

New School Food Authority



NYSED CHILD NUTRITION PROGRAM OFFICE



Questions?

Please use the Q&A chat box

CN@nysed.gov

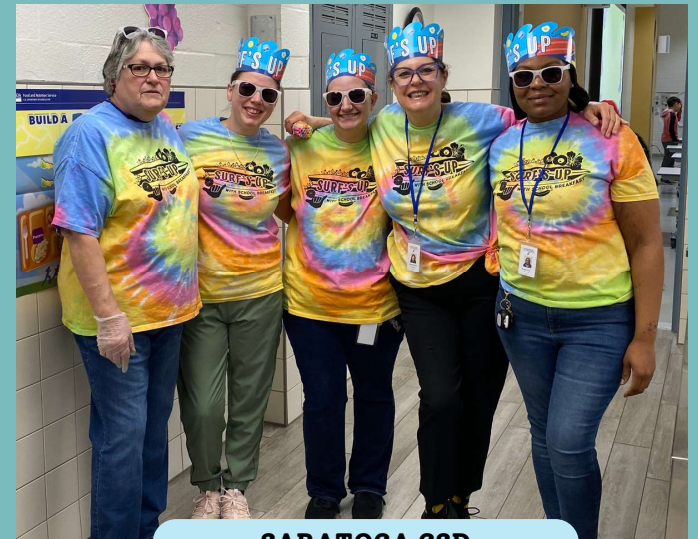
Agenda

- **Child Nutrition Program Operations & Eligibility**
- **Reimbursement**
- **Universal Free Meals**
- **Meal Pattern & Nutritional Quality**
- **Administrative Requirements**
- **Financial Management**
- **New SFA Application**
- **Live Q&A**

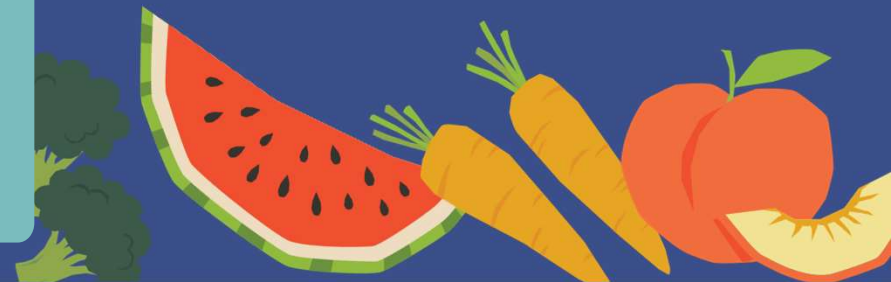
NEED MORE HELP?

Email:

CN@nysed.gov



SARATOGA CSD



School Meals Programs

National School Lunch Program (NSLP)

School Breakfast Program (SBP)

Afterschool Snack Program (ASP)

Extended Day Snack Program

Fresh Fruit & Vegetable Program (FFVP)

Special Milk Program (SMP)



EAST ROCHESTER UFSD



CAMBRIDGE CSD



Program Operations



BUFFALO CITY SD

As an SFA:

- Program responsibilities fall on the SFA for all approved Recipient Agencies (RAs).

As an RA under an SFA:

- SFA must apply on behalf of the RA.
- SFA maintains full program responsibility.

Eligibility Requirements

Federal Regulation 7CFR 210.2

Must be non-for-profit

- Public
- Non-Public
- Charter
- Residential Child Care Institute (RCCI)

Must have:

- An active Unique Entity Identifier (UEI)
- An active Basic Educational Data System (BEDS) code



WATERFORD HALFMOON CSD



NYS Universal Free Meal Program

**Beginning School Year 25-26
ALL students in a NSLP/SBP
participating school receive
meals at no charge!**

All meals reimbursed at a rate equivalent
to the federal and state free rate



WATERFORD HALFMOON UFSD



NYS Universal Free Meals

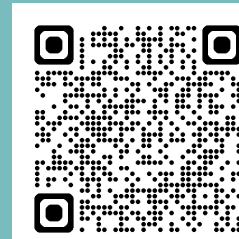
The Universal Free School Meals Program requires SFAs to maximize federal reimbursement by operating in the Community Eligibility Provision (CEP), if eligible, or Provision 2

