

Residential Child Care Institutions (RCCI) & Jails

School Year 2016-2017
NYS Education Department
Child Nutrition Program Administration

Professional Standards for State and Local Nutrition Program Personnel Final Rule

- * Effective July 1, 2015
- * This webinar will contribute 1.5 training hours towards the training requirements under the Professional Standard Requirements
- * Required to track the number of training hours earned each year and maintain documentation of the trainings attended
- * SED prototype tracking Excel document for School Nutrition Directors

Meal Access and Reimbursement

Certification

- * Residents qualify for free meals
 - * Record eligibility using free and reduced-price application or an eligibility documentation sheet
 - * Eligibility documentation sheet must include the student's name, DOB, personal income, date of admission and date of release
- * Day Students
 - * Students who do not reside at the RCCI
 - * Eligibility can be determined by direct certification or household application
 - * RCCI may request copy of free and reduced price meal application from regular school, if available

Benefit Issuance Document

- * Master list of all eligible free and reduced-price students
 - * Indicate how the student was deemed eligible
 - * Direct Certification
 - * Categorical Eligible
 - * Free and Reduced Price Application
 - * Eligibility Documentation Sheet
 - * Resident's discharge date and time
- * Point of Sale systems – keep a hard copy of the master list at the registers

Income Verification

- * Income verification
 - * Required for day students only
 - * Refer to Verification Booklet and applicable webinars
- * Completion of Verification Collection Report (attachment G) is required annually, even if income verification was not required
 - * The report must be submitted to the State Agency by December 15th

For SFAs with **No** Day Students

- * Section 1 will prefill once the October claim is submitted using the last operating day in October.
- * Section 3-1
 - * Check the box indicating that you were not required to perform direct certification

		ALL SFAs must report Section 3 or check box 3-1 if applicable	B. Number of FREE Students
Section 3	Students approved as FREE eligible NOT subject to verification	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <i>Do not include students certified with SNAP through the letter method.</i>	
		3-3: Students directly certified through other programs: <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</i>	
		3-4: Students certified categorically FREE eligible through SNAP letter method: <i>Include students certified for free meals through the family providing a letter from the SNAP agency.</i>	

For SFAs with **No** Day Students

- * Section 5-1
 - * Check the box indicating that you are exempt from verification
- * Submit by December 15th

ALL SFAs must report Section 5 or check box 5-1 if applicable	
5-1: <input type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.	
5-2: Was verification performed and completed? <input type="checkbox"/> Yes, completed by November 15th <input type="checkbox"/> Yes, completed after November 15th <input type="checkbox"/> No, verification was NOT performed or the process was not completed.	5-3: Type of Verification process used: 1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input type="checkbox"/> Alternate one (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

Meal Counting & Claiming

- * SFAs must establish a reliable system for counting, recording and claiming meals
- * Meal counts should be based on reimbursement category
- * Collection Methods
 - * Rosters
 - * Computerized Systems (Point of Sale Registers)
 - * Tic sheets
 - * For sites with only free eligibles

Meal Counting & Claiming

Rosters

- * Apply a uniform code for eligibility status
 - * A for Free, B for Reduced, C for Paid
 - * NOT F, R and P
- * List all eligibility categories on one roster
- * Rosters should be updated as changes occur
 - * Upon admission or discharge
- * Check off student name on roster at the point of service (POS)
 - * After service, check marks are tallied, by category, to calculate the daily meal count

Computerized System

- * Electronically records the number of meals served to students
 - * Uses a programmed coding system
 - * Ensures anonymity of students
- * Ensure back-up plan exists if systems were to go down
 - * Printed Coded Rosters

Point of Service

- * Location and time that a student receives a reimbursable meal
- * All the required meal components in the minimum required quantities must be on a student's tray before the meal can be counted as reimbursable
- * It is essential that staff is trained to identify the components of a reimbursable meal
 - * Offer Versus Serve
- * Point of Service count must be taken for all methods of meal service

Method of Meal Service & Accountability

Method	Meal Count Taken
Tray Line	After all required components are offered and served
Family Style	After Required components are served
Buffet	After all required components are offered and served
Bag/Grab & Go Meals	When students receive their meals

