



School Nutrition Programs

Guidance Manual



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1.1	Introduction to Child Nutrition Programs
	<p>This manual serves as a source of information to acquaint sponsors with the Child Nutrition Programs (CNP) and to provide information on program policies and procedures that will assist in operating a successful program.</p>
<p>Mission Statement</p>	<p>The Department of Education, School Nutrition Program's mission is to safeguard the health and well-being of our nation's children.</p>
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<p>Healthy Hunger Free Kids Act CN 14-11 PL 111-296</p>	<p style="text-align: center;">Healthy Hunger Free Kids Act of 2010</p> <p>On December 13, 2010, President Obama signed into law Public Law 111-296, the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). This historic legislation marked the most comprehensive changes to the school nutrition environment in more than a generation. The last update to school meals standards was over 15 years ago. Since that time, tremendous advancements in our understanding of human nutrition have occurred. In response to that reality, the HHFKA required USDA to update school meal nutrition standards to reflect the most current dietary science.</p> <p>The timing of this legislation and USDA's standards are critically needed to help combat the epidemic of childhood obesity as well as the urgent problem of childhood hunger. Nearly 1 in 3 children are at risk for preventable diseases like diabetes and heart disease due to overweight and obesity. If left unaddressed, health experts tell us that our current generation of children may well have a shorter lifespan than their parents.</p>
<p>Child Nutrition Act P.L. 111-296</p>	<p style="text-align: center;">Child Nutrition Act</p> <p>On October 11, 1966, President Lyndon B. Johnson signed the Child Nutrition Act. In Section 2 of the Act, Declaration of Purpose, Congress</p>

	<p>stated:</p> <p><i>"In recognition of the demonstrated relationship between food and good nutrition and the capacity of children to develop and learn, based on years of cumulative successful experience under the National School Lunch Program with its significant contribution in the field of applied research, it is hereby declared to be the policy of Congress that these efforts shall be extended, expanded and strengthened under the authority of the Secretary of Agriculture as a measure to safeguard the health and well-being of the nation's children and to encourage the domestic consumption of agricultural and other foods, by assisting states through grants-in-aid and other means to meet more effectively the nutritional needs of children."</i></p> <p>In addition, this Act provided the following: the start of the School Breakfast Program; the extension of the benefits of all school feeding programs to include preschool children in programs operated as part of the school system; and the expansion of the Special Milk Program to non-profit nursery schools, childcare centers, settlement houses, summer camps and other non-profit institutions devoted to the care and training of children and not participating in a Federal meal service program.</p> <p>The National School Lunch, School Breakfast, and Special Milk Program fall under the Richard B. Russell National School Lunch Act (NSLA). The NSLA was signed into law by President Harry Truman on June, 4th 1946 and provided federal funds and USDA Foods to school lunch and milk programs in response to the diet-related health problems seen in American men attempting to join the military during World War II. The current regulations regarding NSLA and its qualifying programs are found in the Code of Federal Regulations (CFR).</p> <p>The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The Code is divided into 50 titles, which represent broad areas subject to Federal regulations. Each title is divided into chapters, which are divided into parts covering specific regulatory areas.</p> <p>Title 7 of the CFR is composed of fifteen volumes, which are subsequently broken into parts. The Food and Nutrition Service (FNS) current regulations are in the volume containing parts 210-299.</p> <p>Congress reauthorizes the Child Nutrition Programs under 7 CFR, Section 210-299 every four to five years. Reauthorization is the continuation or subsequent authorization of a Federal grant program by Congress. The statute reauthorizing a program may include one or more, often significant, changes to the original or previously authorized</p>
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	<p>statute.</p> <p>The Arizona Department of Education is the State Agency that has been designated to administer the Program in schools as specified in 7 CFR 210.3. As the designated State Agency, Arizona Department of Education has the authority to enforce the applicable Federal regulations.</p>
<p>National School Lunch Act P.L. 113-79</p>	<p>National School Lunch Act</p> <p>National School Lunch Act Public Law 396, the National School Lunch Act, was passed on June 4, 1946. It established school food service as an integral part of the U.S. educational system. In September 1947, the Arizona Legislature passed Bill No. 92, Chapter 98, which established the School Lunch Program in Arizona. In 1966, the provisions of Section 4 authorized payments to each state to initiate, maintain, or expand Non-Profit Breakfast Programs in schools. The objectives of the National School Lunch Act are:</p> <ul style="list-style-type: none"> • To safeguard the health and well-being of the nation's children by establishing good food habits and providing adequate food for the children. • To utilize the food resources of the country to the best advantage. To provide educational methods and resources for accomplishing these objectives.

