eligibility of students, but records the eligibility of students for free and reduced price benefits.

Verification

RCCIs without day students are exempt from all verification efforts with the exception of verification summary reporting. **Day student's applications are subject to verification and verification summary reporting requirements.** Please check the USDA regulations for specific verification requirements and procedures at:

<http://www.fns.usda.gov/cnd/Governance/notices/iegs/EligibilityManual.pdf>

Verification questions should be addressed to the assigned consultant at the SA.

Questions about eligibility

1. Q: Are residential institutions which operate only on weekends eligible for participation in the SNPs?

A. No. It is the intent of the law that a residential institution provide continuous child care service. Since an institution operating only on weekends is not open continuously, it is not eligible to participate.

2. Q: When an institution maintains only a portion of its membership in residence and another group of children attend daily but reside elsewhere, is it eligible to participate in the SNPs?

A: Yes, the primary basis for eligibility of an institution to participate is its residential status. The day student's eligibility is determined by the eligibility application process.

3. Q: When adults are also in residence in the institution, must children reside in a physically separate unit or wing within the institution?

A: It is the intent of the regulations to serve children who reside in an institution which is designed and operated primarily for the care of children or in a separate children's wing or in an identifiable area of an institution. As such, even though an institution primarily serves and cares for adults, the regulations have been written to allow these types of institutions to participate if the residing children are located in a distinct part of the institution designed primarily for the care of children.

4. Q: Are RCCIs, such as, runaway shelters that have temporary clientele, eligible for participation in the SNPs?

A: As long as the institution itself operates on a continuous basis, it can participate in the SNPs. Due to the short-term services these types of institutions provide, it is of the utmost importance that complete records be maintained for three years to document claims. Such records should clearly illustrate in sufficient detail, by type of meal (breakfast or lunch), that all meals served on any given day and claimed for reimbursement were eligible for such reimbursement. Careful records of entrance and exit dates of each resident and their eligibility category during their stay must be kept.

5. Q: Are homeless shelters that house both adults and children and do not physically segregate out the children from the adults eligible to participate in the SNPs?

A: No, homeless shelters which cannot demonstrate a primary mission of service to children or which permit families to reside together are not eligible to participate as RCCIs. However, children are eligible to participate in the Special Milk Program (SMP) as "settlement houses" and claim milk served to children. Contact your SA for details.

6. Q: If a child who resides in an RCCI attends a traditional school during the day, how is an eligibility determination made for the child at the day school?

A: To apply for free and reduced price benefits at the day school, the RCCI must submit to the day school an application on behalf of the child. A complete application for an institutionalized child must include:

- The child's name;
- The child's personal income (money earned or received in hand) and how often it is received;
- Signature of an adult from the RCCI.

The day school would then review the application based on the household size and income reported. A list of residents provided to the school by the RCCI is not sufficient.

7. Q: When a correctional facility serves as an RCCI, what is the definition of separate areas for inmates under twenty-one?

A: If inmates that are eligible for the SNPs reside on one side of a corridor with non-eligible inmates on the opposite side, the distinct or separate wing or identifiable area requirement is satisfied. If there is an "under twenty-one" corridor or wing, then the requirement is satisfied.

MENU PLANNING

Meals served in the NSLP should always be nutritious, well-balanced and designed so that, over a period of time, they will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances. They should also conform to the USDA Dietary Guidelines for Americans – see Appendix D.

We have also included in Appendixes E, F, and G, and I the Menu Plans and meal requirements for **School Lunch, School Breakfast, and the Afterschool Snack Program. Planning Tips are included in Appendixes H and J.** These charts list the food components and the minimum quantities required, by age/grade groups, for complete, reimbursable meals. The Traditional Food-Based Menu Plan has been around since 1946 with a few modifications over the years. In 1995 the Enhanced Food-Based Menu Plan was introduced. The main differences between these two are the grouping of age/grade levels and the amount of grains/breads servings required per week.

There is another option for planning menus based on nutrients or Nutrient Stand Menu Planning (NSMP) – this one requires use of USDA-approved computer software to plan the menus. Or, there is the option for hiring an outside entity to plan nutrient-based menus with the USDA-approved computer software – this is called Assisted NSMP.

Meal Requirements: National School Lunch Program

For the Lunch Program, there are special requirements concerning the minimum weekly grains/bread requirement. The Traditional chart specifies the minimum requirement for bread is 8 servings per week. However, the 8 servings are based on a 5 day week usually found in schools. RCCIs serving lunch 6 or 7 days a week should increase the 8 servings by approximately 20% for each additional day. For the Enhanced menu plan, the number of servings would also be increased about 20% for each additional day.

For both food-based plans, a complete lunch consists of five different items from four food components.

FOUR COMPONENTS FIVE FOOD ITEMS

Meat/Meat Alternate-----	Meat/Meat Alternate
Vegetable/Fruit-----	Vegetable/Fruit*
	Vegetable/Fruit*
Grains/Bread-----	Grains/Bread
Fluid Milk-----	Fluid Milk

* Reimbursable lunches must provide two food items from the vegetable/fruit component and one food item from each of the other three food components. Sponsors must offer both a fruit and a vegetable at the lunch meal in Nevada facilities.

SAMPLE LUNCH MENU	FOOD ITEM	FOOD COMPONENT
Toasted Cheese Sandwich:	Cheese	Meat/Meat Alternate
	Bread	Grains/Bread
Tossed Salad:	Lettuce, Tomatoes & Carrots	Vegetable/Fruit
Banana:	Banana	Vegetable/Fruit
Milk:	Milk	Milk

Meal Requirements: School Breakfast Program

A complete breakfast consists of four food items from the four food components, as follows:

You must serve one of the following possible combinations of the four food items:		
	OR	OR
Meat/Meat Alternate	Meat/Meat Alternate	Grains/Bread
Grains/Bread	Meat/Meat Alternate	Grains/Bread
Vegetable/Fruit*	Vegetable/Fruit*	Vegetable/Fruit*
Fluid Milk	Fluid Milk	Fluid Milk

* The vegetable/fruit component may be a fruit, vegetable or full-strength vegetable or fruit juice.

The Traditional and Enhanced breakfast meal plans are identical so select the one that goes with the plan chosen for lunch. The Traditional Breakfast and Lunch Plans are provided in Appendix E. The Enhanced Breakfast and Lunch Plans are provided in Appendix F. Snack profiles are listed in Appendix G.

Offer versus Serve (OvS) - Read the regulations FIRST - http://www.fns.usda.gov/tn/Resources/offer_v_serve.html

Offer versus Serve (OvS) regulations were introduced in 1975 to reduce the amount of plate waste in the NSLP. OvS allows children to choose a specified minimum number of food items from those offered. These regulations mandate that the OvS provision be implemented in institutions serving students of a high school grade level as defined by the State. However, this provision is optional in RCCIs for any grade level because it may be difficult to administer OvS to institutionalized children, particularly when there are special circumstances such as special diet or security concerns.

Nevertheless, in certain institutions where it is desirable, officials may wish to offer this option. In RCCIs implementing OvS in their lunch program, children **must be offered** all **five** food items. High school age children must choose at least full portions of **three** of the five items offered.

Children below high school level in RCCIs with OvS must take at least **three or four** (at the RCCI's option) of the five food items offered.

RCCIs which have OvS in their breakfast programs must offer all **four** food items to all children. Children then have the option to choose at least **three** of the four items offered.

Sample OvS menus have been included in Appendix J.

Family Style Meals

If your facility serves family style meals, food items must be placed on the table in sufficient quantities to provide at least the minimum portions of the components for all the children at the table and to accommodate any adults supervising the meal service who are eating with the children.

The required amount of each food item must be served to each child. When the full portion has not been served to a child initially, supervising adults must assume the responsibility of actively encouraging the child to accept service of the full portion during the course of the meal.

If an RCCI has both a family style meal service and is implementing OvS, once a child has taken at least the minimum portions of the required food items, then he/she may also take less than the minimum quantity of other food items.

Food Production Records

You must prepare food production records and retain them on file to document that meals claimed for reimbursement meet the quantity and component requirements. The SA does not require a specific form, but the form should contain all the same information as the suggested sample in Appendix K & L. The food production records should show the quantities of food prepared (in cans, lbs, servings, etc.) and left over each time reimbursable meals are served. The record should also include a space for other pertinent information about the day's production, such as overproduction due to circumstances beyond the manager's control, and comments on acceptance of each menu item. These records then become a valuable planning tool, since you can use them to help estimate the amount of each menu item to prepare the next time it is served.

If properly implemented, OvS should reduce food waste, since children would not be forced to accept food they do not wish to eat. The reduction of food waste may not be achieved, however, unless managers take care to avoid overproduction. To ensure proper planning for OvS, managers will need to keep accurate daily records of food production for each menu item.

Accurately maintained production records are required to claim reimbursable meals. SA staff only accepts production records as documentation of the service of reimbursable meals. **Purchase invoices are not accepted as a substitution for inaccurately maintained or missing production records.**

Varying Portion Sizes

Determining Portion Sizes - We encourage staff at RCCIs to serve quantities of foods based on their residents' nutritional needs, which vary with age. Review the ages of your residents and refer to the Meal Pattern Requirements chart in Appendix E, F, or G for guidance. If you adjust portions, the amounts are the minimum requirements for the ages or grade levels specified. If the RCCI is restricted to serving the same quantities to all children, the minimum portion size must be that required for the highest age group. Note that the ages of some children may not necessarily correspond to the grades outlined in our charts.

- Determine the ages of children at your facility. For instance, where the ages of residents range from five to nine, the RCCI should serve Group III and Group IV portion sizes, if possible, on the Traditional Menu Plan. Otherwise, it must serve Group IV portion sizes.

- The quantities of foods for Groups I and II are minimums. RCCIs must **never** serve less than these minimum quantities to children ages four and under. Since children of this age group can only manage small quantities of food at one time, RCCIs are encouraged to offer lunch at two serving periods which, when combined, will meet the total minimum quantities. For example, you could serve juice and toast at 10:00 a.m., and the meat, vegetable and milk at noon. RCCIs must obtain approval from the state if two distinct serving periods are used in these situations.

Meal Requirements: Afterschool Snack Program

To be eligible for this program, the RCCI must offer education or enrichment activities in an organized, structured and supervised environment AFTER school. It must be stressed that this would be available to ALL resident children of the RCCI.

The snack meals may only be claimed on days when the child went to school whether on-site or at another regular school. This is different than lunch and breakfast, which may be claimed on all days of participation. There must also be a way to determine that children are present on a given day, such as having a roster or sign-in sheet for the snack program.

See Appendix G for the snack meal requirements. Production records are required to provide documentation of meal pattern compliance. It is also recommended that the RCCI review the after-school care program two times a year to insure compliance.

Questions about menu planning

1. Q: How can food substitutions be made for medical, dietary or religious reasons?

A: Certain alterations for medical or dietary reasons may be made with a written statement from a doctor or other recognized medical authority, which recommends substitutions for the required items. Alterations may also be made for religious reasons, if nutritionally sound and approved by the USDA's Food & Nutrition Service. A statement for each child should be on file explaining who made the request and how it was determined that granting the special meal pattern was in the child's best interest. If substitutions are for the RCCI as a whole, only one statement is necessary.