Community Eligibility Provision (CEP)



<https://www.cn.nysed.gov/content/CEP>

Provision 2, if not eligible for CEP



<https://www.cn.nysed.gov/content/provision2>

Community Eligibility Provision (CEP)

**Breakfast & Lunch to all
students at no cost**

**Eligibility based on the Identified
Student Percentage (ISP)**

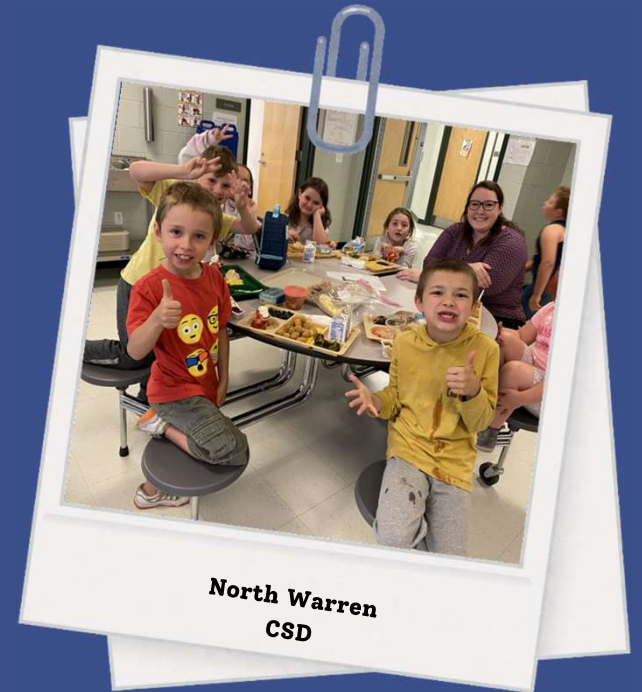
ISP Calculation:

Identified Students

X 100 =

Enrolled Students

**Identified Student
Percentage (ISP)**



**Must have an ISP of
25% to be CEP Eligible**

Provision 2



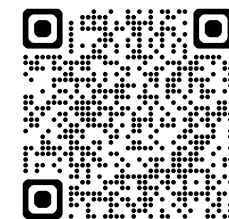
Year 1: Establish Base Year

- Process Free/Reduced Income Applications
- Count and Claim by Free, Reduced, and Paid Category
- Free, Reduced, and Paid claiming percentages are established for each month based on submitted meal claims

Years 2-4: Non-Base Years

- Monthly funding levels established in the base year are used in the subsequent three years

<https://www.cn.nysed.gov/content/provision2>



Meal Sourcing



NYC Department of Education Cook Ambassador Food Service Staff

- Self Prep
- Vended
- Food Service Management Company (FSMC), Contracted

Meal Counting System



MARGARETVILLE CSD

- Ensures all meals are counted, recorded, and claimed correctly.
- Count meals at the Point of Service
- Maintain Meal Count Records to support claim for reimbursement
- Edit Check System