<p>1.2 Overview of Child Nutrition Programs</p>	
<p>National School Lunch Program 7 CFR 210 7 CFR 245</p>	<p>National School Lunch Program</p> <p>The primary purpose of the National School Lunch Program (NSLP) is to serve school children meals of optimum nutritional value at a minimum cost to the child. This is accomplished by providing a daily meal that meets meal pattern requirements set forth by the Healthy Hunger Free Kids Act of 2010. Local Education Agencies (LEAs) that choose to take part in the NSLP can receive cash reimbursement and donated foods from the United States Department of Agriculture (USDA). Meals are reimbursed according to the income eligibility of the students participating in the program. Public schools, private non-profit schools, residential childcare institutions (RCCI), juvenile correctional institutions, and boarding schools may participate in the NSLP.</p>
<p>School Breakfast Program 7 CFR 220 CN 04-12</p>	<p>School Breakfast Program</p> <p>Morning meals meeting meal pattern requirements set forth by the Healthy Hunger Free Kids Act of 2010 can be provided for all children</p>

	<p>in schools and residential child care facilities participating in the program. Those students eligible for free or reduced-price lunch are also eligible for free and reduced-price breakfast. Meals are reimbursed according to the income eligibility of the students participating in the program. Schools participating in the School Breakfast Program (SBP) must inform families of the availability of reimbursable breakfast served under the SBP just prior to or at the beginning of the school year as well as provide reminders multiple times through the school year.</p>
<p>After School Care Snack Program 7 CFR 210.10</p>	<p style="text-align: center;">After School Care Snack Program</p> <p>Participation in the National School Lunch Program is required for participation in the After School Care Snack Program (ASCSP). A school must provide children with regularly scheduled activities in an organized, structured, and supervised environment. The ASCSP must include educational or enrichment activities (e.g., mentoring or tutoring programs) that are open to all students. The ASCSP must occur after the school day. Competitive interscholastic sports teams are not an eligible after school program. The programs must meet State or local licensing requirements, if available, or State or local health and safety standards. All LEAs that meet the eligibility requirements and participate in the National School Lunch Program can receive USDA reimbursement for after school snacks.</p>
<p>Special Milk Program 7 CFR 215</p>	<p style="text-align: center;">Special Milk Program</p> <p>The SMP is designed to encourage the consumption of milk by children. This program makes milk available to children in non-profit schools, non-profit preschools, childcare centers, settlement houses, summer camps, and split-session kindergarten programs conducted in schools which do not provide access to the regular meal service for these children. LEAs participating in the Special Milk Program (SMP) cannot participate in any other Child Nutrition Program for the same student population.</p>
<p>Food Distribution Program 7 CFR 247</p>	<p style="text-align: center;">Food Distribution Program</p> <p>The USDA established the Food Distribution Program to remove farm surpluses from the market and to provide a variety of nutritious foods to eligible recipient agencies. Sponsoring organizations eligible to participate in the Food Distribution Program are:</p> <ul style="list-style-type: none"> • National School Lunch Program Sponsors • Summer Food Service Program Sponsors • Disaster Organizations • Child and Adult Care Food Program Sponsors (receive cash in lieu of USDA Foods)