2. Q: Can RCCIs serve pitchers of milk placed on tables in the eating area (beyond the serving line) and be in compliance with the meal requirements?

A: RCCIs may choose to have pitchers of milk on the table and allow children to serve themselves; however, they must take extreme caution to ensure all meals are reimbursable. Glasses of sufficient size to meet the quantity requirement should be provided. For example, for children in Group III and IV (8 oz. requirement), a 10 oz. glass must be used to ensure that the minimum requirement is met.

FOOD DISTRIBUTION PROGRAM

Eligibility for USDA Foods

New sponsors are not eligible for USDA Foods until they have been on the National School Lunch Program (NSLP) for one school year.

USDA Foods are purchased by the government to improve the nutritional status of children and offered to RCCIs based on NSLP participation.

The annual USDA Planned Assistance Level (PAL), often referred to as Entitlement, is distributed via the CNP Software System to eligible sponsors each year on an annual pre-order survey. The PAL is based on student participation in the NSLP the previous school year. In December or January, each school year, sponsors complete an online pre-order survey that indicates each sponsor's need for the types and amounts of USDA Foods they wish to receive beginning the following August.

USDA Commodity foods are allocated, ordered and delivered through the Nevada State Purchasing Division. The SA will provide the Commodity Foods group with sponsor contact information when notifying that group of a new or terminating sponsor.

Single Inventory Record Keeping System

Nevada, like many other states, has adopted the single inventory approach to receiving, storage and utilization of USDA Foods. Once a USDA Food item appears in a sponsor's CNP Software System inventory, it is considered to be commercial product regarding delivery, receiving, storage and utilization. The single inventory recordkeeping system combines purchased food and USDA Foods purchased for the School Nutrition Programs into one system. USDA's decision to purchase and distribute USDA Foods in commercial labels rather than USDA labels created a need to change inventory procedures. Since USDA Foods would be visually indistinguishable from purchased food, maintaining separate inventories for the two classes in order to facilitate compliance with existing regulations would be difficult. Therefore, USDA granted states a waiver from certain regulatory requirements. States that adopted the single inventory system, and SFAs under their oversight, were instructed to apply the same recordkeeping and inventory requirements to USDA Foods that they use to safeguard foods purchased with School Nutrition Program funds.

Handling USDA Foods under the Single Inventory Record Keeping System -

1. The value of the USDA Food will be realized when title passes to the SFA. At that point, the product becomes the property of the SFA and is a nonprofit food service account asset.
2. Since separate inventories are no longer required, the same inventory valuation method currently used by the SFA for purchased products would now apply to all USDA Foods. For example, if the SFA uses FIFO (first in-first out) for purchased products, the SFA would use FIFO for its USDA Foods.
3. The SFA will treat and safeguard its USDA Foods just as it now does with supplies purchased with nonprofit food service account funds. As always, good inventory management and control practices must be maintained.

4. The SFA may use the USDA Foods across programs as long as all income accrues to the nonprofit food service account in the same manner income currently accrues from the use of supplies purchased with nonprofit food service account funds.

5. When a loss of a USDA Food occurs after title has transferred, the SFA is required to use the same procedures currently in place for reporting purchased product losses. If the SFA is not obligated to report purchased product losses to the State agency, the SFA will no longer be responsible for reporting USDA Food losses. However, the SFA remains responsible for ensuring that all nonprofit food service resources are safeguarded and reminded that any misuse of nonprofit food service resources is subject to criminal prosecution under section 12(g) of the National School Lunch Act.

6. USDA Food entitlement credit will be available to SFAs that furnish food for nationally declared disaster feeding. The credit cannot exceed the lesser of the actual USDA Foods supplied or the amount of the USDA Foods received during the past 12 months.

7. Once received by the SFA, the State agency will not be involved in arranging or accounting for transfers to other agencies. Transferring of USDA Foods may still occur, however, arrangements will be made at a local level. Since the value of the USDA Food has already been realized by the SFA, no additional entitlement will be credited. It will be the responsibility of each SFA to recoup the transferred product value.

8. Food safety recalls will follow the current USDA Hold and Recall procedures. As with any commercial product, can codes and establishment numbers will be used.

9. Since not required on commercial labels, the pack date will be lost. As you know, this information was the basis for “Best if Used by Dates” guidance. This guidance will no longer be made available; therefore SFAs are reminded to maintain good inventory practices.

PROCUREMENT

The requirements as set forth in USDA regulations for each program are similar in scope. The parameters of all programs revolve around 7 CFR Parts 3016 & 3019. The program regulations that outline the basic requirements for procurement are: 7 CFR Part 210.16(b) & (c); 7 CFR Part 210.21. Part 210.21 will refer you to 3015; however, you will use 3016 (for public sponsors) or 3019 (for private-not-for-profit sponsors).

These standards do not relieve the grantee of any contractual responsibilities under its contracts. Grantees shall use their own procurement procedures which reflect State and local laws as they conform to USDA regulations (ref. 3016 or 3019).

- "Grantees shall maintain a written code or standards of conduct which shall govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by federal funds."

No one affiliated with the grantee (i.e. employee, officer, or agent) can take part in the selection or award of a contract supported by federal funds. **(A potential contractor cannot prepare and/or develop any procurement or contract documents. Part 3016.36(b)(3)(1-5) & 3019.42).**

- "The grantee shall establish procurement procedures which provide that proposed procurement shall be reviewed by grantee officials to avoid the purchase of unnecessary or duplicate items". (3016.36(b)(4))

Part 3016 stresses anticompetitive practices as implemented in Public Law 105-336. A potential contractor may provide specific information. However, a potential contractor cannot prepare procurement or contract documents (specifications, invitation to bid, statement of work, RFP, etc.) (3016.60(b)).

The grantee shall in its evaluation consider alternatives to ensure an economical purchase is made. Alternatives are, but not limited to; 1) breakout of different items so as not to limit competition; 2) or consolidate to achieve a more equitable price and /or fee; 3) and consider lease instead of purchase.

- "All procurement transactions regardless of whether by sealed bids or by negotiations, and without regard to dollar value, shall be conducted in a manner that provides maximum open and fair competition consistent with regulations. Procurement procedures shall not restrict or eliminate competition."

Awarding of a contract should only go to the contractor who can successfully carryout the terms and conditions of the proposal. Consideration should be given to integrity, past performance, and financial stability.

a) **Small purchases** - Simple and informal for procurement of services, and supplies whose cost in aggregate is less than \$100,000. If this procedure is used: "Price or rate quotations shall be obtained

from an adequate number of qualified sources." Grantee shall comply with State and local small purchase limits under \$100,000.

b) **Competitive sealed bids** - Procurement of service, and/or supplies whose cost in aggregate is more than \$100,000, where formal advertising is used to solicit potential vendors: "Sealed bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming with all the material items and conditions of the invitation for bid, is the lowest in price." Under formal advertising the following requirements are a must.

- 1) A complete specification or purchase description is available from the grantor.
- 2) Bid proposals shall be solicited from an adequate number of suppliers willing and able to compete. This is done by making sure you advertise in as many media outlets available.
- 3) A sufficient time frame shall be established between the first day of advertising and the date bids are actually opened (at least 14 days, 21 days when soliciting Food Service Management Companies).
- 4) Bid proposals shall be opened publicly at a pre-designated place and time.
- 5) The award of the firm fixed price contract shall be made known to the successful bidder by written notice (3016.36(d)(2), 3019.44).

NOTE: Any information requested under "Evaluation Criteria" will be used only to establish that a bidder is responsive and responsible. (Example: financial statements, nutritional data for end products, etc.)

c) **Noncompetitive negotiation** - Procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate. This type of procurement should be a last resort when all other methods are not feasible. Conditions for which other methods are infeasible are limited to the following:

- 1) The item or service is available from only one source.
- 2) An emergency situation exists that will not permit competitive solicitation.
- 3) Authorization from the state grantor agency. (3016.36(d)(4))

USDA Regulations and Other Resources:

7 CFR 210: (210.16 and 210.21) http://www.fns.usda.gov/cnd/Governance/regulations/7cfr210_09.pdf

7 CFR 250: (250.12 and 250.30) http://www.fns.usda.gov/fdd/regs/fd_regulations.htm

7 CFR 3016 (Public Schools): http://www.access.gpo.gov/nara/cfr/waisidx_07/7cfr3016_07.html

7 CFR 3019 (Non-Public Schools): http://www.access.gpo.gov/nara/cfr/waisidx_07/7cfr3019_07.html

PROCEDURES FOR LOCAL GOVERNMENT PURCHASING - State agencies should check with their purchasing representatives and review NRS 332.039 prior to making large dollar purchases. \$5,000 is the baseline for capital expenditures for equipment in Nevada.

National Food Service Management Institute: First Choice – A Purchasing Systems Manual for School Food Service 2nd Edition: (This document may be downloaded by chapter from the National Food Service Management Institutes web site.) <http://www.nfsmi.org/ResourceOverview.aspx?ID=64>

You will need to type "First Choice" in the "Title" box and then search.

FINANCIAL MANAGEMENT

Recordkeeping

There are financial recordkeeping requirements for the NSLP and SBP. We are only interested in the institution's resources and expenses as they relate to food service. It is required that RCCIs complete a food service Annual Financial Report in our online CNP Software System. This form is available at end of claims list each year and must be completed by October. Instructions for its completion are in Resources on the CNP Software System.

Records should demonstrate compliance with program requirements and should include revenue and expenditure records sufficient to establish the nonprofit status of the food service operations. All records, including supporting documents such as bills and invoices, must be retained for a minimum of three years after the end of each school year.

RCCIs may use a bookkeeping system of their choice. The following section specifies the types of financial records that must be retained. Not every RCCI will have all types of assets and expenses.

Cash and Cash-like Records

Examples of Minimum Records

Savings and/or Checking Account

Bank Statements

Cash-on-hand

Cash count record and petty cash account

Cash due the program

Federal reimbursement due, charged lunches, discounts earned

Negotiable securities

Market value of T-bills, bonds and stocks owned by the nonprofit food service

Cash payable (a debit item)

A bill that is on hand to cover a legitimate nonprofit food service expense and rebates

BSR (* state level sponsors only)

Budget Status Report

Expenses

Examples of Minimum Records

Net Purchases*

Food purchases, less discounts and returns

Commodity charges

State processing, handling and delivery charges

Labor

Payroll records, including employee/ employer contributions to FICA, etc.

Other Expenses

The nonprofit food service may pay these costs. Supporting bills must be retained. Examples are trash, utilities, insurance, paper, cleaning supplies, repairs, equipment, and depreciation**.

* **Food Costs:** At the end of any program year, the nonprofit food service will need to know an average food cost per meal in order to allocate expenses on the AFR appropriately. The AFR instructions in the CNP Software System give complete guidance on this process. For a quicker idea of your meal cost, there is a sample on how to cost a meal in Appendix M.