Claims for Reimbursement



Submit monthly



CNMS Claiming System

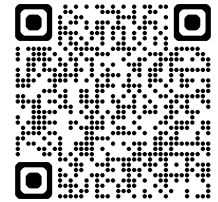


60-Day Deadlines



One-Time Exception

**Claim
Deadlines**

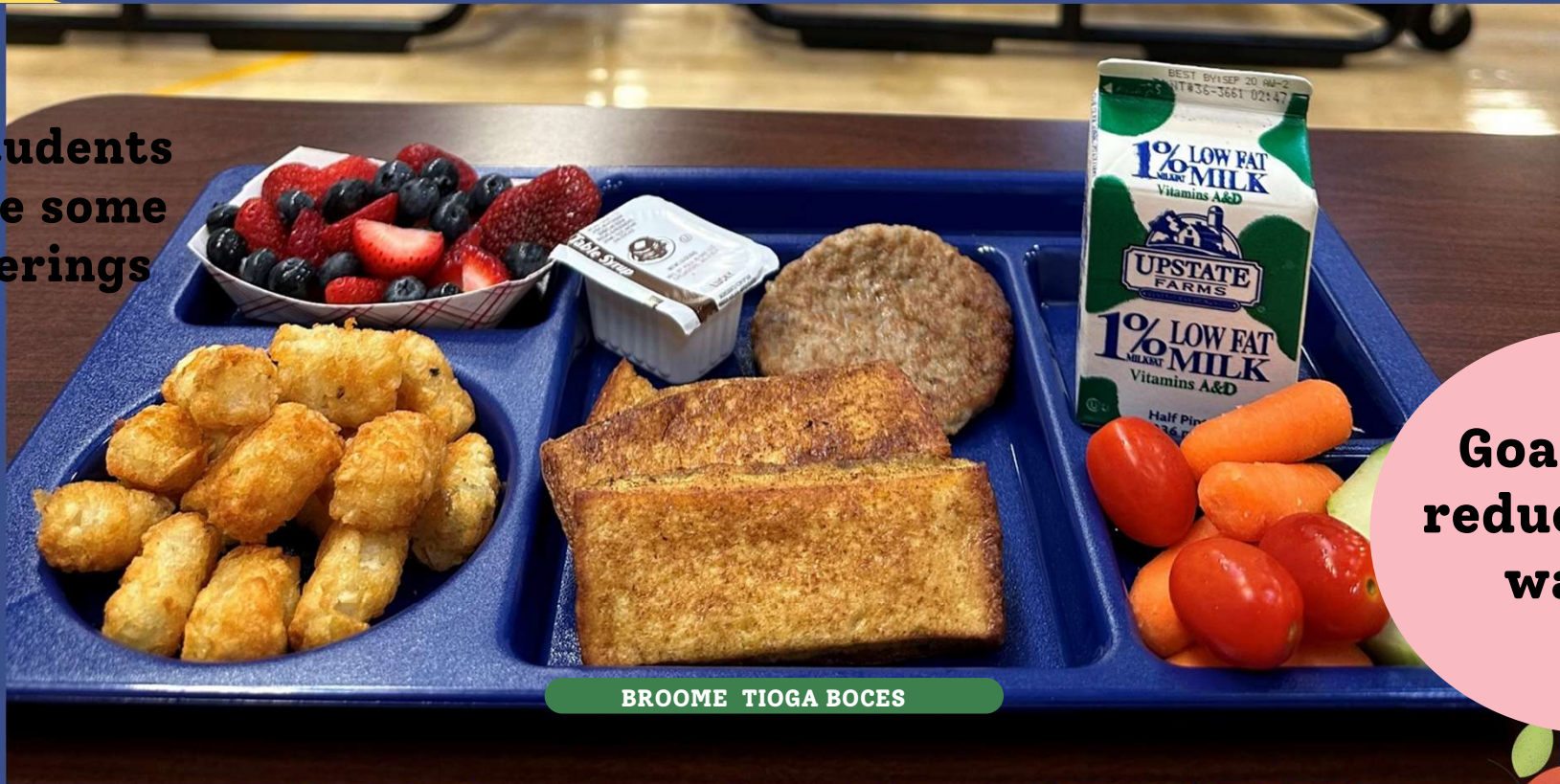


Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs									
	Breakfast Meal Pattern					Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	Grades K-12	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8
Meal Pattern	Amount of Food Per Week ^a (Minimum Per Day)								
Fruits (cups) ^{b,c}	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)	2 ½ (½)
Vegetables (cups) ^{b,c}	0	0	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)	3 ¾ (¾)
Dark green ^d	0	0	0	0	0	½	½	½	½
Red/Orange ^d	0	0	0	0	0	¾	¾	1¼	¾
Beans/Peas (Legumes) ^d	0	0	0	0	0	½	½	½	½
Starchy ^d	0	0	0	0	0	½	½	½	½
Other ^{d,e}	0	0	0	0	0	½	½	¾	½
Additional Veg to Reach Total ^f	0	0	0	0	0	1	1	1½	1
Grains (oz eq) ^g Minimums	7 (1)	8 (1)	9 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)	8 (1)
Meats/Meat Alternates (oz eq) ^h Minimums	0 ^h	0 ^h	0 ^h	0 ^h	0 ^h	8 (1)	9 (1)	10 (2)	9 (1)
Fluid milk (cups) ⁱ	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week									
Min-max calories (kcal) ^{j,k}	350-500	400-550	450-600	400-500	450-500	550-650	600-700	750-850	600-650
Saturated fat ^k (% of total calories)	< 10	< 10	< 10	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^k	≤ 540	≤ 600	≤ 640	≤ 540	≤ 540	≤ 1230	≤ 1360	≤ 1420	≤ 1230
Trans fat ^k	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.								

