



Residential Child Care Institutions (RCCI)
& Jails



Professional Standards for State and Local Nutrition Program Personnel Final Rule

- Required to track the number of training hours earned each year and maintain documentation of the trainings attended
- SED prototype tracking Excel document



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

Section 3	Students approved as FREE eligible NOT subject to verification	**ALL SFAs must report Section 3 or check box 3-1 if applicable** 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)	B. Number of FREE Students
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <u>Do not</u> include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: 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.	
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	



For SFAs with **No** Day Students

- Section 5-1
 - Check the box indicating that you are exempt from verification
- Completed by November 15th
- Submitted to SED 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

[illegible]



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 **½ 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
- 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!



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





Meal Service Styles

Generally accepted meal service styles.

- Tray line
- Pre-set table setting
- Pre-plating
- Family Style





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 meal(s) 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.

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).

Net Wt.: 18 pounds

Chicken Wok Company
1234 Kluck Street Poultry, PA 12345



Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Creditable Standards Based on Grains of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on individual ingredients in an official crediting representation. Grains may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains are outlined in Policy Memorandum SP-30-2012 effective for and beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu plans.

Product Name: _____ Code No.: _____
Manufacturer: _____ Case/Pack/Count/Portion/Size: _____

I. Does the product meet the Whole Grain-Rich Criteria? Yes _____ No _____
(Under the SP-30-2012 Grain Requirements for the National School Lunch Program/School Breakfast Program)

II. Does the product contain non-creditable grains? Yes _____ No _____ How many grams? _____
(Products with more than 5.25 oz. equivalent or 2.35 grams for Group A-1, or 8.55 grams for Group B of non-creditable grains may be credited using the amount of creditable grains only)

III. Use Policy Memorandum SP-30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Group A-1, Group B or Group C. Different crediting methods are appropriate depending on the grain component listed on the product label. Group A-1 is the amount of 100% creditable grains per oz. or the Group B if more than 25 grams creditable grains per oz. or Group C is required by volume or weight. Indicate which Exhibit A Group (A-1) the Product belongs to.

Description of Creditable Grain Ingredient*	Portion Size**	Grains of Creditable Grain Ingredient per Portion	Grain Standard of Creditable Grains per oz. equivalent (10g or 18g)	Creditable Amount†