- * Accountability
 - * POS
 - * Reimbursable meal identification
 - * Proper counts by category
 - * One meal per child per meal service



Edit Checks

- * Ensure that the meal counting and claiming system works properly
- * Ensure the daily meal count does not exceed the number of eligible students
- * SFAs are required to conduct edit checks of daily meal claims for all Recipient Agencies (RA)
- * Verify meal count is accurate and compare the daily meal counts at each RA

Consolidation of Buildings/RAs

- * NYSED will restructure RCCIs with multiple RAs that share the same address
 - * They will be combined into one RA for claiming purposes only
 - * Each consolidated RA will represent a separate POS
- * Consolidation will:
 - * Simplify the administrative review process
 - * Reduce administrative paperwork
 - * NOT affect meal service

Meal Pattern and Nutritional Quality

Meal Components

Breakfast Meal Components

1. Fruits/Vegetables
2. Grains/Meat and Meat Alternates
3. Fluid Milk

Lunch Meal Components

1. Fruits
2. Vegetables
 - * Dark green
 - * Red/Orange
 - * Beans/Legumes
 - * Starchy
 - * Other
3. Grains
4. Meat/Meat Alternates (M/MA)
5. Fluid Milk

Meal Pattern for SY 2016-2017

Meal Pattern	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
	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	¾ (¼)	¾ (¼)	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	¼	¼	¼	¼
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) 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.								

Seven Day School Week Meal Component Adjustment for Lunch

Lunch	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)	Grades K-8 Weekly (daily)
Fruits (cups)	3.5 (0.5)	3.5 (0.5)	7 (1)	3.5 (0.5)
Vegetables (cups)	5.25 (0.75)	5.25 (0.75)	7 (1)	5.25 (0.75)
Dark Green	0.5	0.5	0.5	0.5
Red/Orange	0.75	0.75	1.25	0.75
Beans/Peas (Legumes)	0.5	0.5	0.5	0.5
Starchy	0.5	0.5	0.5	0.5
Other	0.5	0.5	0.75	0.5
Additional	2.5	2.5	3.5	2.5
Grains (oz eq)	11 (1)	11 (1)	14 (2)	11 (1)
Meats/Meat Alternate (oz eq)	11 (1)	12.5 (1)	14 (2)	12.5 (1)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)	7 (1)

Seven Day School Meal Component Adjustment for Breakfast

Breakfast	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)	Grades K-8 Weekly (daily)	Grades K-12 Weekly (daily)
Fruits (cups)	7 (1)	7 (1)	7 (1)	7 (1)	7 (1)
Grains (oz eq)	10 (1)	11 (1)	12.5 (1)	11 (1)	12.5 (1)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)	7 (1)	7 (1)

Offer Versus Serve (OVS) at Breakfast

- * OVS is **optional** for all age/grade groups
- * Schools must offer all **three required components** in at least the minimum required amounts
- * Schools must **offer at least 4 food items** from the three required components
- * Students must **select at least 3 food items**, with one of the food items being at least $\frac{1}{2}$ **cup of fruit and/or vegetable**



OVS at Lunch

- * OVS is only required for students in the 9-12 age/grade group, it is optional for all other age/grade groups
- * Schools must offer all five required components in at least the minimum required amounts
- * Students must take 3 components, one being $\frac{1}{2}$ cup of fruit and/or vegetable



Must choose $\frac{1}{2}$ cup



- * If a student chooses $\frac{1}{2}$ cup of fruit or vegetable, the other two components selected must be in the minimum required quantities to be considered reimbursable
- * K-5 age/grade group selects $\frac{1}{2}$ cup carrots and 2 oz eq M/MA hamburger on 1.5 oz eq grain whole wheat bun
✓ Reimbursable!
- * 9-12 age/grade group selects $\frac{1}{2}$ cup carrots and 2 oz eq M/MA hamburger on 1.5 oz eq grain whole wheat bun
X Not Reimbursable!