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs									
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	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	Grades K-12	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8
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Dark green ^d	0	0	0	0	0	½	½	½	½
Red/Orange ^d	0	0	0	0	0	¾	¾	1¼	¾
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Other ^{d,e}	0	0	0	0	0	½	½	¾	½
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Trans fat ^k	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.								

Offer vs Serve

**Allows students
to decline some
food offerings**



**Goal is to
reduce food
waste**

Breakfast Component Requirements

Must Offer 3 Components

Fruit/Vegetable

Fluid Milk

Grains



**Daily & weekly
minimum
required portion
sizes per
age/grade group**

Wells CSD

Lunch Component Requirements

Must Offer 5 Components



Fruit



Vegetable



Grains



Meat/Meat Alternates



Fluid Milk



Daily & weekly
minimum
required portion
sizes per
age/grade group

BROOME TIOGA BOCES

Vegetable Sub-Group Requirement

Dark Green Fresh, frozen and canned	Red/Orange Fresh, frozen and canned	Other Fresh, frozen and canned	Starchy Fresh, frozen and canned	Beans and Peas (Legumes) Canned, frozen or cooked from dry	
<ul style="list-style-type: none">• Arugula• Beet greens• Bok choy• Broccoli• Broccoli rabe• Broccolini• Butterhead lettuce• (Boston, bibb)• Dark green leafy lettuce• Chicory• Cauld greens• Endive• Escarole• Kale• Mexican• Mustard greens• Spinach• Swiss chard• Red leaf lettuce• Romaine lettuce• Turnip greens• Watercress	<ul style="list-style-type: none">• Acorn squash• Butternut squash• Carrots• Chili peppers (red)• Hubbard squash• Orange peppers• Pumpkin• Red peppers• Sweet potatoes/yam• Tomatoes• Tomato juice• Winter squash	<ul style="list-style-type: none">• Artichokes• Asparagus• Avocado• Bamboo shoots• Bean sprouts• (Cajun, mung)• Beets• Brussels sprouts• Cabbage, green and red• Cauliflower• Celery• Celery• Chives• Cucumbers• Dandelion (oriental radish)• Eggplant• Fennel• Green beans• Garlic• Green peppers• Horseradish• Ladyfinger lettuce• Lima	<ul style="list-style-type: none">• Kohlrabi• Leeks• Mushrooms• Onions• Onions• Parsnips• Peas in pod• Peppers (green sweet bell, green chili)• Pickles• Radishes• Rhubarb• Shallots• Snow peas• Spaghetti squash• Turnip• Turnips• Wax beans• Yellow beans• Yellow peppers• Yellow summer squash• Zucchini squash	<ul style="list-style-type: none">• Black-eyed peas, fresh (not dry)• Black-eyed peas• (mature, dry)• Cassava• Cowpeas, fresh• Field peas, fresh (not dry)• Green banana• Green peas• Lima beans, green• (not dry)• Pigeon peas, fresh (not dry)• Plantains• Potatoes• Taro• Water chestnuts	<ul style="list-style-type: none">• Black beans• Black-eyed peas• (mature, dry)• Corn• Cowpeas• Fava beans• Garbanzo beans (chickpeas)• Kidney beans• Lentils• Lima beans, mature• Mung beans• Navy beans• Pink beans• Pinto beans• Soy beans/edamame• Split peas• White beans

Red/Orange

Tomato,
Red Pepper,
Carrots



Other

Celery,
Cucumbers,
Green Beans



Starchy

Potatoes,
Corn,
Green Peas



Beans & Peas (Legumes)