Summer Food Service Program 7 CFR 225	Summer Food Service Program <p>In 1968 the Summer Food Service Program (SFSP) was established to provide meals to children when area schools are closed. This program continues the availability of lunch as well as breakfast and/or snacks for children. Participation requires sites to draw their attendance from low-income areas. Sponsors are limited to government agencies, public and private non-profit schools, and private non-profit organizations or camps. For more information to operate a Seamless or Simplified Summer Feeding Program contact ADE's Health and Nutrition Services CACFP.</p>
Child and Adult Care Food Program 7 CFR 226	Child and Adult Care Food Program <p>The Child and Adult Care Food Program (CACFP) was established in 1966 to provide meals and snacks to children in day-care centers, day-care homes, settlement houses, recreation centers, and Head Start Programs. The program provides financial assistance to private non-profit, public, and proprietary organizations receiving Title XX assistance. As a part of the Child and Adult Care Food Program, the Older American Act Amendments of 1987 made reimbursable meals available to adult day-care centers. To qualify for participation, the primary function of an adult day-care center is to serve the needs of functionally impaired adults or persons over 60 years old by offering care to individuals in a nonresidential adult day-care center.</p>

2.1	Application for the National School Lunch and School Breakfast Program Participation
Application Process	<p>All eligible schools and institutions applying for NSLP/SBP must complete a comprehensive training, complete and submit the Food Program Permanent Service Agreement, Free and Reduced Price Policy Statement and all application forms. The forms required to be submitted must be signed and submitted by a designated official (authorized signer) elected by the sponsoring organization. Additionally, a Sponsor and Site(s) applications must be submitted for approval in CNP Web. For steps on how to apply, refer to the ADE School Nutrition webpage, <i>How to Apply</i>: http://www.azed.gov/hns/nslp/apply/.</p>
<p>Organization and Responsible Parties Definitions 7 CFR 210.2 ARS 15-101</p>	<p><u>Local Education Agency (LEA):</u> means a public board of education or other public or private nonprofit authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public or private nonprofit elementary schools or secondary schools. The term also includes any other public or private nonprofit institution or agency having administrative control and direction of a public or private nonprofit elementary school or secondary school, including residential child care institutions, Bureau of Indian Affairs schools, and educational service agencies and consortia of those agencies, as well as the State educational agency in a State or territory in which the State educational agency is the sole educational agency for all public or private nonprofit schools.</p> <p><u>School Food Authority (SFA):</u> means the governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the Program therein <i>or</i> be otherwise approved by FNS to operate the Program.</p> <p><u>ADE School Finance:</u> the ADE unit that provides CTD and CTDS numbers to eligible entities that wish to participate in NSLP/SBP. School Finance can be contacted at 602-542-5695 or by email to schoolfinance@azed.gov.</p> <p><u>Sponsor:</u> ADE's term for the LEA that is responsible for the Child Nutrition Programs (i.e. the district, rather than individual school sites).</p> <p><u>Site:</u> ADE's term for the individual locations where meal service and claiming takes place.</p> <p><u>School:</u> (per ARS 15-101) A school means any public institution</p>

	established for the purposes of offering instruction to pupils in programs for preschool children with disabilities; kindergarten programs or any combination of grades one through twelve.
2.2	Sponsor Classification for Participation
Eligible Schools and Institutions as Sponsors FNS INSTRUCTION 776-7 Rev.1	Non-profit entities that are allowed to participate are classified among: public schools, boarding schools, charter schools, private non-residential schools, Bureau of Indian Affairs schools, Residential Child Care Institutions, juvenile detention centers, non-profit non-residential childcare institutions associated with schools. These entities may apply as a sponsor in the School Nutrition Programs.
Ineligible Programs as Sponsors FNS INSTRUCTION 776-7 Rev.1	Certain programs are not eligible to apply as their own sponsor within School Nutrition Programs, but they can participate in the program if sponsored by an eligible school. Should those programs want to participate independently from a participating school and/or not on a participating school campus those programs will be ineligible to participate in NSLP, but are advised to contact the Child and Adult Care Food Program (CACFP).
Head Start HNS 30-13	<p style="text-align: center;">Head Start Eligibility for Participation in NSLP</p> <p>Head Start programs which operate during regular school hours in an eligible school may participate in the meal service. In order to be reimbursed for NSLP meals served to students enrolled in Head Start programs, the Head Start program must be located on a school campus participating in NSLP, and that school campus must meet the definition of a school (ARS 15-101).</p> <p>In order for the Head Start program to claim meals through NSLP, Head Start program does not need to be operated and owned by the school district.</p> <p>If a Head Start program operates on a school campus not participating in NSLP, the program should contact Child and Adult Care Food Program (CACFP) regarding reimbursable meals.</p> <p>Head Start participants are automatically eligible for free meal benefits. Programs must have an enrolled Head Start list to support counting and claiming of all free meals. The Head Start counts can be consolidated with the NSLP claim.</p>
Early Head Start HNS 30-13	<p style="text-align: center;">Early Head Start Eligibility for Participation in NSLP</p> <p>Early Head Start is a federally-funded child development program that</p>