** **Depreciation of Equipment:** This is defined as depreciation of nonexpendable food service equipment costing more than \$300 and having a useful life of more than one year. If equipment is depreciated, it should be depreciated over a twelve year period. Equipment costing under \$300 per unit may be expensed when purchased.

The following **non-financial** records must also be kept:

1. **Meal Counts** - RCCIs must keep a record of each site's daily meal count by meal and by category to support its Claim for Reimbursement.

2. **Free and Reduced Price Meal Data** - RCCIs must maintain an accurate record of the number of children eligible for free and reduced price meals (applications of day students), including any source documentation. This can be accomplished by maintaining your eligibility roster and any free and reduced price application files. Active applications should be divided into free and reduced categories, and should indicate the dates of any eligibility changes for children who have withdrawn from the site, or had a change in income or family size.

3. **Production Records and Menus** - Menus and production records must be maintained to demonstrate that the required number of food components and food items are offered on any given day. Production records should include sufficient information to evaluate the menu's contribution to the meal pattern.

Specific Prohibitions

1. Meals for both program and non-program adults may **not** be claimed for reimbursement. However, food service revenues may be used to pay for or subsidize meals for program adults. Non-program adults, however, are not to be supported by food service revenue. If you wish to charge non-program adults less than it costs to produce the meal, revenue must be transferred to the food service account from another source.

Note: A program adult is an individual whose job description includes some on-site responsibility for food service, i.e. SBP and NSLP. A non-program adult is an individual whose responsibilities do not include food service programs.

2. Revenues may not be used to purchase land or buildings or to construct buildings.

3. The RCCI must limit its net cash resources to an amount that does not exceed three months' average expenditures for its nonprofit food service or such other amount as may be approved by the SA in accordance with 7 CFR Part 210.19(a).

REIMBURSEMENT

Reimbursement rates are adjusted annually in mid July and vary for each program (NSLP & SBP). For the NSLP and SBP, there are three reimbursement rates: free, reduced priced and paid. The reimbursement rates are posted on the USDA School Meals Website annually and may be viewed at:

<http://www.fns.usda.gov/cnd/Governance/notices/naps/NAPs.htm>

Non-pricing programs are those programs which do not charge children for meals. If your RCCI operates a pricing program, where children eligible for the reduced price and paid meal rate are required to pay for their meals, you should contact the SA for further instruction.

RCCIs are eligible for an additional 2 cents per lunch reimbursement if 60% or more of lunches in the second preceding year were served to children eligible for free and/or reduced price meals. This will be noted in the Sponsor Information Sheet in the year the RCCI becomes eligible.

The Severe Need Breakfast rates allow qualified sites to receive additional per breakfast reimbursement. Sites are designated in the Site Sheet Breakfast Program section as "severe need" if 40% or more of its lunches from the second preceding school year were served to children eligible for free or reduced price meals. This must be met on a site-by-site basis and is automatically figured from the online claims. If the same sponsor is operating more than one RCCI, eligibility is determined for each RCCI site separately.

Common questions about reimbursement

Q. Where do I get a claim form to request reimbursement for meals?

A. The reimbursement system in Nevada is located in the CNP Software System. System Instructions, access forms, and resources are located at: <http://nde.doe.nv.gov/RCCI.htm> (First box on the upper right quadrant.)

State government entities must contact their consultant for billing claim information and journal forms/coding.

Q. How does an RCCI qualify for Severe Need Rates when it was not participating in the NSLP two years ago?

A. RCCIs which were not in the NSLP during the second preceding school year would not be eligible for Severe Need Rates. After the RCCI has participated in the NSLP for the two year period and has necessary participation data, it would then be eligible to qualify for the higher reimbursement rate. This will be automatically determined in the CNP Software System each year.

MEAL COUNTING AND CLAIMING SYSTEMS

In order to obtain federal reimbursement for meals served, trained adults must accurately count, record and claim the number of meals actually served to eligible participants.

RCCIs must have a Policy Statement approved by the SA before any meal count system is implemented. (Please refer to the Policy Statement section for specific requirements.) Also, all food service personnel must be adequately trained before starting a meals program.

The essential components of a good counting and claiming system are the point of service, meal count, and the recording and reporting procedures.

Any system in place must provide a "point of service" meal count:

- Of reimbursable meals served
- By type (free, reduced price and paid)
- Each day
- Without overtly identifying students receiving meal benefits

There are different ways to count meals served by category, but the most common tool used in RCCIs with day student is the check-off list.

Check-Off List

Check-off lists indicate the names of all eligible students, by category, and are used at the point of service to record the number of reimbursable meals served. Please see sample check-off list in Appendix C. As each child is served a meal, his/her name is checked off on the list. At the end of the service, check marks are added up, by category, to determine the daily meal count.

Check-off lists must be kept up-to-date and must accurately reflect the correct eligibility category of students. The names of children who have withdrawn from the institution should be marked off, and the date of withdrawal should be noted. Newly enrolled students must be added and the date noted.

For RCCIs whose students are all institutionalized, point-of-service may be done as simply as an "X" or a hash mark on a sheet of paper for each child being served a first meal. The paper must include the date and the type of meal being counted and maintained as documentation of numbers claimed for that meal on that date.

If residents are served family style, the information may be completed at the table. Any other variation to point-of-service counting should be approved by the State Agency.

Weekend Reimbursement

RCCIs can continue to receive reimbursement under the SBP and NSLP on the weekends. Reimbursement is made on a "per day of operation" basis. Therefore, reimbursement may be claimed for eligible meals served any day that an institution is approved to provide its services.

Non-Reimbursable Meals

The following items are **not** reimbursable and must not be included in the meal counts reported on the Claim for Reimbursement.

- Evening meals like supper
- Meal supplements such as snacks UNLESS on the After School Snack Program
- Adult meals
- Second meals eaten by eligible children
- A la carte items
- Meals given to day students to take home
- Meals not meeting the meal pattern requirements, e.g. sick tray with only soup
- Meals served to children of house parents

Internal Controls

An RCCI must establish internal controls to identify potential problems in the meal count system and to ensure that an accurate Claim for Reimbursement has been made. Internal controls protect RCCIs from having erroneous claims and potential over claims. Edits and monitoring are the two required internal controls.

Edit Checks - Daily meal counts should be entered on an edit-check sheet which is a mandatory record for schools and RCCIs. The daily meal count sheet is included in Appendix C. An edit check form (Appendix O) is a yellow light, a signal to proceed with caution in claiming free and reduced price meals. The attendance factor for RCCI is considered to be 100 percent, because students reside in the facility and would not be "absent." RCCIs generally have to do an edit check monthly since all students (100%) are receiving meals.

Monitoring - Every school year, each RCCI with more than one site must perform at least one On-Site Review of each site under its jurisdiction. The on-site review must take place prior to February 1 of each school year. Furthermore, if the review discloses problems with a site's meal counting or claiming procedures, the RCCI must: 1) ensure that the site corrects the problem; and 2) within 45 days of the review, conduct a follow-up on-site review to determine that the problem has been corrected. Please contact the SA for monitoring procedures and review forms.

Written Instruction - It is highly recommended that each site within an RCCI maintain written instructions for all personnel which detail the operation of the meal count system and the responsibilities and duties of each person involved.

CNP Software System - All sponsor activities related to the application, site application, and claiming are accomplished through the web-based CNP Software System. The Log-in for access to the CNP Software system is located at: <http://nvcnp.doe.nv.gov/Splash.aspx>

The CNP Software Manual with detailed operating instructions is located at:
http://nde.doe.nv.gov/forms/CNP/CNP_System_Instructions.pdf

Reimbursement Claim

The Claim for Reimbursement is input into the CNP web system. This system is a secure system and is accessible only by those sponsors having applied and been approved by the SA for access.

The information used to complete this form will be obtained from the school's point-of-service counting records, which have been consolidated on the daily meal count sheet. While only the Claim for Reimbursement is filed with the SA, it is required that all evidence be maintained on file to substantiate the data reported on the claim. This includes all participation records.

Submit the original Claim for Reimbursement as soon as possible by the 10th of the following month. Sponsors **MUST** file the Claim for Reimbursement within 60 days after the end of the month for which the claim applies for the claim to still be eligible. It is important to remember that any claim submitted later than 60 days after the end of the claiming month will only be approved upon submitting a "one-time exception" request and corrective action statement by letter or email. Sponsors get only one 'one-time exception' within a 36-month period.

Question about meal counting and claiming systems

Q: May RCCIs claim NSLP reimbursement for meals served at supper time or in the evening which meet the school lunch pattern, provided that reimbursement has not already been claimed for a prior lunch?

A: No. A lunch served under the NSLP is defined as a meal served to children around mid-day, specifically between the hours of ten and two o'clock. A meal served at a time which is traditionally considered the last meal of the day would not be in accordance with this requirement and would not be eligible for reimbursement.

State Agency Reviews

Coordinated Review Effort (CRE) and School Meals Initiative Review (SMI)

At a minimum, USDA requires a SA to conduct one on-site review of each RCCI at least once during each 5-year review cycle. It is the policy of our SA to review RCCIs at least once in a 2-3 year cycle. The RCCI could have the CRE review one year and 2-3 years later the SMI Review. If a follow-up review is required, the second review may incorporate any breakfast programs in operation. The CRE review may be conducted by either federal or state reviewers. Regardless of which agency conducts the review, the procedures and forms used will be the same.

How Does the SMI Review Compare to a CRE Review?

The Coordinated Review Effort, or CRE Review, focuses on the administrative aspects of the RCCI foodservice operations. The School Meals Initiative, or SMI Review, is a computerized nutritional analysis of one week's past menus.

The two critical areas of the CRE review are: (1) all free, reduced price and paid lunches claimed for reimbursement are served only to children eligible for those meals; and are counted, consolidated and reported through a system which consistently yields correct claims; and (2) lunches claimed for reimbursement contain food items/components as required by program regulations.

Five other program areas included in the review are: (1) the free and reduced price eligibility process, (2) food quantities, (3) civil rights, (4) RCCI monitoring responsibilities, and (5) reporting and recordkeeping.

CRE Reviews Have the Following Goals:

- To determine if free and reduced-price meal benefits are provided in accordance with the regulations
- To determine if proper meal counts are being taken at the point of service, and
- To determine if complete reimbursable meals are being offered.

SMI Reviews Have The Following Goals:

- To ensure Program meals meet the nutrition standards, and
- To ensure that RCCIs receive the technical assistance and resources needed to meet the nutrition standards.
- Additional information on the CRE and SMI Reviews can be found on our website.