Garbanzo,
Black, &
Pinto Beans



Dark Green

Broccoli,
Spinach,
Romaine
Lettuce



Examples given, list is not comprehensive

Afterschool Snack Program

Must serve two of the five components for a reimbursable snack



Fruit



Vegetable



Grains



Meat/Meat Alternates



Fluid Milk

**Snacks comprised
of two beverages,
or two
fruit/vegetables
are not eligible for
reimbursement.**

Meal Pattern Documentation



Planned Menu

Standardized Recipes

Production Records

Crediting Documents



CHARLOTTE VALLEY CSD

Standardized Recipes

Recipe Name: _____

Recipe No: _____

Food Based Standardized Recipe Form

Ingredients	50 Servings		____ Servings		Directions
	Weight	Measure	Weight	Measure	

**Form
Available on
CN Website!**

Provides: _____ Yield: 50 servings



Professional Cooking Training 2024

- Required by Regulation
- Consistent Food Quality
- Predictable Yield
- Customer Satisfaction
- Facilitates Control Over:
 - Food Cost
 - Labor Cost
 - Inventory

Date/Day: _____ Age/Grade Group: _____ Breakfast: __ Lunch: __ Snack: __
School/Site Name: _____ Total Reimbursable Meals: _____

Date/Day: _____
School/Site Name: _____

Age/Grade Group: _____

Breakfast: ____ Lunch: ____ Snack: ____

Total Reimbursable Meals: _____

Recipe Number	Portion Size	Total Portions Offered	Reimbursable Portions Served	Non-Reimbursable Portions (adult, A la Carte, second meals)	Leftovers	TIME & TEMP
<div> <div> <p>Form Available on CN Website!</p> </div> <div> </div> </div>						

Comments:

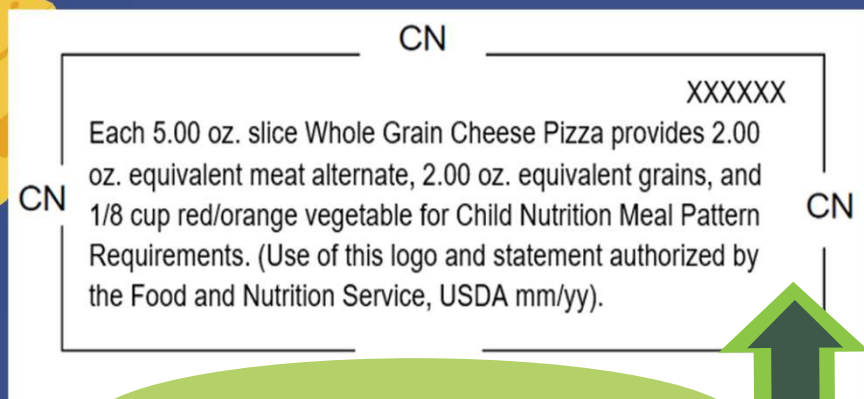


SCHALMONT CSD

- Required by regulations
- Verifies compliance with meal pattern requirements
- Complete daily for all buildings
- Reflect age/grade groups
- Planning & forecasting tool
- Written history of the food planned, prepared & served

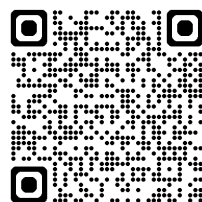
Crediting Documentation

- **Child Nutrition (CN) Labels**
- **Product Formulation Statements**
- **Nutrition Fact Labels**

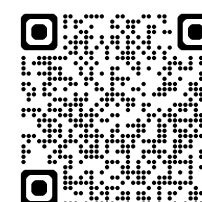


Example of CN Label

Exhibit A



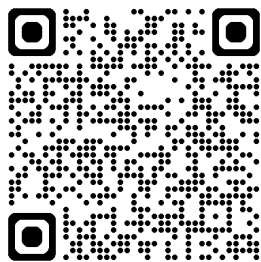
Food Buying Guide



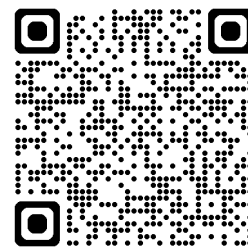
Smart Snacks

Nutrition standards for food sold in schools including the Cafeteria, Vending Machines, School Stores, and Fundraisers.