Family Style Meals

- * Family style meal service allows students to serve themselves from common dishes of food with assistance from supervising adults
 - * The supervising adult should initially offer the full planned serving of each food component/food item to each student.
- * Offered meals must meet all of the daily and weekly food component/food item requirements and weekly dietary specifications
- * Often the required $\frac{1}{2}$ c fruit and/or vegetable is pre-plated to help ensure a reimbursable meal is chosen

Age/Grade Waiver

- * Memorandum SP38-2012 extends age/grade group flexibility of the lunch meal pattern to RCCIs and Jails
- * With State approval, the SFA can offer the meal pattern of the highest age/grade group in attendance to all students

Age/Grade Waiver

- * In order to utilize this flexibility, the RCCI or jail must meet all three of the following criteria:
 1. be a juvenile detention or correctional facility
 2. serve children in different age/grade groups;
 3. have legitimate safety concerns, or State juvenile justice laws or regulations related to offering meals with varying amounts of food within the same meal period

Meal Pattern Compliance Tools

- * SFAs need to retain records that show how planned meals contribute to the required meal pattern
 - * Child Nutrition (CN) Labels
 - * Exhibit A
 - * Product Formulation Statements
 - * Standardized Recipes
 - * Production Records

Chicken Stir-Fry Bowl

Ingredient Statement:
Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

— CN —
099135

Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 oz. eq. grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ¼ cup other vegetable for Child Nutrition Meal Pattern Requirements.

(Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX/XX).

— CN —

Net Wt.: 18 pounds

Chicken Wok Company
1234 Kluck Street Poultry, PA 12345

Formulation Statement for Documenting Grains in School Meals
(Required Beginning SY 2012-2013)
(Creating Standards Based on Grains of Creditable Grains)

School Food Authorities (SFA) should include a copy of the label from the purchased product package in addition to the following information on technical support by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains are verified in Policy Memorandum 3070-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the main plan.

Product Name: _____ Code No: _____

Manufacturer: _____ Cereal/Flour/Portion/Size: _____

I. Does the product meet the Whole Grain Rich Criteria: Yes _____ No _____
(Refer to SF 302012) Grain Requirements for the National School Lunch Program and School Breakfast Program)

II. Does the product contain non-creditable grains: Yes _____ No _____ How many grams: _____
(Provide with more than 1/8 cup equivalent of 1/8 cup grain for Group A, or 1/4 cup grain for Group B if non-creditable grains are included using the amount of creditable grains only)

III. Use Policy Memorandum 3070-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Group A or Group B or Group C. (All non-creditable grains are equivalent to 1/8 cup of grain unless otherwise listed on creditable grains. Group A is the crediting of 1/8 cup creditable grains per 1/8 cup. Group B is the crediting of 1/4 cup creditable grains per 1/4 cup. Group C is required by volume or weight. Indicate which Exhibit A Group A, B, or C the Product belongs to.)

Description of Creditable Grains Ingredients ¹	Portion Size ²	Grains of Creditable Grain Ingredient per Portion	Grain Standard of Creditable Grain per an equivalent 1/8 cup or 1/4 cup	Creditable Amount

A. Total Creditable Amount: _____
¹ Grains are a whole grain for creditable amount.
² Portion size is a rough weight for creditable amount.
³ Portion size is 1/8 cup of creditable grains in formula.
⁴ Grains of creditable grains is 1/8 cup of creditable grains from corresponding Group of Exhibit A.
⁵ Total Creditable amount is 1/8 cup of creditable grains in the second quarter (0.25) or 1/4 cup. Do not round up.

Total weight (per portion) of product as purchased: _____
 Total contribution of product (per portion): _____

I certify that the above information is true and correct and that _____ owner/producer of this product (with the serving size) is _____ the equivalent Grain. I further certify that non-creditable grains are not above 0.25 oz. eq. per portion.

Signature: _____ Title: _____
 Printed Name: _____ Date: _____ Phone Number: _____

Exhibit A

* Exhibit A can be used to credit grains.