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
<p>Menu Review – Nutrikids program backups only! Offer vs. Serve options must be approved to be utilized</p> <p>Component meal plans</p> <p>Snack menus in component meal plan format (May be entered into Nutrikids in appropriate format.)</p>	No	<p>As requested by the State Agency.</p> <p>As requested by the State Agency.</p> <p>Snack menu must be approved before snacks can be claimed. Submit changes when menus are updated</p>
<p>“Justice for All”</p> <p>Civil Rights Training</p>	No	<p>Poster must be prominently displayed in every dining area used for NSLP/SBP reimbursed meals and snacks.</p> <p>Must occur annually in each SY for all food service employees and those involved in meal service. Send in agenda & sign-in sheet or the Civil Rights Challenge (graded first page only).</p>
Snack Program Site Review	No	Within first <u>30 days of the start date for the program year</u> , and one other time during the year. Hold report for CRE site visit.
Program Site Review	Yes	Every site by <u>February 1st</u> . Second review within 45 calendar days when first review requires a corrective action. Submit reports to SA by March 1 st
Pandemic Waiver	Yes	Every site prior to school closure. Planning process is required in detail, so prepare early. Flu season generally begins the peak periods Oct - Nov each year. Waiver is not valid until activated.

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
Health Inspections – A copy of the original inspection and copies of the corresponding Corrective Action Report.	No	<p>Forward a copy of the health inspection when received from the Health Inspector.</p> <p>Post a copy of the health inspection in a public space until the next inspection occurs</p> <p>A copy of the corrective action accompanies the health inspection copy.</p>
<p>Copy of the letter to the Health District requesting biannual inspections when less than two inspections occur between July 1 and June 30th of each school year.</p> <p>Copy of the Health District refusal to inspect.</p>	No	<p>Letter needed when <u>two health inspections are not completed within the school year for every site</u> participating in the program. Send a copy of the letter to the State Agency.</p> <p>A copy of the current health inspection must be posted in a conspicuous public location, regardless of score.</p> <p>Submit a copy to the state agency when received from the health authority.</p>
HACCP Plan	No	Maintain on file for CRE and Health District review.
Wellness Policy	No	Maintain on file for CRE and public review.
<p>Claim for Reimbursement</p> <p>Revised Claim for Reimbursement</p>	Yes	<p>By the 10th of each month and no later than the 60th day following the month of meal service.</p> <p>No later than the 80th day following the month of meal service.</p>
Racial Ethnic Report	Yes	Mid November - Annually
Certification of Free and Reduced Students	Yes (3 Signatures)	On or before November 5 th - Annually

7 CFR 210 and 220 - Reporting Due Dates

Report Due	Original Signature Required	Report Due Date
Verification Report	No	Online – Mid November – Annually Early March for any students reapplying and approved.
Change in Point of Service	Yes	Need approval before changing the point of service.
Meal Time Change Before 10:00 am or after 2:00 pm.	Yes	Need approval before changes can be made.
CRE Additional Reviews		Minimum of every 5 years Per Regulations
SMI		Minimum of every 5 years
Complaints (All Major Complaints)		<p>Sponsor sends copy of complaint to State Agency .</p> <p>Provide results of complaint investigation to the State Agency, when completed.</p> <p>State Agency may also investigate complaint.</p> <p>Provide corrective action to the State Agency, if required.</p>

Resident Income Policy

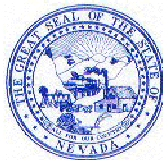
Facility name			
Date			
<p>Explain the income policy for the resident children of your institution. This constitutes documentation of their eligibility for free meals. Keep this document on file with your CNP contract.</p>			
Facility Designated Official Signature		State Agency Designated Official Signature	
Name and Title		Name and Title	
Date		Date	

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August 17, 2010

MEMORANDUM

NSLP 2011-10

RCCI 2011-08

TO: National School Lunch Program (NSLP) Sponsors

FROM: Pat Cook and Katherine Stewart, Consultants
 Child Nutrition Programs

SUBJECT: **Incorporating the 2005 Dietary Guidelines for Americans into School Meals
 (Re-issue)**

A detailed summary of Nevada's state agency policy related to meeting the 2005 Dietary Guidelines is attached for your use. Meal eligibility for reimbursement under the National School Lunch Program and School Breakfast Program is directly related to meeting these guidelines.

The Dietary Guidelines for Americans (DGAs) serve as the foundation for national nutrition policies, including the meal patterns and nutrient standards of the USDA Food and Nutrition Service (FNS) school meals programs. As you are aware, the Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) amended section 9(a) of the Richard B. Russell National School Lunch Act to require that the Secretary issue guidance to increase the consumption of foods and food ingredients that are recommended for increased serving consumption in the most recent Dietary Guidelines for Americans. This memorandum provides guidance to incorporate the applicable recommendations of the 2005 DGAs into the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

FOOD GROUPS TO ENCOURAGE

WHOLE GRAINS

- *School Food Authorities (SFA) should increase the amount and variety of whole grain products offered to students, and progress toward the goal of making half of all grains offered and served, whole grains.*

The consumption of whole grains is strongly encouraged in the 2005 DGAs; one of the key recommendations states, *“In general, at least half of the grains should come from whole grains.”* The Food and Drug Administration, in draft industry guidance released after the publication of the 2005 DGAs, has defined whole grains as, *“cereal grains that consist of the intact, ground, cracked or flaked caryopsis [kernel], whose principal anatomical components – the starchy endosperm, germ and bran – are present in the same relative proportions as they exist in the intact caryopsis.”* According to the 2005 DGAs, the whole grain should be the first item listed in the ingredient statement in order for a product to be considered a whole grain; for many whole grain products, the words “whole” or “whole grain” appear before the grain ingredient’s name in the ingredient statement. Examples of common whole grains can be found in Table 7 of the 2005 DGAs document (also see Memo NSLP 2008-20 RCCI 2008-17 Use of Corn Products).

FRUITS AND VEGETABLES

- *SFAs should increase the availability and service of both fruits and vegetables within the school meals programs.*
- *In the NSLP, SFAs should provide meals that offer both a fruits and a vegetable, regardless of the menu planning approach being used.*

One of the key recommendations in the 2005 DGAs is to, *“Choose a variety of fruits and vegetables each day. In particular, select from all five vegetable subgroups (dark green, orange, legumes, starchy vegetables, and other vegetables) several times a week.”* Fruits and vegetables, as well as vegetables subgroups, offer somewhat different combinations of nutrients; thus, consuming a variety of each is important for a well-balanced diet.

MILK

- *SFAs should offer only low-fat (1% or less) and fat-free milk in the school meal programs for all children above the age of two.*

The 2005 DGAs include a recommendation to consume fat-free and low-fat milk and milk products on a daily basis, with a key recommendation stating, *“Consume three cups per day of fat-free or low-fat milk or equivalent milk products. Children two to eight years should consume two cups per day of fat-free or low-fat milk or equivalent products.”* The recommendation for low-fat and fat-free milk/milk products does not apply to children younger than two years of age. Statutory

requirements necessitate offering fluid milk in a variety of fat contents in the NSLP; this requirement can be met by offering both low-fat and fat-free milk. Higher fat milks are unwarranted for children older than two.

NUTRIENTS WITHOUT CURRENT REGULATORY BENCHMARKS

SODIUM

- *SFAs should begin reducing sodium incrementally, with a long-term, step-wise plan for meeting the DGAs recommendation.*

For the first time, the 2005 DGAs have set a quantitative upper limit on daily sodium consumption. A key recommendation of the document is, “Consume less than 2,300 mg (approximately 1 tsp of salt) of sodium per day.” Previous versions have encouraged reduction of sodium intake, without providing a numeric target. Since past DGAs have not provided a quantitative sodium recommendation, neither have the school meals programs.

Current DGA recommendations are substantially lower than the average American’s daily intake. Since sodium is a common preservative, as well as a distinct flavor enhancer, successfully shifting the American palate toward no more than 2,300 mg per day will require a concerted effort across all food systems. SFAs should establish and commit to a plan that would reduce the sodium levels in school meals incrementally; a gradual, long term approach to meet the DGAs recommendations will allow students’ palates and the product marketplace the necessary time to adjust.

FIBER

- *SFAs should plan meals that provide fiber at all levels appropriate for each age/grade group that reflect the 2005 DGAs recommendation.*

The 2005 DGAs are the first to quantify a daily fiber recommendation: “The recommended dietary fiber intake is 14 grams per 1,000 calories consumed.” Previous versions of the DGAs simply encouraged increased fiber intake, without specifying a numeric target. Hence, the nutrient standards of school meals followed suit by encouraging consumption without requiring a minimum level.

Now that a specific intake target has been published in the DGAs, SFAs should move toward this target. Even SFAs that have been meeting recommended benchmarks for fiber over the past few years will likely need to increase fiber to meet the DGA level.

Fiber is found naturally in fruits, vegetables (particularly legumes) and whole grains; these food groups can be significantly, but gradually, increased in school meals. Gradual increases now, will allow students palates to adjust and will make the transition to a numeric fiber target easier. Fruits

can be served without the addition of salt, butter or sauces; the addition of whole fruits as a choice in school menus will increase fiber while reducing sodium.

CHOLESTEROL

- *SFAs should plan meals that, on average over a school week, provide less than 100 mg of cholesterol at lunch and less than 75 mg of cholesterol at breakfast for all age/grade groups.*

The current nutrition requirements for both lunch and breakfast encourage schools to reduce cholesterol levels. A maximum threshold has not been established because of the previous version of the DGAs encouraged low cholesterol intake, but did not specify a numeric target. A key recommendation of the 2005 DGAs, however, is to consume “*less than 300 mg/day of cholesterol.*” SFAs should plan menus that, on average over a school week, do not exceed more than one-fourth of the daily recommendation at breakfast and no more than one-third of the daily recommendation at lunch. Data from the third School Nutrition Dietary Assessment study (SNDA-III) indicate that many SFAs are already offering meals at or below levels that reflect the 2005 DGAs recommendation (i.e., 100 mg for lunches and 75 mdg for breakfast).

TRANS FATS

- *SFAs should plan meals that minimize trans fats.*

The 2005s DGAs represent the first discussion of *trans* fats in national nutrition policy. A key recommendation of the document includes, “keep *trans* fatty acid consumption as low as possible.” While a numeric target is not included, SFAs should be cognizant of trans fats in all foods that are offered/served and to work toward minimizing these unhealthy fats.

SUMMARY

While awaiting publication of the final rule updating the school meal patterns and nutrition standards, SFAs should begin proactively implementing the 2005 DGAs. Implementation can be accomplished through a variety of initiatives such as:

- increasing whole grains
- increasing both fruits and vegetables
- offering only low-fat and fat-free milk/milk products
- reducing sodium
- increasing fiber
- controlling cholesterol
- minimizing trans fats

The Office of Child Nutrition and School Health has adopted this guidance to develop a menu policy for all menu planning types in the National School Lunch and School Breakfast Programs. To make

this information easier to translate into the analysis software and menu planning process, an outline of the requirements is attached.

If you have any questions, please do not hesitate to call your consultant at (775) 687-9218 or (775) 687-9219.