	<p>provides services to low income infants, toddlers, and pregnant women. It has the same eligibility criteria as Head Start. Therefore, the amendments to the Richard B. Russell National School Lunch Act that make any child enrolled in Head Start automatically eligible for free meals also apply to participants in Early Head Start.</p> <p>Early Head Start programs which operate during regular school hours in an eligible school may participate in the meal service. In order to have an Early Head Start program be claimed on NSLP, the program must:</p> <p>Be located on a school campus participating in NSLP, and that school campus must meet the definition of a school. (ARS 15-101)</p> <p>Are Early Head Start participants who are pregnant considered categorically eligible for free meals?</p> <p>Yes. Pregnant participants in Early Head Start and who are otherwise eligible to receive meals through a Child Nutrition Program are categorically eligible for free meals. The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) amended sections 9(b)(12)(A)(iii) and 17(c)(5) of the Richard B. Russell National School Lunch Act to establish such eligibility.</p>
<p>Even Start SP 02-10</p>	<p style="text-align: center;">Even Start</p> <p>This program offers grants to support family literacy projects that integrate early childhood education, adult literacy, parenting education and interactive child and parent literacy activities for low income families with parents who are eligible for services under the Adult Education and Family Literacy Act and their children from birth to age 7. Automatic eligibility for Even Start participants only extends to children who have not yet entered kindergarten. The adult parent should complete a free and reduced-price application just as an Even Start participant that enters kindergarten would need to, to determine eligibility for meal benefits.</p> <p>The fact that an adult may be in the Even Start Literacy Program and/or taking remedial or other classes has no bearing on whether the adult is eligible to participate in the NSLP. The only time an adult is eligible for NSLP benefits and the school can claim the meals for reimbursement is when the adults are:</p> <ul style="list-style-type: none"> (1) Enrolled in a GED program that meets in the school during the school day, or (2) Enrolled in a school of high school grade or under and therefore meeting the definition of “child.”

	<p>In the latter case, the school district would include the adult student in its total student enrollment for funding and other purposes, the same as other students of high school grade or under.</p> <p>An adult student would not be eligible for afterschool care snack program as the intent of the program is to provide supervised care to children as well as educational and enrichment activities.</p>
<p>GED Programs FNS INSTRUCTION 776-7 Rev.1 APB SNP-93-17</p>	<p>GED programs or Regular High School Completion Programs Programs which operate during regular school hours in an eligible school may participate in the meal service. Reimbursement may be claimed for meals served to the students attending such programs in accordance with program regulations. Participants enrolled in GED Programs that operate outside of the traditional school day are not eligible to be claimed for reimbursable meals. The "school day" refers to traditional hours of class held during the day, not evenings. Under no circumstances can evening meals served to students in adult education programs or in delayed diploma programs, be reimbursable.</p> <p>An adult student would not be eligible for afterschool care snack program as the intent of the program is to provide supervised care to children as well as educational and enrichment activities.</p>
<p>FACE FNS INSTRUCTION 776-7 Rev.1 APB SNP-93-17</p>	<p>The Family and Child Education (FACE) This program is designed as a family literacy program; an integrated model for an early childhood/parental involvement program for American Indian families in BIE-funded schools. The adult parents can participate in the NSLP as long as they're enrolled in FACE program which operates during regular school hours in an eligible school. Automatic eligibility for FACE participants only extends to children who have not yet entered kindergarten. The adult parent would be required to complete a free and reduced price application.</p> <p>An adult student would not be eligible for afterschool care snack program as the intent of the program is to provide supervised care to children as well as educational and enrichment activities.</p>
<p>Preprimary FNS INSTRUCTION 776-7 Rev.1 APB SNP-93-17 7 CFR 210.2</p>	<p>Preschool (Pre-K)/Daycare Eligibility for Participation in NSLP Preschool programs which operate during regular school hours in an eligible school may participate in the meal service. In order to have a daycare program be claimed on NSLP, the daycare must: be located on a school campus, and that school campus must meet the definition of a school (ARS 15-101, School definition: A school is any public institution established for the purposes of offering instruction to pupils</p>