A. Total Creditable Amount: _____
*Creditable grains are whole grains and flour and enriched products.
**If known, use the new dough weight for a more accurate creditable amount.
(Portion sizes 1/2, 1/4, 1/8, 1/16, 1/32, 1/64, 1/128, 1/256, 1/512, 1/1024, 1/2048, 1/4096, 1/8192, 1/16384, 1/32768, 1/65536, 1/131072, 1/262144, 1/524288, 1/1048576, 1/2097152, 1/4194304, 1/8388608, 1/16777216, 1/33554432, 1/67108864, 1/134217728, 1/268435456, 1/536870912, 1/1073741824, 1/2147483648, 1/4294967296, 1/8589934592, 1/17179869184, 1/34359738368, 1/68719476736, 1/137438953472, 1/274877906944, 1/549755813888, 1/1099511627776, 1/2199023255552, 1/4398046511104, 1/8796093022208, 1/17592186044416, 1/35184372088832, 1/70368744177664, 1/140737488355328, 1/281474976710656, 1/562949953421312, 1/1125899906842624, 1/2251799813685248, 1/4503599627370496, 1/9007199254740992, 1/18014398509481984, 1/36028797018963968, 1/72057594037927936, 1/144115188075855872, 1/288230376151711744, 1/576460752303423488, 1/1152921504606846976, 1/2305843009213693952, 1/4611686018427387904, 1/9223372036854775808, 1/18446744073709551616, 1/36893488147419103232, 1/73786976294838206464, 1/147573952589676412928, 1/295147905179352825856, 1/590295810358705651712, 1/1180591620717411303424, 1/2361183241434822606848, 1/4722366482869645213696, 1/9444732965739290427392, 1/18889465931478580854784, 1/37778931862957161709568, 1/75557863725914323419136, 1/151115727451828646838272, 1/302231454903657293676544, 1/604462909807314587353088, 1/1208925819614629174706176, 1/2417851639229258349412352, 1/4835703278458516698824704, 1/9671406556917033397649408, 1/19342813113834066795298816, 1/38685626227668133590597632, 1/77371252455336267181195264, 1/154742504910672534362390528, 1/309485009821345068724781056, 1/618970019642690137449562112, 1/1237940039285380274899124224, 1/2475880078570760549798248448, 1/4951760157141521099596496896, 1/9903520314283042199192993792, 1/19807040628566084398385987584, 1/39614081257132168796771975168, 1/79228162514264337593543950336, 1/158456325028528675187087900672, 1/316912650057057350374175801344, 1/633825300114114700748351602688, 1/1267650600228229401496703205376, 1/2535301200456458802993406410752, 1/5070602400912917605986812821504, 1/10141204801825835211973625643008, 1/20282409603651670423947251286016, 1/40564819207303340847894502572032, 1/81129638414606681695789005144064, 1/162259276829213363391578010288128, 1/324518553658426726783156020576256, 1/649037107316853453566312041152512, 1/1298074214633706907132624082305024, 1/2596148429267413814265248164610048, 1/5192296858534827628530496329220096, 1/10384593717069655257060992658440192, 1/20769187434139310514121985316880384, 1/41538374868278621028243970633760768, 1/83076749736557242056487941267521536, 1/166153499473114484112975882535043072, 1/332306998946228968225951765070086144, 1/664613997892457936451903530140172288, 1/1329227995784915872903807060280344576, 1/2658455991569831745807614120560689152, 1/5316911983139663491615228241121378304, 1/10633823966279326983230456482242756608, 1/21267647932558653966460912964485513216, 1/42535295865117307932921825928971026432, 1/85070591730234615865843651857942052864, 1/170141183460469231731687303715884105728, 1/340282366920938463463374607431768211456, 1/680564733841876926926749214863536422912, 1/1361129467683753853853498429727072845824, 1/2722258935367507707706996859454145691648, 1/5444517870735015415413993718908291383296, 1/10889035741470030830827987437816582766592, 1/21778071482940061661655974875633165533184, 1/43556142965880123323311949751266331066368, 1/87112285931760246646623899502532662132736, 1/174224571863520493293247799005065324265472, 1/348449143727040986586495598010130648530944, 1/696898287454081973172991196020261291061888, 1/1393796574908163946345982392040522582123776, 1/2787593149816327892691964784081045164247552, 1/5575186299632655785383929568162090328495104, 1/11150372599265311570767859136324180656990208, 1/22300745198530623141535718272648361313980416, 1/44601490397061246283071436545296722627960832, 1/89202980794122492566142873090593445255921664, 1/1784059615882449851322857461811868905118432, 1/3568119231764899702645714923623737810236864, 1/7136238463529799405291429847247475620473728, 1/14272476927059598810582859694494951240947456, 1/28544953854119197621165719388989902481894912, 1/57089907708238395242331438777979804963789824, 1/114179815416476790484662877555959609927579648, 1/228359630832953580969325755111919219855159296, 1/456719261665907161938651510223838439710318592, 1/913438523331814323877303020447676879420637184, 1/1826877046663628647754606040895353758841274368, 1/3653754093327257295509212081790707517682548736, 1/7307508186654514591018424163581415035365097472, 1/14615016373309029182036848327162830070730194944, 1/29230032746618058364073696654325660141460389888, 1/58460065493236116728147393308651320282920779776, 1/116920130986472233456294786617302640565841559552, 1/233840261972944466912589573234605281131683119104, 1/467680523945888933825179146469210562263366238208, 1/935361047891777867650358292938421124526732476416, 1/1870722095783555735300716585876842249053464952832, 1/3741444191567111470601433171753684498106929905664, 1/7482888383134222941202866343507368996213859811328, 1/14965776766268445882405732687014737992427719622656, 1/29931553532536891764811465374029475984855439245312, 1/59863107065073783529622930748058951969710878490624, 1/119726214130147567059245861496117903939421756981248, 1/239452428260295134118491722992235807878843513962496, 1/478904856520590268236983445984471615757687027924992, 1/957809713041180536473966891968943231515374055849984, 1/1915619426082361072947933783937886463030748111699968, 