



Office for Prekindergarten through Grade 12 Education  
School Operations and Management  
Child Nutrition Program Administration  
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(518) 473-8781 Fax (518) 473-0018  
[www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

To: School Food Service Directors/Managers

From: Paula Tyner-Doyle, Coordinator

Date: October 8, 2013

Subject: 6 Cents Certification Submission

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires an additional 6 cents per lunch reimbursement be provided to School Food Authorities (SFAs) certified by New York State Education Department as being in compliance with the new meal pattern requirements. The new meal pattern requirements that became effective July 1, 2012, are not optional. The 6 cents reimbursement is meant to encourage SFAs to implement the updated requirements as quickly as possible and also to ease financial burden associated with implementing the new meal pattern. The HHFKA explicitly states that SFAs found out of compliance will not receive the additional reimbursement and also jeopardize program funding. While there is no deadline for submitting certification documentation, all SFAs are required to meet the new meal pattern requirements and be certified for the 6 cents reimbursement.

### **Certification in School Year 2013-2014**

The Child Nutrition Program Administration will continue to perform certifications during the 2013-2014 school year for SFAs that have not been certified. There are two ways we will certify SFAs:

- Accepting and reviewing certification documentation submissions through the CNR online system
- Conducting an on-site certification during the administrative review

The administrative review process must not be the sole avenue for SFAs to become certified. We encourage SFA's to submit documentation as soon as possible. Schools that are not certified have the opportunity to submit certification documentation prior to the administrative review.

SFAs are required to use the United States Department of Agriculture (USDA) *Menu Planning Tool for Certification for Six Cent Reimbursement (or other approved)* to assess compliance with meal components. There are two options for the nutrient assessment (calories, saturated fat) portion of certification. Option 1 requires a nutrient analysis using USDA approved software. Option 2 requires the Simplified Nutrient Assessment portion to be completed with each of the menu worksheets. SFAs must complete a weighted nutrient analysis of calories and saturated fat using USDA-approved nutrient analysis software or the simplified nutrient assessment.

### **Required Supporting Documentation for Certification**

- **USDA (or other approved) Certification Worksheet for the week selected for certification. You can find these worksheets on our website: [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm) under the “food based menu planning tab.”**
- **Monthly Menus for each age/grade group that contains the week selected for certification.**

Include all distinct menus for lunch and breakfast (where applicable). Also be sure to name the files so that they will be easily associated with the correct worksheet. You may submit a menu for the calendar month in which you are submitting, the prior month to submission, or the month after, i.e., *If you submit in October, you may use September Menus, October Menus, or Novembers Menus.* Make sure that you have all documents that support each of your distinct menus. If the SFA serves multiple distinct menus within one age/grade group, the SFA must submit all menus served. For example, if the SFA has two high schools that offer lunch menus with different main dishes (including alternate choices) in their reimbursable meals, both lunch menus and accompanying menu worksheets must be submitted. If the SFA has two high schools that offer lunch menus with the same main dishes, but one has a vegetable bar and the other serves similar vegetables on the line each day, the SFA would only need to submit one of these menus and the accompanying menu worksheet. In such situations, the SFA must ensure that any menu variations not submitted for certification are consistent with the meal pattern and nutrient requirements.

- **Nutrient Analysis completed using USDA approved software (Option 1) or simplified nutrient assessment (Option 2).**
- **Attestation Statement (Option 1 and 2)** - The attestation statement must be signed by an authorized official as defined in the attestation statement. Scan and save this document in a file so that it can be uploaded with all the required files at the same time for submission. If you are unable to scan the attestation statement, you can fax it to our office (518-473-0018) to the attention of Mary Beth Sotir, but you must identify that you intend to fax the attestation statement in your submission. If it is not received, your submission will be denied.

Be sure that you have downloaded and used the correct worksheets for each grade group and menu type. If you are not using the USDA menu certification worksheets, you must use a USDA approved alternate method. If you are participating in the School Breakfast Program, you must provide breakfast menus and menu worksheets as well. If choosing Option 2, ensure that the Simplified Nutrient Assessment tab is completed on the breakfast worksheets. If using Option 1, ensure you have uploaded the nutrient analysis for breakfast to support each menu.

## **Process for Submitting Certification Documentation**

All 6 cents documentation must be uploaded to: <http://nymenureview.com>. This web based system has step by step instructions for submitting documentation. The Child Nutrition Management System (CNMS) Administrator and User contacts in your district/school have received an email containing a password and instructions to access the website. If you are certified on site during an administrative review, your SFA must still complete the following steps. If you did not receive this information, please call (518) 473-8781 for guidance.

It is very important to read the instructions for each step carefully, and complete them in the order that they are listed.

- Step 1 – Download and complete menu worksheets. Once completed, proceed to Step 2.
- Step 2 - Select which option you are using for the certification process – Option 1 requires a nutrient analysis using USDA approved software. Option 2 requires the Simplified Nutrient Assessment portion be completed with each of the menu worksheets. Select which menu worksheet you are using (USDA, Nutri-Kids, In-Team etc.) and select the food based menu plan (FBMP) for breakfast. Also select the method you are using to submit the attestation statement- uploading or faxing. After making your selections from the drop down menus, be sure to click the “Save Choices” button or your information will not be entered into the system.
- Step 3 - Upload all supporting certification documentation.
- Step 4 - You will be associating each of your recipient agencies with the appropriate menu, menu worksheet - and nutrient analysis if using Option 1. Here, you will be giving the name of the menu file for each menu type, and then selecting each recipient agency using that distinct menu. In order for the State Agency to evaluate your certification submission, each distinct menu must correspond with a recipient agency (school/site). Below you will identify which recipient agency uses each distinct menu that you have uploaded.

You will need to complete the following steps for each distinct menu that you have uploaded:

1. Click "add menu".
2. Enter the menu file name for the menu you previously uploaded (document name).
3. Select the worksheet type that corresponds with that menu (i.e., K-5, 6-8, and 9-12). Once you click the “add menu” button, all the recipient agencies (schools/sites) will appear.
4. Check only the recipient agencies that correspond with the distinct menu you just entered.
5. Repeat for each distinct menu that you have uploaded.

- Step 5 - Validates that all information has been received by the Child Nutrition Program Administration, and will note the begin date of your 60 day certification period. During the certification process, you may be contacted to clarify or correct information that has been reviewed. It is very important to respond in a timely manner so that the certification process can be completed within the 60 day time period.
- Step 6 - Once a determination had been made, results will be posted on the NYMENSUREVIEW.com home page and a letter will be sent to the Superintendent/CEO.

Thank you for your patience, hard work and cooperation as we complete the menu certification process. Do not hesitate to contact our office with any questions.

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Individuals who are deaf, hard of hearing or have speech disabilities, may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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