	<p>in programs for preschool children with disabilities; kindergarten programs or any combination of grades one through twelve.)</p> <p>If a participating NSLP school serves preschoolers they may operate NSLP if the above criteria is met. Again, the preschool must be physically located in a school that is part of the educational system. (See definition of school). The LEA, not another organization, must be fully responsible for the Pre-K/Daycare.</p> <p><i>Special Situations:</i></p> <p><u>School Employee Daycare:</u> If a school provides child care for school district employees, that day care can be on NSLP if the above criteria is met. Reimbursement for children enrolled in daycare would be based on eligibility. Should the daycare be located at the school district office where no instruction is given, that daycare would not be eligible to participate in NSLP.</p> <p><u>Student Daycare:</u> If a school provides a child care on campus for students to drop off infants/children, and those infants/children are enrolled in the on-campus daycare, the meals served may be claimed under NSLP based on eligibility, if the above criteria are met.</p> <p>Schools that allow students to bring their children to class with them may not claim the student's children for program meals as those children are not enrolled in the school.</p>
<p>Ineligible Schools and Institutions FNS INSTRUCTION 776-7 Rev. 1</p>	<p>Joint Technical Education District (JTED)</p> <p>The Pima County JTED is a public high school district program that offers premier, tuition-free Career and Technical Education programs to sophomore, junior and senior level students, as well as students who are under 22 years of age. JTED is available to public, private, and charter schools, students who are home-schooled, as well as students who either have, or who are in the process of earning a GED. JTED is not eligible to participate on NSLP; however, students that attend JTED sites that are located on participating NSLP school campuses may be claimed for program meals.</p> <p>RCCI, private and not licensed</p> <p>RCCIs which are private but not licensed to provide residential child care services under the appropriate licensing code by the State of subordinate level of government are ineligible to participate.</p> <p>Private Schools and RCCIs without tax-exempt status</p> <p>Private Schools and RCCIs which do not have tax-exempt status under the Internal Revenue Code are ineligible to participate.</p>

	<p style="text-align: center;">Job Corps</p> <p>Job Corps centers funded by the Department of Labor are ineligible to participate.</p>
2.3	Application Forms
<p>Food Program Permanent Service Agreement 7 CFR 210.7</p>	<p style="text-align: center;">Food Program Permanent Service Agreement</p> <p>The Food Program Permanent Service Agreement (FPPSA) is a legal contract between the Arizona Department of Education (ADE) and the Local Education Agency (LEA) participating in one or more child nutrition programs. Reimbursement may only be made to those LEAs who have a current agreement with the ADE. Sponsors may begin claiming reimbursable meals served to students in the month preceding the month the ADE signed the FPPSA, provided that all program requirements of 7 CFR 210 and 7 CFR 245 are met.</p>
<p>Free and Reduced Price Policy Statement 7 CFR 245.10(a) USDA Eligibility Manual 2014</p>	<p style="text-align: center;">Free and Reduced Price Policy Statement</p> <p>This statement outlines regulations for determining children's eligibility for free and reduced-price benefits in the NSLP, SBP and SMP. This policy statement is considered a permanent document and shall apply to the program(s) indicated on the most recent FPPSA.</p> <p>The free and reduced-price policy statement (FRPPS) must contain, at a minimum, the following:</p> <ul style="list-style-type: none"> • Names of official(s), or the position of the LEA or school official, designated to make eligibility determinations; • An assurance that the LEA will determine eligibility in accordance with the current Income Eligibility Guidelines (IEGs); • The LEA's specific procedures to accept applications for benefits and its direct certification procedures; • Description of the method(s) used to collect payments from children paying the full price of the meal or milk or the reduced-price of the meal which prevents the overt identification of the children receiving free or reduced-price meals or free milk; • An assurance that the school will abide by the hearing procedures and the nondiscrimination practices; • A copy of the application form and letter to households; • A statement that a foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children and an explanation that including children in foster care as household members can help other children in the household