1/3831238852164722145895867567875772926061496223399936, 1/7662477704329444291791735135751545852122992446799872, 1/15324955408658888583583470271503091704245984893599744, 1/30649910817317777167166940543006183408491969787199488, 1/61299821634635554334333881086012366816983939574398976, 1/12259964326927110866866776217202473363396787914879392, 1/24519928653854221733733552434404946726793575829758784, 1/49039857307708443467467104868809893453587151659517568, 1/98079714615416886934934209737619786907174303319035136, 1/196159429230833773869868419475239573814348606638070272, 1/392318858461667547739736838950479147628697213276140544, 1/784637716923335095479473677900958295257394426552281088, 1/1569275433846670190958947355801916590514788853104562176, 1/3138550867693340381917894711603833181029577706209124352, 1/6277101735386680763835789423207666362059155412418248704, 1/12554203470773361527671578846415332724118310824836497408, 1/25108406941546723055343157692830665448236621649672994816, 1/50216813883093446110686315385661330896473243299345989632, 1/100433627766186892221372630771322661792946486598691979264, 1/200867255532373784442745261542645323585892973197383958528, 1/401734511064747568885490523085290647171785946394767917056, 1/803469022129495137770981046170581294343571892789535834112, 1/1606938044258990275541962092341162588687143785579071668224, 1/3213876088517980551083924184682325177374287571158143336448, 1/6427752177035961102167848369364650354748575142316286672896, 1/12855504354071922204335696738729300709497150284632573345792, 1/25711008708143844408671393477458601418994300569265146691584, 1/51422017416287688817342786954917202837988601138530293383168, 1/102844034832575377634685573909834405675977202277060586766336, 1/205688069665150755269371147819668811351954404554121173532672, 1/411376139330301510538742295639337622703908809108242347065344, 1/822752278660603021077484591278675245407817618216484694130688, 1/1645504557321206042154969182557350490815635236432969388261376, 1/3291009114642412084309938365114700981631270472865938776522752, 1/6582018229284824168619876730229401963262540945731877553045504, 1/13164036458569648337239753460458803926525081891463755106091008, 1/26328072917139296674479506920917607853050163782927510212182016, 1/52656145834278593348959013841835215706100327565855020424364032, 1/105312291668557186697918027683670431412200655131710040848728064, 1/210624583337114373395836055367340862824401310263420081697456128, 1/421249166674228746791672110734681725648802620526840163394912256, 1/842498333348457493583344221469363451297605241053680326789824512, 1/1684996666896914987166688442938726902595210482107360653579649024, 1/3369993333793829974333376885877453805190420964214721307159298048, 1/6739986667587659948666753771754907610380841928429442614318596096, 1/13479973335175319897333507543509815220761683856858885228637192192, 1/26959946670350639794667015087019630441523367713717770457274384384, 1/53919893340701279589334030174039260883046735427435540914548768768, 1/107839786681402559178668060348078521766093470854871081829097537536, 1/215679573362805118357336120696157043532186941709742163658195075072, 1/431359146725610236714672241392314087064373883419484327316390150144, 1/862718293451220473429344482784628174128747766838968654632780300288, 1/1725436586902440946858688965569256348257495533677937309265560600576, 1/3450873173804881893717377931138512696514991067355874618531121201152, 1/6901746347609763787434755862277025393029982134711749237062242402304, 1/13803492695219527574869511724554050786059964269423498474124484804608, 1/27606985390439055149739023449108101572119928538846996948248969609216, 1/55213970780878110299478046898216203144239857077693993896497939218432, 1/110427941561756220598956093796432406288479714155387987792995878436864, 1/220855883123512441197912187592864812576959428310775975585991756873728, 1/441711766247024882395824375185729625153918856621551951171983513747456, 1/883423532494049764791648750371459250307837713243103902343967027494912, 1/1766847064988099529583297500742918500615675426486207804687934054989824, 1/3533694129976199059166595001485837001231350852972415609375868109979648, 1/7067388259952398118333190002971674002462701705944831218751736219959296, 1/14134776519904796236666380005943348004925403411889662437503472439918592, 1/28269553039809592473332760011886696009850806823779324875006944879837184, 1/56539106079619184946665520023773392019701613647558649750013889759674368, 1/113078212159238369893331040047546784039403227295117299500027779519348736, 1/226156424318476739786662080095093568078806454590234599000055559038697472, 1/452312848636953479573324160190187136157612909180469198000111118077394944, 1/904625697273906959146648320380374272315225818360938396000222236154789888, 1/1809251394547813918293296640760748544630451636721876792000444472319579776, 1/3618502789095627836586593281521497089260903273443753584000888944639159552, 1/7237005578191255673173186563042994178521806546887507168001777889278319104, 1/14474011156382511346346373126085988357043613093775014336003555778556238208, 1/28948022312765022692692746252171976714087226187550028672007111557112476416, 1/57896044625530045385385492504343953428174452375100057344014223114224852832, 1/115792089251060090770770985008687906856348904750200114688028446228449705664, 1/231584178502120181541541970017375813712697809500400229376056892456899411328, 1/463168357004240363083083940034751627425395619000800458752113784913798822656, 1/926336714008480726166167880069503254850791238001600917504227569827597645312, 1/1852673428016961452332335760139006509701582476003201830084451399655195290624, 1/3705346856033922904664671520278013019403164952006403660168902799310390581248, 1/741069