USDA Q&A



Smart Snack Calculator



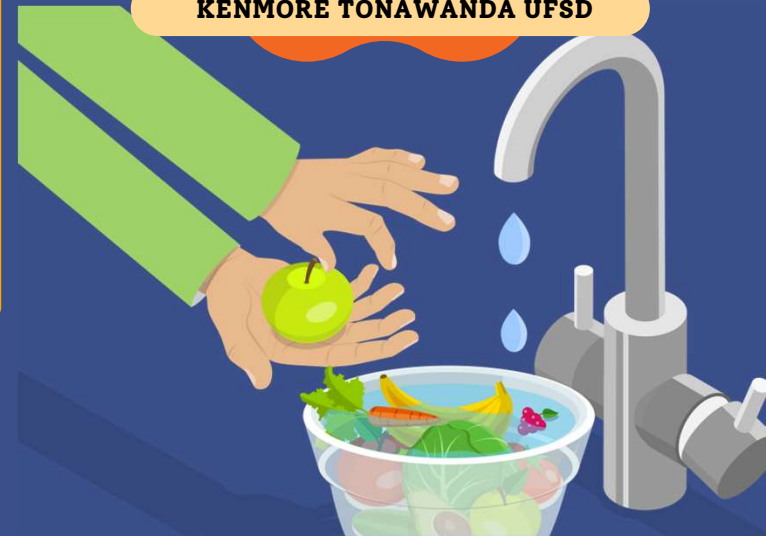
Food Safety Plan

- Hazard Analysis Critical Control Points System
- Maintained at each RA
- Temperatures must be monitored and recorded.
- Must have an active Food Service Permit
- Health inspections

**USDA Food Safety
Guidance**



KENMORE TONAWANDA UFSD



Professional Standards

Annual training hours for each staff must be tracked

Annual hours required:

- Program directors – 12 hours
- Program managers – 10 hours
- Program staff – 6 hours
- Part time staff (<20 hours) – 4 hours

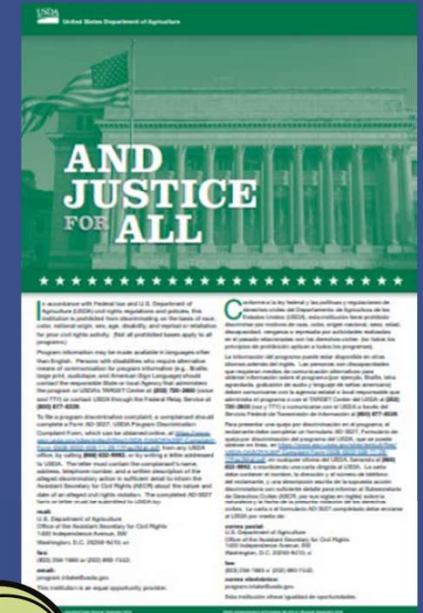


New Food Service Director Hiring Standards

- Minimum education standards based on SFA enrollment
- **Required** 8 hours of Food Safety Training

Civil Rights

- Civil Rights training required annually
- Non-discrimination statement is required on all program materials
- Post And Justice For All Posters



NORTH WARREN CSD



**Order And
Justice For All
Posters from the
CN website for
free!**



Record Retention Requirements

Maintain all program related records for
3-years plus the current year

Make available to State and federal agencies
upon request



Local Wellness Policy

- Goals
- Nutrition Standards
- Public Involvement
- Triennial assessment
- Publicly available
- Marketing Guidelines



AMSTERDAM CITY SD

Meal Modification Process

Required for students whose disability restricts their diet



MARGARETVILLE CSD

Required Promotion

Summer Food Service Program

- Promotion demonstrates meal locations within your community
- Website
- A best practice is so add this information to the SFA's June menu.



National Hunger Hotline:
1-866-3-HUNGRY
1-877-3-HAMBRE
Visit [SummerMealsNY.org](https://www.SummerMealsNY.org)

School Breakfast Program

SFAs are required to promote the availability of the SBP and this information must be sent home to parents at the beginning of the school year.