2011 Criteria for Meeting the Dietary Guidelines

In Menu Planning

These criteria are to be utilized to begin full integration of all dietary guidelines and USDA guidance into menu planning for variety, offerings of fruit and vegetables, cholesterol, fiber, and sodium guidelines. These guidelines represent a goal and it is recognized that the sodium guidelines will be a work in progress as processed manufactured precuts struggle to be redeveloped yet again. Currently a reduction from the 2008 school year menu levels is required. In SY 2011 you will reduce sodium by **750 mg** from the June 30, 2008, average sodium level determined by your menu analysis.

During the upcoming year sponsors will continue a paced implementation of the new USDA guidance for healthier school meals. At a minimum the menu planner should try to increase fiber by 2-5 grams depending on the student age group and reduce sodium by 250 mg per meal. If your menu currently meets the fiber goal (age + 5 grams per day), an increase is not required. The goal for cholesterol at breakfast should be 75 mg and at lunch should be 100 mg. The last goal is to provide both a fruit and a vegetable at the lunch meal and a variety of foods throughout the week.

Vegetables	<p>At least five different vegetables should be offered each week. RCCI's seven. All servings should be at least ¼ cup. Of these five (seven):</p> <ul style="list-style-type: none"> • Dark green or orange vegetables should be offered three or more days per week (at least one choice should be different). • Cooked dry beans or peas (legumes) should be offered each week (includes canned dry beans and peas).
Note:	<p>At least one fruit and one vegetable should be offered with the lunch meal.</p> <p>Repeated offerings of the same fruit and vegetable are not counted within the same 5 or 7 day period and are considered extras.</p>
Fruits	<p>At least five different fruits should be offered each week. (Fresh, frozen, canned, dried or 100% juice. RCCI's seven)</p>

	<p>All servings should be at least ¼ cup.</p> <ul style="list-style-type: none"> • 2 should be fresh (season and availability permitting) • Dried fruit should have no added sweetener (nutritive or non-nutritive); • Canned fruit should be packed in juice or light. 100% juice can only be counted as a fruit once per week.
Grains/ Breads	<p>At least one grains/bread serving of a whole grain food should be offered each day in the National School Lunch Program (NSLP).</p> <ul style="list-style-type: none"> • At least one grains/bread serving of a whole grain food should be offered 3 or more times per week in the NSLP. • Whole grain food is defined as “whole grain as the primary ingredient by weight”, i.e., whole grain listed first in the ingredient statement. Serving is defined by the Food Buying Guide.

Milk	Only low-fat (1% or less) or fat-free offered daily.
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Calories	Unless adjusted for increased activity levels and approved by your consultant, calories shall not exceed an overage above the target goal for age or grade by 5%.
Total Fat	≤ 30% of total calories
Saturated Fat	≤ 10% of total fat calories

Cholesterol	<p>Limit cholesterol to 75 mg at breakfast</p> <p>Limit cholesterol to 100 mg at lunch</p>
Fiber	<p>Fiber goals should be set to a median age/grade range determined by median age + 5 = grams/day.</p> <p>For those unfamiliar with determining goals:</p> <p>Take median age + 5 and</p> <p>Divide by 4 for the breakfast fiber goal (Age 10 + 5 / 4 = 3.75 g)</p> <p>Divide by 3 for the lunch fiber goal (Age 10+ 5 / 3 = 5 g)</p>
Sodium	<p>Sodium goals should be set to reflect 2300 mg <u>per day</u> or a maximum of :</p> <p>575 mg at breakfast or 1mg/kcal</p> <p>767 mg at lunch or 1 mg/kcal</p>
Other nutrients	<p>As established on your Nutrikids program by age/grade level</p>

July 1, 2010

MENU PLANNING IN THE NATIONAL SCHOOL LUNCH PROGRAM

The National School Lunch Act mandates that school meals "safeguard the health and well-being of the Nation's children". Participating schools must serve lunches that are consistent with the applicable recommendations of the most recent Dietary Guidelines for Americans including: eat a variety of foods; choose a diet with plenty of grain products, vegetables and fruits; choose a diet moderate in sugars and salt; and choose a diet with 30% or less of calories from fat and less than 10% of calories from saturated fat. In addition, lunches must provide, on average over each school week, at least 1/3 of the daily Recommended Dietary Allowances for protein, iron, calcium, and vitamins A and C.

To provide local food service professionals with flexibility, there are four menu planning approaches to plan healthful and appealing meals. Schools choose one of the approaches. Detailed explanations of the menu planning methods may be found in the food buying guide. The menu planning information may be located at:

<http://teamnutrition.usda.gov/Resources/foodbuyingguide.html>

Recipes to support the menu based menu planning systems may be found at:

http://teamnutrition.usda.gov/Resources/usda_recipes.html

Copies of the Food Based Menu plans as incorporated in the Food Buying Guide are presented for your use also.

- Traditional Food Based Menu Planning Breakfast
- Traditional Food Based Menu Planning Lunch
- Enhanced Food Based Menu Planning Breakfast
- Enhanced Food Based Menu Planning Lunch
- Snack Food Based Menu Planning (Snacks may NOT be planned using nutrient standards)

Local institutions make the choice of what specific foods are served, how they are prepared and presented within the structure of the dietary guidelines, federal regulation, and state policy.

Nevada Department of Education requires that each sponsor maintain a 21 day menu cycle. The sponsor must maintain accurate production records. (Invoices are not acceptable documentation in lieu of an accurate production record and will not be reviewed as such.)

Chart 1A

SCHOOL LUNCH PATTERNS

TRADITIONAL FOOD-BASED MENU PLANNING – Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM QUANTITIES					RECOMMENDED QUANTITIES
	GROUP I AGES 1 and 2 PRESCHOOL	GROUP II AGES 3 and 4 PRESCHOOL	GROUP III AGES 5-8 GRADES K-3	GROUP IV AGE 9 AND OLDER GRADES 4-12	GROUP V AGE 12 AND OLDER GRADES 7-12	
Milk, fluid (as a beverage) ¹	6 fl oz (¾ cup)	6 fl oz (¾ cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	
Meat or Meat Alternate ^{2,3,4,5} (quantity of the edible portion as served)						
Lean meat, poultry, or fish	1 oz	1-1/2 oz	1-1/2 oz	2 oz	3 oz	
Alternate protein products ⁵	1 oz	1-1/2 oz	1-1/2 oz	2 oz	3 oz	
Cheese	1 oz	1-1/2 oz	1-1/2 oz	2 oz	3 oz	
Egg (large)	1/2 large egg	¾ large egg	¾ large egg	1 large egg	1-1/2 large eggs	
Cooked dry beans or peas ⁶	1/4 cup	¾ cup	¾ cup	1 1/2 cup	3/4 cup	
Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	3 tbsp	4 tbsp	6 Tbsp	
Yogurt, plain or flavored, unsweetened or sweetened - commercially prepared	4 oz or 1/2 cup	6 oz or ¾ cup	6 oz or ¾ cup	8 oz or 1 cup	12 oz or 1-1/2 cups	
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 oz of nuts/seeds=1 oz of cooked lean meat, poultry or fish) ⁷	1/2 oz - 50% ⁸	¾ oz - 50% ⁸	¾ oz - 50%	1 oz - 50%	1-1/2 oz - 50%	
Vegetable or Fruit ⁹ : Two or more servings of different vegetables, fruits, or both	1/2 cup	1/2 cup	1/2 cup	¾ cup	¾ cup	
Grains/ ¹⁰ breads ⁷ : (Servings per week): Must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.	5 per week - minimum of 1/2 per day	8 per week - minimum of 1 per day	8 per week - minimum of 1 per day	8 per week - minimum of 1 per day	10 per week - minimum of 1 per day	

¹ Must be served in the main dish of the main dish plus only one other menu item.

² Enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement.

³ Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 2.10.

⁴ Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both components in the same meal.

⁵ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁶ No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.

⁷ Enriched macaroni with fortified protein may be used as a meat alternate or as a grain/breads item, but not as both components in the same meal.

⁸ For the purposes of this chart, a week equals 5 school days.

Chart 2A **SCHOOL BREAKFAST PATTERNS**
TRADITIONAL FOOD-BASED MENU PLANNING ALTERNATIVE — Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS		
	AGES 1 and 2	PRESCHOOL	GRADES K-12
Milk (fluid) (As a beverage, on cereal, or both) ¹	4 fl oz (1/2 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)
Juice/ ² Fruit/ ³ Vegetable fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup
SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS; TWO FROM ONE COMPONENT; OR AN EQUIVALENT COMBINATION⁴:			
Grains/Breads⁵			
Whole grain or enriched bread	1/2 slice	1/2 slice	1 slice
Whole grain or enriched biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving
Whole grain, enriched, or fortified cereal	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz	3/4 cup or 1 oz
Meat or Meat Alternates^{2,4,5}			
Lean meat/poultry or fish	1/2 oz	1/2 oz	1 oz
Alternate protein products ²	1/2 oz	1/2 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz
Egg (large)	1/2 large egg	1/2 large egg	1/2 large egg
Peanut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
Cooked dry beans and peas	2 Tbsp	2 Tbsp	4 Tbsp
Nuts and/or seeds (as listed in program guidance) ^{4,5}	1/2 oz ⁶	1/2 oz ⁶	1 oz
Yogurt, plain or flavored, unswsweetened, or sweetened - commercially prepared	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

¹ Minimum servings for meat/meat alternate = 0.25 ounce and for grains/breads = 1/4 serving.
² Cakes/breads must be enriched or whole grain or made from enriched or whole grain flour or meal that may include bran and/or germ.
³ Alternate protein products must meet requirements in Appendix A.7 OR Part 22.0.
⁴ No more than 1 ounce of nuts and/or seeds may be served in any one breakfast.
⁵ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

Chart 1B SCHOOL LUNCH PATTERNS
ENHANCED FOOD-BASED MENU PLANNING — Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS					OPTION FOR
	AGES 1 and 2	PRESCHOOL	GRADES K-6	GRADES 7-12	GRADES K-3	
Milk, fluid (as a beverage) ¹	6 fl oz (3/4 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)
Meat or Meat Alternate ^{2, 3, 4, 5} (quantity of the edible portion as served)						
Lean meat, poultry, or fish	1 oz	1-1/2 oz	2 oz	2 oz	1-1/2 oz	1-1/2 oz
Alternate protein products ⁴	1 oz	1-1/2 oz	2 oz	2 oz	1-1/2 oz	1-1/2 oz
Cheese	1 oz	1-1/2 oz	2 oz	2 oz	1-1/2 oz	1-1/2 oz
Egg (large)	1/2 large egg	3/4 large egg	1 large egg	1 large egg	3/4 large egg	3/4 large egg
Cooked dry beans or peas ⁴	1/4 cup	3/8 cup	1/2 cup	1/2 cup	3/8 cup	3/8 cup
Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp	3 tbsp	3 tbsp
Yogurt, plain or flavored, unsweetened, or sweetened – commercially prepared	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup	8 oz or 1 cup	6 oz or 3/4 cup	6 oz or 3/4 cup
The following may be used to meet no more than 50% of the require ment and must be used in combination with any of the above: Peanuts, soy nuts, tree nuts, or seeds, as is in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 oz of nuts/seeds = 1 oz of cooked lean meat, poultry, or fish) ⁵	1/2 oz = 50% ⁶	3/4 oz = 50% ⁶	1 oz = 50% ⁶	1 oz = 50% ⁶	3/4 oz = 50% ⁶	3/4 oz = 50% ⁶
Vegetable or Fruit ^{4, 6} Two or more servings of different vegetables, fruits, or both	1/2 cup	1/2 cup	3/4 cup plus an extra 1/2 cup over a week	1 cup	3/4 cup	3/4 cup
Grains/Breads ⁷ (Servings per week): Must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.	5 per week – minimum of 1/2 per day	8 per week – minimum of 1 per day	12 per week – minimum of 1 per day	15 per week – minimum of 1 per day ⁸	10 per week – minimum of 1 per day ⁸	10 per week – minimum of 1 per day ⁸

¹ Must be served in the main dish or the main dish plus only one other menu item.
² Enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement.
³ Alternate protein products must meet requirements in Appendix A or 7 CFR Part 210.
⁴ Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both components in the same meal.
⁵ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.
⁶ No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.
⁷ Enriched macaroni with fortified protein may be used as a meat alternate or as a grains/breads item, but not as both components in the same meal.
⁸ For the purposes of this chart, a week equals 5 school days.
⁹ Up to one grains/breads serving per day may be a grain-based dessert.