Exhibit A

- Exhibit A can be used to credit grains.

EXHIBIT A: SCHOOL LUNCH AND BREAKFAST GRAIN-RICH OUNCE EQUIVALENCY CHART
SCHOOL MEAL PROGRAM

GROUP A	OZ EQ FOR GROUP A
• Bread-type coating	1 oz eq = 28 gm or 1 oz
• Bread sticks (hard)	3/4 oz eq = 21 gm or 0.75 oz
• Chewy corn muffins	1/2 oz eq = 13 gm or 0.4 oz
• Savory Crackers (saltines and snack crackers)	1/4 oz eq = 8 gm or 0.2 oz
• Croissants	
• Pretzels (hard)	
• Stuffing (dry) Note: weights apply to bread in stuffing.	

- 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 (29 g)
 - 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.)

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%

GROUP D	OZ EQ FOR GROUP D
• Doughnuts (cake and yeast raised, unfilled)	1 oz eq = 35 gm or 1.2 oz
• Corned buns, breakfast buns, granola buns ¹ (glazed)	3/4 oz eq = 21 gm or 0.75 oz
• Muffins (all, except corn)	1/2 oz eq = 13 gm or 0.4 oz
• Sweet roll ² (unfilled)	1/4 oz eq = 8 gm or 0.2 oz
• Toastie ³ (unfilled)	
GROUP E	OZ EQ FOR GROUP E
• Corned buns, breakfast buns, granola buns ¹ (with jam, dried fruit, and/or chocolate pieces)	1 oz eq = 35 gm or 1.2 oz
• Cookies ⁴ (with jam, raisins, chocolate pieces and/or fruit pieces)	3/4 oz eq = 21 gm or 0.75 oz
• Doughnuts (cake and yeast raised, frosted or glazed)	1/2 oz eq = 13 gm or 0.4 oz
• French toast	
• Sweet rolls ² (frosted)	
• Toastie ³ (frosted)	
GROUP F	OZ EQ FOR GROUP F
• Cakes (glazed, unfilled)	1 oz eq = 35 gm or 1.2 oz
• Coffee cakes ⁵	3/4 oz eq = 21 gm or 0.75 oz
GROUP G	OZ EQ FOR GROUP G
• Biscuits ⁶ (glazed)	1 oz eq = 35 gm or 1.2 oz
• Cakes (all varieties, frosted)	3/4 oz eq = 21 gm or 0.75 oz
GROUP H	OZ EQ FOR GROUP H
• Cereal (Gluten-free, instant, etc)	1 oz eq = 35 gm or 1.2 oz
• Breakfast cereals (cooked) ⁷	
• Biscuits or cracked wheat	
• Macaroni (all shapes)	
• Noodles (all varieties)	
• Pasta (all shapes)	
• Barilla (noodle only)	
• Rice (enriched white or brown)	
GROUP I	OZ EQ FOR GROUP I
• Ready-to-eat breakfast cereal (cold, dry) ⁸	1 oz eq = 35 gm or 1.2 oz
• Ready-to-eat breakfast cereal (cold, dry) ⁹	1 oz eq = 35 gm or 1.2 oz