	<p>qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits;</p> <ul style="list-style-type: none"> • An explanation that households with children who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and mark the relevant box on the application to indicate their status; • A statement that State agencies and LEAs will ensure there are no barriers for participation in our Programs for Limited English Proficient (LEP) families and that State agencies and LEAs are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes; • LEAs selling competitive foods during a meal service are encouraged to include in the description of how the cafeteria and meal service prevents overt identification of the children receiving free or reduced price meals or free milk; and • A statement of the measures the LEA has taken to prevent disclosure of confidential free and reduced price eligibility information as required under 7 CFR 245.6(f-k). <p>Refer to the ADE School Nutrition Website for the current FRPPS template.</p>
Menu Certification 7 CFR 210.7 (d)	<p style="text-align: center;">Menu Certification</p> <p>As part of the application process for LEAs that are new to the NSLP, all menus must be certified by the Arizona Department of Education. For guidance on menu certification, refer to the How to Apply website at: http://www.azed.gov/hns/nslp/apply/</p>
CNP Web User Accounts CN 09-04	<p style="text-align: center;">ADEConnect</p> <p>The ADE Connect is designed to encompass all applications at ADE for the purposes of allowing uniform access into all systems. The following are available Child Nutrition Program applications:</p> <ul style="list-style-type: none"> • CNP Web (submit Sponsor and Site applications and reimbursement claims) • CNP Verification • CNP Direct Certification/Direct Verification • If new employees need access to ADEConnect, please follow this ADEConnect guidance. If do not have an Entity Administrator this form must be submitted to ADE HNS by an authorized signer. <p>Sharing of account information is a breach of the ADE Acceptable Use</p>

	<p>policy (attached). Consultants conducting reviews or consulting firms contracting with your organization, including Food Service Management Company employees, are not authorized users of the CNP Web system and should not be provided with user accounts or passwords.</p>
2.4	Application for Additional Child Nutrition Programs
After School Care Snack Program	<p>Sites that wish to participate in the ASCSP must update section 10 of each participating site application in CNP Web in order to claim the snacks. Sponsors may update the site application at any time of the school year to begin operating ASCSP.</p>
Special Milk Program	<p>To participate, follow the procedures for the application process for National School Lunch Program (2.1). Indicate Special Milk Program on the Food Program Permanent Food Service Agreement and on each corresponding CNP Web site application wishing to operate SMP.</p>
Food Distribution Program	<p style="text-align: center;">USDA Foods</p> <p>Indicate Food Distribution Program for the National School Lunch Program on the Food Program Permanent Food Service Agreement and indicate participation on the CNP Web Sponsor application. All Food Distribution operations will be conducted through the MYFOODs.</p> <p>To obtain access to MYFOODs system, contact the School Food Programs. http://www.azed.gov/hns/sfp/.</p>
	<p style="text-align: center;">Department of Defense (DoD) Fresh Produce</p> <p>The DoD Fresh Produce Program allows LEAs to take a portion or all of their USDA Foods entitlement and apply it to the DoD Fresh Produce Program.</p> <p>For more information about this program, refer to the website at: http://www.azed.gov/hns/sfp/dodfresh/.</p>
Summer Food Service Program	<p style="text-align: center;">The Summer Food Service Program (SFSP)</p> <p>SFSP is a USDA Child Nutrition Program established to ensure that low-income children, ages 18 and younger, continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children by schools, private non-profits and local or county governments. Summer Programs may operate as Seamless or Simplified.</p>