* Using Exhibit A (Example):

* Locate the correct category for the grain item on Exhibit A (B)

* Use the per serving weight of the product found on the nutrition fact label (29g) →

* Divide the weight of the product by the ounce equivalent column in Exhibit A ($29/28 = 1.036$)

* Always round down to the nearest quarter! (1 oz eq)

EXHIBIT A: SCHOOL LUNCH AND BREAKFAST WHOLE GRAIN-RICH OUNCE EQUIVALENCY (OZ EQ) REQUIREMENTS FOR SCHOOL MEAL PROGRAMS^{1,2}

GROUP A	OZ EQ FOR GROUP A
• Bread-type coating	1 oz eq = 22 gm or 0.8 oz
• Bread sticks (hard)	3.4 oz eq = 17 gm or 0.6 oz
• Chewy pasta noodles	1.7 oz eq = 11 gm or 0.4 oz
• Savory Crackers (saltines and snack crackers)	3.4 oz eq = 17 gm or 0.6 oz
• Cookies	1.7 oz eq = 8.5 gm or 0.3 oz
• Pretzels (hard)	3.4 oz eq = 17 gm or 0.6 oz
• Stuffed (dry) (Note: weights apply to bread-in-stuffing)	
GROUP B	OZ EQ FOR GROUP B
• Biscuits	1 oz eq = 28 gm or 1.0 oz
• Bread-type coating	3.4 oz eq = 21 gm or 0.75 oz
• Biscuits	1.7 oz eq = 14 gm or 0.5 oz
• Breads (sliced whole wheat, French, Italian, whole wheat, and hard dry)	1.4 oz eq = 7 gm or 0.25 oz
• Sweet Crackers ³ (garden of eden - all shapes, round crackers)	
• Egg roll skins	
• English muffins	
• Flat bread (whole wheat or whole grain-rich)	
• Pasta crust	
• Pretzels (soft)	
• Rolls (whole wheat or whole grain-rich)	
• Tostitos (whole wheat or whole corn)	
• Tostitos chips (whole wheat or whole corn)	
• Taco shells (whole wheat or whole corn)	
GROUP C	OZ EQ FOR GROUP C
• Cookies (gluten - includes vanilla wafers)	1 oz eq = 14 gm or 1.2 oz
• Cookies (gluten-free)	3.4 oz eq = 28 gm or 0.9 oz
• Corn muffins	1.7 oz eq = 17 gm or 0.6 oz
• Croissants	1.4 oz eq = 9 gm or 0.3 oz
• Fried pies	
• Pancakes	
• Pies (sweet pie ⁴ , cobble ⁴ , fruit turnover ⁴ , and nut/fruit alternate pie)	
• Muffins	
• Doughnuts (cake and yeast raised, unfrosted)	1 oz eq = 28 gm or 1.0 oz
• Cereal bars, breakfast bars, granola bars ⁵	1.4 oz eq = 7 gm or 0.25 oz
• Muffins (all except raisin)	1.7 oz eq = 14 gm or 0.5 oz
• Sweet roll (apple/raisin)	3.4 oz eq = 17 gm or 0.6 oz
• Toasted panko ⁶ (unseasoned)	
GROUP D	OZ EQ FOR GROUP D
• Cereal bars, breakfast bars, granola bars ⁵	1 oz eq = 69 gm or 2.4 oz
• (with open, short flake, and/or chocolate pieces)	3.4 oz eq = 21 gm or 0.75 oz
• Cookies (with nuts, raisins, chocolate pieces, and/or fruit pieces)	1.7 oz eq = 11 gm or 0.4 oz
• Doughnuts (cake and yeast raised, frosted or glazed)	1.4 oz eq = 9 gm or 0.3 oz
• French toast	
• Sweet rolls ⁷ (frosted)	
• Toasted panko ⁶ (seasoned)	
GROUP E	OZ EQ FOR GROUP E
• Cakes (gluten, unfrosted)	1 oz eq = 82 gm or 2.9 oz
• Coffee cake ⁸	3.4 oz eq = 21 gm or 0.75 oz
• Cookies (with nuts, raisins, chocolate pieces, and/or fruit pieces)	1.7 oz eq = 11 gm or 0.4 oz
• Doughnuts (cake and yeast raised, frosted or glazed)	1.4 oz eq = 9 gm or 0.3 oz
GROUP F	OZ EQ FOR GROUP F
• Biscuits (gluten)	1 oz eq = 120 gm or 4.2 oz
• Cakes (all varieties, frosted)	3.4 oz eq = 21 gm or 0.75 oz
• Cookies (with nuts, raisins, chocolate pieces, and/or fruit pieces)	1.7 oz eq = 11 gm or 0.4 oz
• Doughnuts (cake and yeast raised, frosted or glazed)	1.4 oz eq = 9 gm or 0.3 oz
GROUP G	OZ EQ FOR GROUP G
• Cereal Cakes (cluster, granola, etc)	1 oz eq = 1.1 cup cereal or 1 ounce (28 gm dry)
• Breakfast cereals (cooked) ^{9,10}	
• Baking or cracked wheat	
• Macaroni (all shapes)	
• Noodles (all varieties)	
• Pasta (all shapes)	
• Ravioli (meat or cheese)	
• Rice (enriched white or brown)	
GROUP H	OZ EQ FOR GROUP H
• Ready-to-eat breakfast cereal (cold, dry) ¹¹	1 oz eq = 1 cup or 1 ounce for flakes and rounds
• Ready-to-eat breakfast cereal (cold, dry) ¹¹	1 oz eq = 1.25 cups or 1 ounce for puffed cereal
• Ready-to-eat breakfast cereal (cold, dry) ¹¹	1 oz eq = 1.4 cups or 1 ounce for granola