* Refer to program guidelines for the appropriate serving size for the appropriate age group.
 † In the NSLP, and meals served to children ages 1 through 5 and adult participants in the CACFP, breakfast meals are traditionally served as a breakfast menu item but may be served as a snack other than breakfast.
 ‡ Cakes must be whole grain, or whole grain and enriched or fortified cereal.



Standardized Recipes

- Standardized Recipes includes:
 - Recipe Name
 - Ingredients
 - Weights and/or Measures
 - Directions
 - Yield

Recipe Name: Recipe No:

Food Based Standardized Recipe Form

Ingredients	50 Servings		<input type="text"/> Servings		Directions
	Weight	Measure	Weight	Measure	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div></div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

servings Serving Size: (Weight or Volume)



- ### 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



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

- Importance
- Free, Open Competition
- Obtaining Best Possible Price





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



Which Regulation Applies?

- Non-public Schools and Charter Schools

Federal Procurement Thresholds

- Micro Purchase-\$10,000
 - Small Purchase- \$250,000
-
- Public Schools
 - GML § 103 small purchase threshold \$20,000
 - Exceptions
 - Emergency
 - Sole Source



Written Procurement Procedures

- Determine procurement methods to be used
- Identifies parties that will address issues raised

WRITTEN STANDARDS OF CONDUCT

- Conflicts of interest
- Prohibiting gratuities, favors
 - May set standards for nominal value
- Disciplinary actions





Maintain Procurement Records



- Rationale for the method of procurement
- Selection of contract type
- Vendor selection or rejection
- Basis for the contract price
- Contract/agreement
- Delivery receipts
- Invoices
- Accounting records



SFA Procurement Review

- 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

- “And Justice for All” poster
- Non-discrimination statement
- Civil Rights training requirement- PowerPoint presentation
- **Limited English Proficiency (LEP)**
- Civil Rights Compliance Report-Not required if data is collected through district for other purposes (BEDS)





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 finding 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



Anti Meal Shaming Policies

For Day Students Only

Who	➤ SFAs that charge for meals
What	<ul style="list-style-type: none">➤ Develop and adopt a plan to ensure students with unpaid school meal fees are not shamed or treated differently➤ Plan must meet criteria provided<ul style="list-style-type: none">➤ <i>Prototype/checklist</i>➤ <i>Note: Schools will no longer be able to refuse a meal or limit students to an alternate meal</i>
When	➤ NOW!!! Send to cn@nysed.gov (<i>deadline was July 1, 2018</i>)
How SED	<ul style="list-style-type: none">➤ Review plans against required criteria➤ Email SFA of adequacy or describe inadequacies➤ No further action/resubmission is required
Next Steps SFA	<ul style="list-style-type: none">➤ SFAs make any revisions to plan as necessary➤ The school/school district must then adopt and post the plan on its website



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

For Managers:

- At least 10 hours of annual continuing education/training

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

- 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
- 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



After School 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?

www.cn.nysed.gov

Child Nutrition Program Administration

CNTRAINING@nysed.gov

(518) 473-8781