Chart 2B SCHOOL BREAKFAST PATTERNS
ENHANCED FOOD-BASED MENU PLANNING ALTERNATIVE — Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS			
	AGES 1 and 2	PRESCHOOL	GRADES K-12	OPTION FOR GRADES 7-12
Milk (fluid) (As a beverage, on cereal, or both)	4 fl oz (1/2 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)
Juice / Fruit / Vegetable / Fruit and/or vegetable juice	1/4 cup	1/2 cup	1/2 cup	1/2 cup
SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS: OR TWO FROM ONE COMPONENT; OR AN EQUIVALENT COMBINATION ¹				
Grains/ ² Breads ²				
Whole grain enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain or enriched biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain, enriched, or fortified cereal	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz	3/4 cup or 1 oz	3/4 cup or 1 oz - Plus an additional serving of one of the cereals/breads above
Meat or Meat Alternate ^{3,4,5}				
Lean meat/poultry or fish	1/2 oz	1/2 oz	1 oz	1 oz
Alternate protein products ⁶	1/2 oz	1/2 oz	1 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz	1 oz
Egg (large) ⁷	1/2 large egg	1/2 large egg	1/2 large egg	1/2 large egg
Peanut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Cooked dry beans and peas	2 Tbsp	2 Tbsp	4 Tbsp	4 Tbsp
Nuts and/or seeds (as listed in program guidance) ^{1,8}	1/2 oz	1/2 oz	1 oz	1 oz
Yogurt, plain or flavored, unsweetened, or sweetened - commercially prepared	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup	4 oz or 1/2 cup

¹Minimum servings for meat/meat alternate = 0.25 ounce and for grains/breads = 1/4 serving.

²Cereals/breads must be enriched or whole grain or made from enriched or whole grain flour or meal that may include bran and/or germ.

³Alternate protein products must meet requirements in Appendix A of 7 CFR Part 220.

⁴No more than 1 ounce of nuts and/or seeds may be served in any one breakfast.

⁵Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

Chart 3 NATIONAL SCHOOL LUNCH PROGRAM MEAL PATTERN AFTERSCHOOL SNACKS

SELECT TWO OF THE FOUR COMPONENTS FOR A REIMBURSABLE SNACK

FOOD COMPONENTS AND FOOD ITEMS ¹	CHILDREN AGES 1 and 2	CHILDREN AGES 3-5	CHILDREN AGES 6-12 ¹
Milk			
Fluid milk	4 fl oz (1/2 cup)	4 fl oz (1/2 cup)	8 fl oz (1 cup)
Vegetable or Fruit^{2, 3}			
Juice ^{2, 3} , fruit, and/or vegetable	1/2 cup	1/2 cup	3/4 cup
Grains/Breads^{2, 4}			
Bread or	1/2 slice	1/2 slice	1 slice
Combread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
Cold dry cereal ⁴ or	1/4 cup or 1/3 oz ⁵	1/3 cup or 1/2 oz ⁴	3/4 cup or 1 oz ⁴
Cooked cereal grains or	1/4 cup	1/4 cup	1/2 cup
Cooked pasta or noodles	1/4 cup	1/4 cup	1/2 cup
Meat/Meat Alternate^{5, 6, 7}			
Lean meat or poultry or fish ⁶ or	1/2 oz	1/2 oz	1 oz
Alternate protein products ⁶ or	1/2 oz	1/2 oz	1 oz
Cheese or	1/2 oz	1/2 oz	1 oz
Egg (large) or	1/2 large egg	1/2 large egg	1/2 large egg
Cooked dry beans or peas or	1/8 cup	1/8 cup	1/4 cup
Peanut or other nut or seed butters or	1 Tbsp	1 Tbsp	2 Tbsp
Nuts and/or seeds ⁷ or	1/2 oz ⁷	1/2 oz ⁷	1 oz
Yogurt ⁸	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

¹Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

²Full strength vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.

³Grains/Breads must be whole-grain or enriched, or made from whole-grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole-grain, enriched, or fortified.

⁴Either volume (cup) or weight (oz), whichever is less.

⁵A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁶Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

⁷Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁸Yogurt may be plain or flavored, unsweetened, or sweetened - commercially prepared.

⁹Juice may not be served when milk is the only other component.

Nutrient Standard Menu Planning Approach

Note: The Nevada Department of Education provides limited technical support for Nutrikids menu planning for sponsors utilizing Nutrient Standard Menu Planning. No other analysis systems are supported.

Nutrient Standard Menu Planning (sometimes called “NuMenus”) is a computer-based menu planning system that uses approved computer software to analyze the specific nutrient content of menu items automatically while menus are being planned. It is designed to assist menu planners in choosing food items that create nutritious meals and meet the nutrient standards.

Sponsors must still maintain a 21 day cycle of planned menus, production records, standardized recipes, and product labels for comparison with the analysis by the sponsor.

The Assisted Nutrient Standard Menu Planning Approach

Assisted Nutrient Standard Menu Planning (sometimes called “Assisted NuMenus”) is a variation of Nutrient Standard Menu Planning. It is for schools that lack the technical resources to conduct nutrient analysis themselves. Instead, schools have an outside source, such as another school district, State agency or a consultant, plan and analyze a menu based on local needs and preferences. The outside source also provides schools with recipes and product specifications to support the menus. The menus and analyses are periodically updated to reflect any changes in the menu or student selection patterns.

Here are the required minimums for nutrients and calories for these nutrient standard menu planning approaches:

MINIMUM NUTRIENT AND CALORIE LEVELS FOR SCHOOL LUNCHES NUTRIENT STANDARD MENU PLANNING APPROACHES (SCHOOL WEEK AVERAGES)				
	MINIMUM REQUIREMENTS			OPTIONAL
NUTRIENTS AND ENERGY ALLOWANCES	Preschool	Grades K-6	Grades 7-12	Grades K-3
Energy allowances (calories)	517	664	825	633
Total fat (as a percentage of actual total food energy)	1	1,2	2	1,2
Saturated fat (as a percentage of actual total food energy)	1	1,3	3	1,3
RDA for protein (g)	7	10	16	9
RDA for calcium (mg)	267	286	400	267
RDA for iron (mg)	3.3	3.5	4.5	3.3
RDA for Vitamin A (RE)	150	224	300	200
RDA for Vitamin C (mg)	14	15	18	15

1 The Dietary Guidelines recommend that after 2 years of age “children should gradually adopt a diet that, by about 5 years of age, contains no more than 30 percent of calories from fat.”

2 Not to exceed 30 percent over a school week

3 Less than 10 percent over a school week

Alternate Menu Planning Approach

This menu planning approach allows states and school districts to develop their own innovative approaches to menu planning, subject to the guidelines established in the USDA regulations and SA policy. These guidelines protect the nutritional and fiscal integrity of the program.

These menu planning approaches must be approved by the SA prior to design and implementation.

* See <http://www.fns.usda.gov/cnd/menu/menu.planning.nslp.htm>

The Basic Difference between Choices and Offer vs Serve (OvS)

Whenever possible all children should be given choices of different foods in each component food group. Offering choices gives students more of an opportunity to select foods they will eat, and recognizes the fact that not all students have the same tastes. It increases the chance that more children will choose to have a school lunch and that a student will select and eat a full meal. Our goal in the Child Nutrition Programs is to encourage the consumption of a wide variety of nutritious foods in well-balanced, healthful meals.

Example: white or chocolate milk, hot dog or hamburger

Offer versus Serve (OvS)

General Rules:

- Allows students to decline a certain number of food items in the meal
- Reduces food waste and food costs
- The meal must be priced as a unit and may be counted as reimbursable.
- Must be implemented in senior high schools for lunch
- Is optional at all lower grade levels
- Options: decline only one item, upper elementary grades only

Example: milk or no milk

For food based menus, both Traditional and Enhanced:

NSLP --

- All five food items must be offered to all students.
- Serving sizes must equal minimum required quantities by age or grade group.
- Secondary students have the option of which one or two food item(s) to decline. Other options for lower grades...

SBP --

- All four food items must be offered to students.
- Serving sizes must equal minimum quantities required by age or grade group.
- Students have the option of which one item to decline.

For nutrient based menus, both NuMenus and Assisted NuMenus:

NSLP –

- Minimum of three menu items offered to include an entree and milk.
- Student must select at least two items and one must be an entree.
- If more than three items offered, student may decline no more than two.

SBP –

- Minimum of three menu items must be offered.
- Student must select at least two items.
- May decline a maximum of one item.

References:

Pages 52, 80, 243 A Menu Planner for Healthy School Meals, 1998

Examples in NSLP:

Menu	5 Food Items	4 Components
1. Oven-baked chicken	1. Chicken	1. Meat/Meat alternate
2. Green beans	2. Beans	2. Vegetable/fruit (2 servings)
3. Canned peaches	3. Peaches	3. Grains/breads
4. Hot roll	4. Bread	4. Fluid milk
5. Milk	5. Fluid milk	

This sample menu, assuming appropriate serving sizes, is acceptable, as it offers the five required food items and the four required food components.

Identifying a reimbursable lunch under Ovs:

Menu:	Hamburger patty (2 oz) Bun (whole) Lettuce leaf and tomato slice (¼ c total) Small apple (½ cup) Milk (½ pint)	Meat/Meat alternate Grains/breads Vegetable/fruit Vegetable/fruit Fluid milk
-------	--	--

If a child takes full portions of:

Hamburger Patty	Hamburger Patty	Hamburger Patty
Bun	Milk	Leaf Lettuce
Apple	Milk	Apple

Is this a reimbursable meal?