Nutrition Facts	
Serving size 1 slice (29g)	
Servings per container 14	
Amount Per Serving	
Calories 80	Calories from Fat 30
% Daily Value*	
Total Fat 3.5g	5%

Standardized Recipes

* Standardized Recipes include

- * Recipe Name
- * Ingredients
- * Weights and/or Measures
- * Directions
- * Yield

Recipe Name: _____

Recipe No: _____

Food Based Standardized Recipe Form

Ingredients	50 Servings		_____ Servings		Directions
	Weight	Measure	Weight	Measure	

Provides: _____ Yield: 50 servings: _____ Serving Size: _____ (Weight or Volume)

_____ (Weight or Volume) _____ (Weight or Volume)

Production Records

- * Daily documentation of what was planned, prepared and served at your foodservice operation
 - * Required for Breakfast, Lunch and Snack programs
- * Necessary to support the claim

School Name

Date

School Site Name

Teacher Name

MENU ITEM	Recipe Number	Portion Size	Total Portions Offered	Reimbursable Portions Served	Non-Reimbursable Portions (adult, A la Carte, second meals)	Leftovers	TIME & TEMP

Must Contain:

- * Date
- * Age/Grade Group
- * School/Site Name
- * Menu Item
- * Recipe Number
- * Portion Size
- * Total Portions Offered
- * Reimbursable Portions Served
- * Non-Reimbursable Portions Served (adult meals, a la carte and second meals)
- * Leftovers

Resource Management

The slide features a solid blue background. At the bottom, there are several overlapping, wavy, light blue shapes that create a sense of movement and depth, resembling stylized waves or a modern graphic design element.

Nonprofit School Food Service Account

Nonprogram Foods

- * Second Meals
- * Extra Items
- * Non-reimbursable Meals
- * Adult Meals

Indirect Costs

- * Must be allowable cost
- * Use approved rate from SED
- * <http://www.fns.usda.gov/indirect-cost-guidance>

Procurement

- * Obtaining goods and/or services
 - * At the best possible price
- * Principles
 - * Free and open competition
 - * Fairness and integrity
 - * Responsive and responsible vendor

Restrictive Competition

- * Procurement procedures may never unjustifiably restrict or eliminate competition
- * Examples
 - * Placing unreasonable requirements on distributors in order to qualify
 - * Having organizational conflicts of interest
 - * Having unnecessary bonding and experience requirements
 - * Specifying only a brand name product instead of allowing a preapproved equal product to be offered

Procurement Plan

- * Required by regulations
- * Include in Plan
 - * Definitions
 - * Basic Organizational Concepts
 - * Specifications
 - * Buy American
 - * Minority/Women-Owned Businesses
 - * Conflict of Interest / Code of Conduct policy