DRYDEN CSD



USDA Resource

Financial Management

**Non-Profit Food Service Account:
Generally accepted accounting principles**

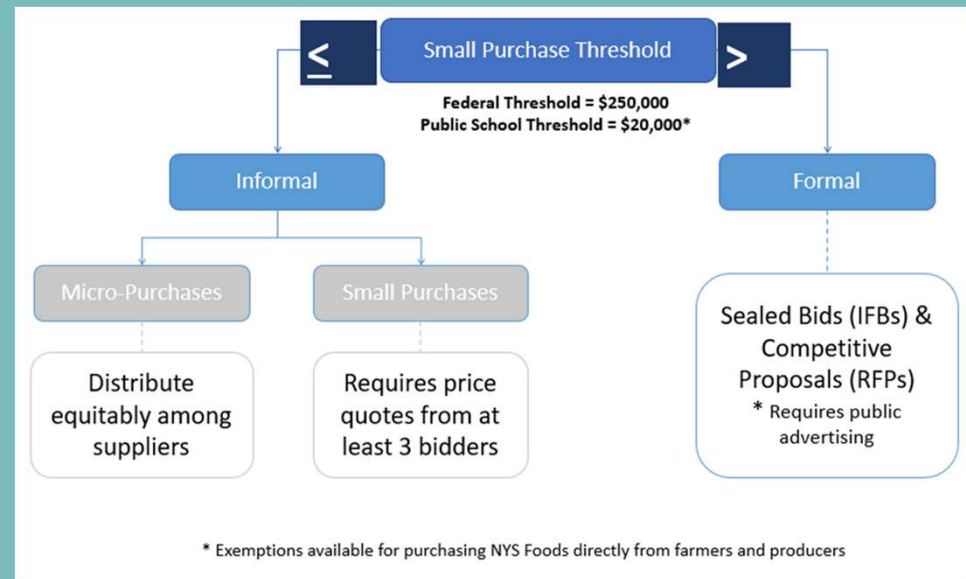
Financial Oversight & Regulatory Compliance

Internal Controls

**Any revenue reinvested into food service program
cannot carry negative fund balances from year to year**

Procurement

- **Fair, Open, and Competitive Procurement**
- **Written Procurement Procedures**
- **Record-Keeping**
- **Geographic Preference**
- **Ethical Standard**
- **Buy American**



Administrative Review

**First Year of Operations &
Once Every 5 Years**

Includes On-Site Monitoring



Financial Considerations

- **Program Costs**
- **Infrastructure Requirements**
- **Meal Volume and Feasibility**
- **Budget Impact and Sustainability**
- **Revenue Reinvestment**
- **Financial Oversight**



Student Participation & Food Appeal

- **Likelihood of Student Participation**
- **Alignment with Preferences & Dietary Needs**
- **Cultural Relevance**
- **Student Engagement in Food Selection**
- **Impact of Meal Presentation**
- **Feedback Collection**
- **Balancing Adjustments with Program Guidelines**
- **Role of Students & Staff in Promotion**



Student and Community Impact

- **Improving Access to Nutritious Meals**
- **Impact on Student Health and Academic Performance**

- **Alignment with Wellness and Nutrition Goals**
- **Encouraging Healthier Eating Habits**



Consultants in School Meal Programs

Advisory Role

- Help schools navigate compliance, budgeting, and program operations
- Not Used for Daily Management
 - Schools must oversee meal program operations directly
 - Consultants support decision-making, but do not handle daily tasks

Accountability & Oversight

- Schools must procure and establish clear contracts with consultants
- Regular reviews ensure compliance and effectiveness
- Financial oversight prevents misuse and ensures proper engagement

New SFA Application Process

Request an Application: CN@nysed.gov



Kipp Middle School

**Applications
due:
July 31, 2025**



**Applications must
be complete and
accurate in order
to be approved**

How to Complete the New School Food Authority Application

New SFA
Application
Guide!



New SFA Application

Information Tabs: START, Terms, Policies, Checklist Tab

Tabs to be Completed:

SFA Information
RA #1-3
Program Revenue
Labor Costs
Budget
Non-Profit Form
Professional Standards
Civil Rights
Attestation

Required Documents listed on the checklist tab also must be submitted with New SFA Excel

The screenshot shows the top of a workbook with logos for NYS ED (New York State Education Department Child Nutrition), National School Lunch Program, and USDA. Below the logos is a blue box with the following text:

Thank you for requesting a **New School Food Authority (SFA) Application** from the Child Nutrition Program Office at the New York State Education Department.

To complete this application, provide information on each tab of this workbook as it applies to your program/school.

Required documentation and additional explanation can be found on the Checklist Tab.