Yes. Three full portions were chosen. Even though the bun equals two servings of bread, it counts as only one food item for this meal. However, the two servings help meet the requirement that 8 servings of bread be offered per week	No This lunch contains only 2 food items. A second portion of any item does not count towards a reimbursable lunch.	No The lettuce leaf and tomato slice constitute one vegetable item. The lettuce by itself is not a full food item. The child must add the tomato slice to fulfill one vegetable item or select a full portion of another food item
--	--	---

Minimum Production Records Standards

Nutrition Services - Production Record										
Example - Minimum Requirements										
Name of Facility										
Date Meal Served										
Food Product	Amount	Portion Size	Product Needed	Meal Type		Service Time of the Meal			Temp Log Cook Temp	Temp Log Hold Temp at Service
				Planned Reimbursable Meals	Planned Adults	Total Planned	Number of Served Reimbursable Portions	Number of Served Adult Portions		
Apple, Medium	1	1 x 145 = 113/40# case	11/3 cases	36.5 #	45	145	100	40	5 each	46
Milk, 1%	1	Half Pint x 145 = 70/case	2 cases - 5 half pints	100	45	145	100	40	5 each	38
Sub Recipe Ingredients if any	Amount/ Portion Size	Measurement to equal total planned meals at stated portion								
Hamburger	1 Each									
Hamburger Patty, 4 oz from fresh bulk	1 Each / 4 oz	4 oz X 145	36.5 #	100	45	145	100	40	1.25 #	168
Bun	1 each	1 x 145 = 145 Each / 8 pack	19 packs	100	45	145	100	40	7 each	70 R/T
Bean Burrito (Pre-pack)	1 each	1 x 145 = 145 Each / 24 pack	6.125 cases	100	45	145	100	40	5 each	140
Some sponsors choose to utilize the production record to document preparation temperatures at completion of cooking, delivery, or at service - depending on facility format for each meal.										
Corrective Actions for Food Temps										
Substitutions to the regularly planned menus should be indicated on the production record to all determinations that an appropriate substitution was made, in correct quantities.										

- The production record should list the entire menu and the food components of each recipe when cooking from scratch. These records should be supported by the standardized recipe utilized in production.
- The service amount and portion size should be clearly indicated for staff. The volume of product needed should be calculated based on service amount/portion size and the total number of meals planned, both reimbursable and non-reimbursable.
- These planning numbers should be indicated on the production record.
- The mathematical calculations should be based upon the packing style of the product utilized.
- The record should indicate the amount of product leftover and disposition of the product.
- Overage/shortages should be analyzed to determine where production is failing or succeeding.
- Temperature logs/corrective actions may be incorporated into the production record.

Appendix D
 ENHANCED FOOD BASED LUNCH PRODUCTION RECORD SHEETS (7 - 12)

Cycle # Recipe	Menu:		4 Pack Size	3. Portion Size	5. Planned # Children	6. Planned # of Adults	Production Amount Needed 3 X 4 X 5 = 6	5. Amount Actually Prepared	Leftovers Disposition	6. Food Temps read from Thermometer	Temperature Corrections needed
	Date:	Served # Adults									
		Day:									
		Site:									
		Age Group:									
					Grades K - 6						
					Grades 7 - 12						
					Grades K - 3						
1. Cost	2. Food as Purchased										
	Enhanced Pattern Age:	Grades 7-12									
	Milk	(8 oz) - 1 Cup									
	Vegetable/Fruit (Both must be served to equal serving size listed below. Juice may only comprise 1/2 of serving)	1 CUP (See Buying Guide for Limitations)									
	Select one serving from each of the following components, or two from one component, or an equivalent combination										
	Meat/Meat Alternate - (2 oz minimum / equivalent - See Buying Guide)										
	Bread/Bread Alternate - (1 serving min. - See Buying Guide - Total of 15 / week										
	Other Foods: syrup, jelly, butter, Not creditable foods										

Note: Grains/breads must be matched or whole grain - Meat must be served in meat dish or meat dish with one other menu item - Bread/Bread and Pasa may be meat alternate or vegetable, not both - One daily serving may be absent grain.

Appendix D

ENHANCED FOOD BASED SNACK PRODUCTION RECORD SHEETS (6-12)

Cycle #/ Recipe	Menu:		Date:	Planned # Children	Planned # Adults	Served # Children	Served # Adults	Temperature Commodities needed		
	Enhanced/ Portion Age:	Menu:								
			Day:							
			Site:							
			Age Group:							
				Ages 6 - 12						
1. Cost	2. Food as Purchased		3. Portion Size	4. Pack Size	5. Planned # Children	6. Planned # of Adults	Production Amount Needed 3X 4X 5 + 6	5. Amount Actually Prepared	Leftovers Disposition	6. Food Temps read from Thermometer
	Milk	(6 oz) - 1 Cup								
	Vegetable/Fruit (Juice or only comprise 1/2 of serving)	1/2 CUP (See Buying Guide for Limitations)								
	Select TWO of the FOUR components for a reimbursable snack									
	Meal/Meal Alternative -	(1 oz minimum / equivalent - See Buying Guide)								
	Bread/Bread Alternative-	(1 serving min - See Buying Guide)								
	Other Foods: syrup, jelly, butter,	Not reimbursable foods								

Appendix D
 ENHANCED FOOD BASED LUNCH PRODUCTION RECORD SHEETS (7 - 12)

1. Cook # Recipe	2. Food as Purchased		3. Portion Size	4. Pack Size	5. Planned # Children	6. Planned # of Adults	Production Amount Needed 3 X 4 X 5 = 6	5. Amount Actually Prepared	Leftovers Disposition	6. Food Temps read from Thermometer	Temperature Conditions needed
	Enhanced/Portion Size	Menu: Grade 7-12									
	Milk	(8 oz) - 1 Cup									
	Vegetable/Fruit (Both must be served to equal serving size listed below. Juice may only comprise 1/2 of serving)	1 Cup (See Buying Guide for Limitations)									
	Select one item from each of the following components, or two from one component, or an equivalent combination (2 oz minimum / equivalent - See Buying Guide)										
	Meat/Meat Alternates -										
	Bread/Bread Alternates -	(1 serving min - See Buying Guide - Total of 1 1/2 cups)									
	Other Foods: syrup, jelly, butter, Not creditable foods										

Note: Grains/breads must be enriched or whole grain - Meat must be served in main dish or main dish with one other menu item - Used Beans as a side may be meat alternate or vegetable, not both - One daily serving may be instant grain.

Appendix D
 ENHANCED FOOD BASED LUNCH PRODUCTION RECORD SHEETS (K - 6)

1. Cost	2. Food as Purchased Enhanced/Portion Size	3. Portion Size	4. Pack Size	5. Planned # of Children	6. Planned # of Adults	Production Amount Needed 3X Kx 5-6	5. Amount Actually Prepared	Leftovers Disposition	6. Food Temps used from Thermometer	Temperature Corrections needed	Served # Children	Served # Adults
	Milk	(8 oz) - 1 Cup										
	Vegetable/Fruit (Both must be served to equal serving size listed below--Juce may only comprise 1/2 of serving)	1/2 CUP = 1/2 CUP over week (See Buying Guide for Limitations)										
	Meat/Meat Alternative - (2oz minimum / equivalent - See Buying Guide)											
	Bread/Bread Alternative - (1 serving min - See Buying Guide - Total of 12 weeks)											
	Other Foods: syrup, jelly, butter, No credible foods											

Note: Grains/Breads must be enriched or whole grain - Meat must be served in meat dish or meat dish with one other meat item - Lots of Beans and Peas may be most alternate or vegetable, not both - One dairy serving may be cheese, greek.

Appendix D
 ENHANCED FOOD BASED LUNCH PRODUCTION RECORD SHEETS (K - 3)

Cycle # Recipe	Menu:		Date:	Planned # Children	Planned # Adults	Served # Children	Served # Adults
	Day:						
	Six:						
Age Group:		Grades K - 6					
		Grades 7 - 12					
		Grades K - 3					

1. Cost	2. Food as Purchased		3. Portion Size	4. Pack Size	5. Planned # Children	6. Planned # of Adults	Production Amount Needed 3X 4, 5 + 6	5. Amount Actually Prepared	Leftovers Disposition	6. Food Temp's read from thermometer	Temperature Corrections needed
	Enhanced/Portion Adjust:	Grades K - 3									
	Milk	(8 oz) - 1 Cup									
	Vegetable/Fruit (Both must be served in equal serving's as listed below. Juices may only comprise 1/4 of serving)	1/2 CUP (See Buying Guide for Limitations)									
Select one serving from each of the following components, or two from one component, or an equivalent combination (1.5 oz minimum / equivalent - See Buying Guide)											
	Meat/Meat Alternate -										
	Bread/Bread Alternate -	(1 serving min. - See Buying Guide - Total of 10 / Week)									
	Other Foods: syrup, jelly, butter, Not creditable foods										

Note: Grains/Breads must be enriched or whole grain. Meat must be served in main dish or main dish with one other main item. Eggs/Breads and Pies may be non-alternate or vegetable, not both. One daily serving may be bread/grain.

MENU PLANNING TIPS

Student Acceptance - Planning menus requires special care. Food service personnel must not only plan meals that meet meal requirements, but they must also strive to provide meals with food items that are acceptable to children. Only then will they consume the whole meal, and only then will they receive the full nutritional value of the meal offered to them.

To achieve this goal, food service personnel must know the preferences of their customers. Two ways to learn children's choices are to have tasting panels for children and to have children help plan menus. Another way to evaluate acceptance of each menu item is to review past food production records and food waste each time specific items are served. If you observe over time that an item is unpopular, try revising the recipe or using a different brand of a processed product before substituting more popular but less nutritious foods.

Food service personnel can rely on their experience and knowledge in order to maximize both acceptability and nutrition in the meals they provide.

Offering Choices - Try to offer as many choices as possible of different foods within each food component group. Offering choices give children more of an opportunity to select foods they will eat and recognizes the fact that not all children have the same tastes. It also increases the chances that children will select a full meal. For instance, if three or four fruits and vegetables were offered, it is more likely that children will select and eat at least two. One of the goals of the NSLP and the SBP is to encourage the consumption of a wide variety of nutritious foods in well-balanced, healthy meals. Offering carefully planned choices can result in increased customer satisfaction, improved nutritional awareness and less food waste.

Practical Ideas - The following suggestions are tips to make your lunches and breakfasts complete and more attractive to children. The success of your lunch and breakfast programs depends on how appealing children find the meals. The attractiveness of meals is particularly important in areas where OvS has been implemented, in order to ensure that children will take meals that meet minimum requirements for reimbursement.

Regulations allow the meat/meat alternate to be served in the main dish **or** in the main dish and in one other menu item. However, it is easier to determine that a complete component has been taken if the main dish contains the full serving of a meat/meat alternate. If a menu is occasionally planned in which the meat/meat alternate is split between menu items (e.g., a soup and sandwich combination), serve the two items together.