Buy American

- * Requirements

- * Purchase domestic commodities and products that are
 - * produced in the US, or
 - * processed using agricultural commodities produced in the US.
- * Include in all solicitation and contract documents

- * Best Practices

- * Country of origin on all products and invoices
- * Specification in solicitations and contracts that only 100% domestically grown and processed products are approved for purchase

Buy American

- * Limited Exceptions
 - * Consider alternatives first
 - * Other domestic sources
 - * Domestic substitution
 - * Time of year/availability
 - * Exceptions: last resort
 - * Insufficient quantities
 - * Competitive bid shows cost significantly higher
 - * Keep documentation to justify
- * SED Monitoring
 - * Solicitation and contract documents
 - * Product labels
 - * Invoices/receipts
 - * Exception documentation

Procurement Methods

Small Purchase Threshold

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Informal

Formal

Micro-Purchases

Small Purchases

Distribute equitably among suppliers

Requires price quotes from at least 3 bidders

Sealed Bids (IFBs) & Competitive Proposals (RFPs)
* Requires public advertising

Which Regulation Applies?

- * Non-public Schools and Charter Schools
 - Federal Small Purchase threshold \$150,000 unless your governing board has a more restrictive threshold.
- * Public Schools
 - GML § 103 small purchase threshold \$20,000
 - Exceptions
 - Emergency
 - Sole Source
 - Exemptions
 - GML 103(9): NYS Eggs, livestock, fish, dairy products (excluding milk), juice, grains, and fresh fruit & vegetables purchases using $$.20 \times \text{Days} \times \text{Enrollment}$, up to \$150,000
 - GML 103(10): Milk purchases $$.25 \times \text{Days} \times \text{Enrollment}$ up to \$150,000
 - GML 104: “Piggybacking” <http://www.ogs.ny.gov/PNS/default.asp>

Micro-Purchase

- * Aggregate dollar amount \$3,500 or less
- * Distribute equitably among qualified suppliers
- * Reasonable price
- * Buy American
- * Maintain Documentation

Small Purchases

- * Purchases equal to or under small purchase threshold
- * Informal procurement methods
- * Competition must still occur
- * Develop written specifications
- * Request the same information from all prospective vendors
- * Obtain three sources that are eligible, able, and willing

Formal Procurement Methods

- * Value of purchase **exceeds** Federal, State, or local small purchase threshold
- * More rigorous and prescriptive:
 - Competitive Sealed Bidding (IFB)
 - Competitive Negotiation (RFP)

Invitation For Bid (IFB)

- * Bids that are publicly solicited and a firm fixed price contract is awarded to the lowest responsive and responsible bidder
- * A complete, adequate, and realistic specification or purchase description is available;
- * Two or more responsible bidders are willing and able to compete effectively for the business
- * rebates discounts and credits do not have to be returned to the nonprofit food service account as the vendor factors this into their price

Request for Proposal (RFP)

- * Proposal that explains how the prospective vendor will meet the objectives of the solicitation document
- * Includes a cost element that identifies the costs to accomplish the proposal
- * Identify goods, products, and/or services needed
- * Publicize
- * Used to solicit proposals

SFA Procurement Review

- * Procurement table
 - * SFA staff
 - * Vendor names
 - * Goods/services provided
 - * Total amount paid and number of purchases to vendor
 - * Number of bids received
- * Procurement Policy/Standards
- * Code of Conduct
- * Summary of Expenditures
- * In-depth review of selected procurements
- * Review of written procurement procedures

General Program Compliance

Civil Rights

- * Civil Rights training must be completed annually
 - * Includes all staff holding responsibilities within the CN programs
 - * All staff should receive training on all aspects of civil rights compliance
- * New employees, including volunteers, must have civil rights training prior to participating in program activities

“And Justice for All” Poster

- * FNS requires that participating SFAs prominently display the USDA nondiscrimination poster
- * All posters must be 11” X 17”
- * The poster must be placed in a location that enables participants to read the text of the poster without obstruction
- * Posters can be obtained free of charge by contacting our office