Only complete applications will be considered for review.
Incomplete applications will not be accepted.
Submissions without all required documents will not be considered or processed further.

Applications submitted after the enrollment period will not be considered.

If you have any questions or need further assistance, please contact the Child Nutrition Office at CN@nysed.gov

At the bottom, a tab bar is visible with the following tabs: START, SFA Checklist, Terms, Policies, SFA Information, RA #1, RA #2, RA #3, Program Revenue, Labor Costs, Budget, and Non-Profit Form. The 'START' tab is highlighted, and a red circle is drawn around the 'SFA Checklist' tab.

Checklist Tab

Indicates all required application items that must be completed and/or submitted.

Use the checkboxes to ensure application is complete!

SFA Requirements/Documents Checklist		
<input type="checkbox"/> 1	Active Basic Educational Data System (BEDS) code found within State Education Department Reference File (SEDREF)	All entities must have an active Basic Educational Data System (BEDS) code in the SEDREF system. If BEDS code is not yet active, the SFA must provide documentation to demonstrate approval.
<input type="checkbox"/> 2	Non-Public and Charter Schools ONLY: 501(c)3 Tax Exempt Documentation for the SFA and each RA	Not required for Public Schools.
<input type="checkbox"/> 3	A Unique Entity Identifier (UEI) registration in the System for Award Management (SAM)	UEI Registration Information All entities must have a UEI with active registration in SAM.
<input type="checkbox"/> 4	A completed School Food Authority (SFA) Application emailed to cn@mynysed.gov	<input type="checkbox"/> SFA Information Tab has been completed <input type="checkbox"/> RA Tabs have been completed for all RAs being added (use additional RA Tabs if needed) <input type="checkbox"/> Program Revenue, Labor Costs, Budget tabs have been completed - Combine all RA information for multiple RAs <input type="checkbox"/> Non-Public Schools ONLY: Non-Profit form has been completed <input type="checkbox"/> Professional Standards Tab completed and documents verifying Professional Standards hiring and training requirements have been submitted. <input type="checkbox"/> Operational Processes Tab completed <input type="checkbox"/> Civil Rights Tab completed <input type="checkbox"/> Attestation Tab has been completed and digitally signed
<input type="checkbox"/> 5	Documents verifying Professional Standards hiring and training requirements	Resumes do not count as proof of education and/or experience. See Professional Standards Tab for more information.
<input type="checkbox"/> 6	Payee Information and W-9 Form	Form must have original signature. Mail to the Child Nutrition Program Office: 89 Washington Ave - 375 EBA, Albany, NY 12234 <input type="checkbox"/> NYS Vendor ID and FEIN# have been included <input type="checkbox"/> If you do not have a Vendor ID, the W-9 Form must be completed
<input type="checkbox"/> 7	Child Nutrition Management System (CNMS) Administrator Password Application	Child Nutrition Management System (CNMS) Administrator Password Application
<input type="checkbox"/> 8	Menus for each meal your SFA is applying for designated by age-grade group	If applying with a cycle menu, submit a minimum of 2 week sample If applying without a cycle menu, submit a minimum of 1 month sample SED will conduct a cursory review of menus to provide technical assistance. This review does not indicate full meal pattern compliance.
<input type="checkbox"/> 9	Certification of Meal Pattern Requirements, for breakfast and/or lunch for each age-grade group, as applicable	Meal Pattern Certification and Compliance Information
<input type="checkbox"/> 10	Permit to Operate a Food Service for each RA the SFA is applying for (if applicable)	If not applicable, provide proof/documentation from local health department that a permit is not required. Letter from school representative stating a permit is not required is not sufficient.

Child Nutrition Website

The Child Nutrition Management System (CNMS)

www.cn.nysed.gov

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NYSED New York State EDUCATION DEPARTMENT
CHILD NUTRITION KNOWLEDGE CENTER

CNMS CHILD NUTRITION Management System Log In

Home Programs Farm to School Eligibility Financial Management Administrative Review Procurement Management Companies Civil Rights Training

Search

May 2025

MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Jun 1

Child Nutrition Spotlight

2025 NATIONAL SCHOOL BREAKFAST WEEK



Thank you...

...for your role in providing meals to NY students!

Questions?



518-473-8781
CN@nysed.gov