In RCCIs that **do not** offer choices of meat/meat alternates each day, it is recommended that no one form of meat (e.g., ground, sliced) be served in the same form in a seven day period. A single type of meat product (beef) should not be served more than 3 times in a week. For example, four items made with ground beef, such as tacos, spaghetti with meat sauce, hamburgers and meatloaf should not be served in a single week. Likewise, no one form of meat alternate foods (cheese, cooked dry beans or peas, eggs, peanut butter or other nut/seed butters, peanuts, soy nuts, tree nuts, and

seeds) should be served more than three times a week. Four cheese items such as grilled cheese sandwich, macaroni and cheese, cheese pizza and cheese lasagna should not be served in a single week. Greater variety can increase the appeal, and therefore consumption, of meals.

RCCIs that **do** offer choices of meat/meat alternates each day may serve any one meat alternate or form of meat as frequently as good menu planning practices allow. Remember to consider meats such as ground turkey in order to add variety to and lower the fat content of the meals served.

Daily meal sizes (caloric value) should be similar to develop consistency and prevent hunger/over indulgence.

Plan only full servings of grains/breads. If there are two menu items containing this component, be sure each of these items contains a full serving. For example, if chicken with rice and a dinner roll is served, each should provide a full serving. Either the rice or the roll can then be counted as a grains/breads item. Otherwise, if the rice does not contain a full serving and the child opts for the rice, but not the dinner roll, the meal may be incomplete.

Planning is also important to ensure that children will take enough vegetables/fruit to meet the minimum serving requirement. Children must receive two or more servings of different items to meet the total the requirement. If you offer vegetable/fruit in equal serving sizes, and at least two different choices of items, children will be more likely to select two items and meet the requirement. Remember, at lunch, both a fruit and a vegetable must be offered.

A serving of mixed vegetables/fruit (e.g., peaches and pears or peas and carrots) counts only as one food item. Also, you must not count a second serving of the **same** vegetable/fruit as a food item, due to the requirement that the two vegetable/fruit servings must be from different sources.

Studies indicate children consume more fruit, raw vegetables and potato dishes than other cooked vegetables (for example, children take more orange wedges than cooked spinach). Plan larger portions of these foods and smaller portions of cooked vegetables. Use fresh, canned, frozen and dried fruits interchangeably.

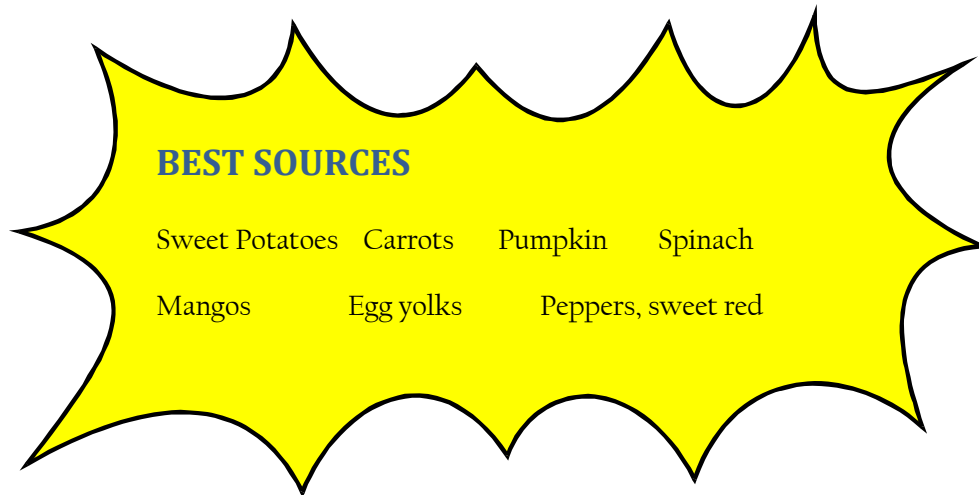
You can look to different kinds of breads to enhance your breakfast program:

- Use a variety of hot breads (e.g., cornbread made with “whole corn” or “enriched corn”) and different kinds of muffins and biscuits.
- Try breakfast rolls made with bulgur, rolled wheat or oats.
- Include breakfast sandwiches, pancakes, waffles and French toast as additional menu options.
- Serve hot cereals or use dry cereals, including those made from enriched or whole-grain wheat, corn, rice, and oats. Try to avoid cereals with high sugar content.

Coordinating Breakfast and Lunch Menus

- Avoid repeating the same food items for different meals during the day. For example, try not to serve orange juice at breakfast and again at lunch. All meals served should consist of complementary food items, so that the end result will be well-balanced meals for the day.
- Be sure the equipment you use for the preparation of breakfast will not interfere with what you need to prepare for lunch.
- Schedule personnel carefully so they can be effective and efficient.

Vitamin A: Where to find it



GOOD SOURCES

Cantaloupe
Cheese, cheddar
Apricots, fresh
Prunes, dried
Collard Greens
Mustard Greens
Romaine Lettuce
Broccoli

FAIR SOURCES

Peppers, green
Oranges, fresh
Tomatoes
Cherries
Asparagus
Orange Juice
Peaches, raw
Squash
Swiss Chard

Menu Planning Tips to Increase Vitamin A Intake

1. Plan one vitamin A food in breakfast or lunch menus everyday or at least three times per week.
2. Check the brand of milk you serve to see if it is vitamin A fortified.
3. Choose fruits and vegetables high in vitamin A for their “eye” appeal. Is the plate colorful?

Vitamin C: Where to find it



GOOD SOURCES
Tangerines
Grapefruit
Collard Greens
Cabbage
Honeydew Melon
Tomato Juice

FAIR SOURCES
Pineapple, raw
Asparagus
Squash
Spinach
Watermelon
Turnips
Potato, baked with skin

Menu Planning Tips to Increase Vitamin C Intake

1. Plan one vitamin A food in breakfast, lunch or snack menus every day.
2. Prepare fresh fruits and vegetables as often as possible to take advantage of the bright, natural colors of the foods.
3. Plan menus to combine high iron foods with high vitamin C foods to get the most iron absorption available.
4. Plan preparation so vitamin C foods can be prepared only a short time before meal service to preserve most of the vitamins, if prepared in advance, cover tightly and refrigerate until serving.

Iron: Where to find it



GOOD SOURCES

Dark green, leafy vegetables
 Egg yolks
 Whole grain/enriched breads
 Wheat Germ
 Apricots, dried

FAIR SOURCES

Green Peas	Dried Fruits
Prune Juice	Apricots
Bean Sprouts	Baked Potatoes
Chicken and Turkey	Peanut Butter
Fish (tuna and mackerel)	
Dark orange vegetables	

Menu Planning Tips to Increase Iron Intake

1. Add small amounts of meat to soups, stews, legume dishes, and sandwiches to increase the iron absorbed from vegetables and grains. Example: the meat and tomatoes in chili help us absorb more of the iron from the beans.
2. Serve high vitamin C fruits/vegetables/juices with cereal, breads, eggs, or legumes in the same meal to increase iron absorption.
3. Cook acid foods such as spaghetti sauce and chili in iron skillets to increase the iron content in the food.
4. Serve bean dishes as often as possible for a good source of protein and iron.

Calcium: Where to find it

BEST SOURCES

Low- and Non-Fat Milk Products: milk, yogurt,
Romano cheese, Swiss cheese
Calcium fortified 100% juice

GOOD SOURCES

Broccoli
Salmon
Tofu
Bok Choy

FAIR SOURCES

Parsley
Almonds
Spinach, fresh
Kidney Beans
Green Beans
Orange, fresh
Okra
Summer Squash

Menu Planning Tips to Increase Calcium Intake

1. Food sources of calcium should be served daily. The body absorbs only a limited amount of calcium at a time. Therefore, it is best to include servings of calcium rich foods with every meal.
2. High-protein intake causes the body to excrete calcium.
3. Use calcium fortified 100% juices whenever possible.
4. Vitamin D aids in calcium absorption. It is no accident that milk is fortified with vitamin D.

Edit Check of Daily Meal Counts

Site Name: _____ Month/Year _____ Enrollment _____

Circle one: **Breakfast** **Lunch** Site Attendance Factor _____ % Number of Days Meals were served _____

Multiply State or Local Attendance Factor by the number eligible in each category to obtain the number of meals potentially eligible:

Paid	Free	Reduced

Eligible			Served					
1	2	3	4	5	6	7	8	9
Paid	Eligible Free	Eligible Reduced	Day of Month	Paid	Free	Reduced	Totals Col 5,6,7	Justification for overclaim Variances
			1					
			2					
			3					
			4					
			5					
			6					
			7					
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			26					
			27					
			28					
			29					
			30					
			31					

Signature _____ Title _____

Edit Check Instructions

This is used to record the daily meal counts for each meal for each site for reporting each month. We emphasize the importance of keeping this form. This document should be used to “edit check” the monthly site claim.

Entries must be posted daily. This form must be kept on file for a period of at least three years, not including the current year. Do not send this form to the state agency.

Edit checks will need to be completed and signed at the end of the month prior to submitting the monthly claim. The number of meals served should be compared to the maximum number eligible (attendance factor times the number eligible), as well as the number eligible in the corresponding category. Should the number served exceed any of the comparable totals, justification should be documented in column 9.

This is not a required form; however, the data listed is pertinent and is the required minimum and must be included on any form the RCCI chooses to use.

Enrollment: Enter the number of children who have access to meals. The school should use the highest number during the month.

Attendance Factor: Divide the average daily attendance (ADA) by the enrollment to obtain the local attendance factor or use the state factor, **whichever is greater.**

Number of days meals served: Enter the number of days in operation for the month.

Attendance Factor times Number Eligible:

This figure represents the number of meals eligible by category on a daily basis for edit check purposes only. The school should use the largest number of eligibles recorded for the month in each category.

Signature and Title: The person responsible for completing the edit check should sign when the form is complete.

Column 1	Enter the total number of paid children eligible to receive a meal.
Column 2	Enter the number of approved FREE children’s applications on file
Column 3	Enter the number of approved REDUCED children’s applications on file
Column 4	Enter the day of the month
Column 5	Enter the number of meals served to paid children
Column 6	Enter the number of meals served to children who have been approved for free meals
Column 7	Enter the number of meals served to children who have been approved for reduced price meals
Column 8	Enter the sum total of columns 5, 6, and 7
Column 9	Justification is needed here if any of the comparisons exceed the numbers eligible or when compared against the attendance factor.

How to Calculate the Average per Meal Food Cost for a Breakfast and a Lunch

For a complete cycle of menus (no less than 14 days) calculate the food cost for each breakfast and lunch. The cost per serving for each item in the menu would be calculated by dividing the per unit purchase price of an item by the number of servings obtained per purchase unit.

Example: 24 servings of fruit from a can costing \$2.40 would give a cost per serving of \$0.10.

Example of one day:

Breakfast

Milk	\$ 0.18
Juice	0.20
Cereal	<u>0.33</u>
	\$ 0.71

Lunch

Milk	\$ 0.18
Fruit	0.20
Vegetable	0.20
Bread	0.15
Main Dish	0.50
Dessert	<u>0.17</u>
	\$ 1.40

Add the cost of each breakfast (at least 14 days) together and divide the total by the number of days to get the average cost per breakfast. Do the same for lunches.