Non-Discrimination Statement

- * All program materials must contain the most recent USDA non-discrimination statement
 - * The font of the statement may be decreased in size, however spacing must remain the same
- * Statement must be on SFA's food service webpages
- * SFAs are not required to include the USDA nondiscrimination statement on child nutrition menus or documents to other State agencies

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

SFA On-Site Monitoring

- * Must be completed prior to February 1st of each school year
- * A copy of the SFA's On-Site Review forms
- * Written documentation of follow-up to SFA reviews
 - * For any findings that require follow-up, the SFA is required to conduct a second self review of the site within 45 days to confirm the corrective action taken resolved the problems
- * Written documentation to verify Corrective Action has occurred for any findings in the initial SFA review

Local School Wellness Policy

- * Each SFA must establish a Local School Wellness Policy (LSWP)
 - * Made available for the public
 - * Reviewed and updated on a periodic basis by the LSWP committee
- * Policies must include:
 - * Goals for nutrition education, physical activity, nutrition promotion and other school-based activities to promote student wellness
 - * Nutrition guidelines for all foods available on the school campus
 - * A plan for measuring implementation
 - * Designation of one or more officials in charge of school compliance oversight

Professional Standards

For State and Local Nutrition Program Personnel (Final Rule)

- * Effective July 1, 2015
- * SFAs are required to track the number of training hours earned each year and maintain documentation of the trainings attended
- * SFA must ensure compliance by maintaining:
 - * SED Tracking Tool
 - * USDA Tracking Tool

Professional Standards

Training Requirements

For managers:

- * SY 2016-2017: at least 10 hours of annual continuing education/training

For Full Time staff (work >20 hours/week):

- * SY 2016-2017: at least 6 hours of annual continuing education/training

For Part-Time Staff (work <20 hours/week):

- * Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked

Professional Standards

For new directors hired after 7/1/15:

- * Standards are based on SFA enrollment
- * New directors must have at least 8 hours of food safety training within five years prior to their start date or within 30 calendar days after their start date
- * SY 2016-2017: at least 12 hours of annual continuing education/training

Water

- * It is a responsibility of the SFA that children have access to free potable water during the lunch and breakfast meal services
- * Any SFA that does not make free water available or restricts access during the meal periods is out of compliance
- * While water must be made available to students, operators cannot promote or offer water or another beverage as an alternate selection to the fluid milk

Food Safety

- * Hazard Analysis Critical Control Point (HACCP)
 - * Each site must have a written food safety plan for food preparation, service and storage facilities based on HACCP
- * Standard Operating Procedures (SOP)
 - * Temperature Logs & Recording
 - * Includes food, refrigerator, and freezer temperature logs
 - * Proper Food Storage
 - * Food Safety Inspections
 - * A letter requesting at least two food safety inspections each school year from the health department must be sent
 - * A copy of the most recent health inspection report must be posted in a location that is visible to the public

Reporting & Record Keeping

- * All reports must be accurate and submitted on time to NYSED
- * Maintain records for 3 years plus the current year

Outreach

- * School Breakfast Program
- * Summer Food Service Program

Other Federal Programs

Afterschool Snack Program

Afterschool Snack Program

Requirements

- * Reimbursement – one snack per child per day up to 7 days
- * RCCIs that already have snack and dinner programs claimed under CACFP may continue to claim through that program or they may choose to claim for the snack program under the NSLP
- * Two self reviews must be conducted during the school year
 - * The first of which must be during the first four weeks of operation

Record Keeping

- * Snack menus and daily production records
- * Daily attendance and/or intake logs
- * Applications for day students if less than 50% snack needy
- * “And Justice For All” poster must be displayed

Snack Components

- * A reimbursable snack must contain two different components from the following four components:
 - * Milk - 8 fluid oz.
 - * Meat/meat alternate - 1 oz. eq.
 - * Fruit/vegetable - 3/4 cup
 - * Grain - 1 oz. eq.
- * Juice may not be served when milk is the only other component

Questions?

<http://portal.nysed.gov/portal/page/portal/CNKC>

Child Nutrition Program Administration

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