	For more information regarding the Summer Food Service Program, refer to the website at: http://www.azed.gov/hns/sfsp/ .
2.5	Application for Programs Supplemental to Child Nutrition Programs
Fresh Fruit and Vegetable Program	<p>The Fresh Fruit and Vegetable Program (FFVP)</p> <p>FFVP is a USDA grant that provides funding for the purchase of a variety of fresh fruits and vegetables throughout the school day to all students in awarded schools. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options to Arizona students.</p> <p>For more information about this program, refer to the website at: http://www.azed.gov/hns/sfp/ffvp/.</p>
Farm to School	<p>Farm to School</p> <p>Farm to School is a growing national initiative used to connect local farmers and schools in an effort to enhance school food. Initiatives like this one use school gardens as education tools and the experience of farm-fresh, healthy food to encourage students to choose healthy items at meal service. The Arizona Department of Education works with School Food Authorities and School Food Buyers to bring Arizona grown food into the cafeteria for use in school meal programs. There is currently no application to participate in this initiative.</p> <p>For additional information please visit: http://www.azed.gov/hns/azf2s/.</p>
Healthier US School Challenge	<p>The Healthier US School Challenge: Smart Lunchrooms (HUSSC:SL)</p> <p>HUSSC was established in 2004 to recognize schools participating in the National School Lunch Program that are creating healthier school environments through their promotion of good nutrition and physical activity. Monetary incentive awards are available for each HUSSC level. To help meet the goal, the Food and Nutrition Service (FNS) identifies schools that have made changes to</p> <ul style="list-style-type: none"> ▪ improve the quality of the foods served, ▪ provide students with nutrition education, and ▪ provide students with physical education and opportunities for physical activity.
At-Risk After School Meals	<p>At Risk After School Meals Program</p> <p>Schools have the option of participating in the afterschool snack program through NSLP or CACFP; and additionally have the option to participate in the At-Risk After School Meal (i.e. Supper) on CACFP. The same entity cannot participate in the Afterschool Care Snack</p>

	<p>Program and At-Risk After School Snack. In order to be eligible for participation in this program, afterschool programs must be located in the attendance area of a school where 50% or more of the children are eligible for free or reduced price school meals. These programs must provide children with regularly scheduled educational or enrichment activities in a supervised environment after school hours, on weekends, and holidays during the regular school year.</p> <p>Eligible participants are school-aged children up through the age of 18 (if a child turns 19 during the school year, that child remains eligible to participate in the program for the rest of that school year).</p> <p>To apply for At-Risk After School Meals, refer to http://www.azed.gov/hns/cacfp/atriskcenters/.</p>
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3.1	Program Eligibility for School Meals
<p>Program Eligibility for School Meals 7 CFR245.1(a) 7 CFR245.6(c) USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>All schools and institutions participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) must make free and reduced-price meals available to eligible children; and all schools and institutions participating in the Special Milk Program (SMP) must make milk available to eligible children. Eligibility determinations and benefits are valid for one year plus the first 30 operating days (carryover period) of the following school year. The carryover period is in place to allow schools an appropriate amount of time to process applications, especially large school districts. However, it is not the intent that schools delay the processing of applications. Instead, schools must process applications as they are received and promptly notify the household of their eligibility status. Should no previous eligibility determinations exist, children are considered paid eligible until documentation is received.</p>
<p>Types of Eligibility 7 CFR 210.2</p>	<p style="text-align: center;">Free Eligibility</p> <p>A child who is free eligible receives meals at no charge. They are claimed by the Local Education Agency (LEA) as free and the meals are reimbursed at the free rate. Children can receive free eligibility based on the household's income or through categorical eligibility.</p> <p>Categorically eligible children are those children automatically eligible for free meal benefits because they, or any household member, receive benefits under Assistance Programs, such as SNAP. The free eligibility is extended to all household members.</p> <p>Other Source Categorically eligible children are those children that are documented homeless, migrant, runaway, Head Start/Even Start, or foster. This type of free eligibility does not extend to other household members.</p> <p style="text-align: center;">Reduced-Price Eligibility</p> <p>A child who is reduced-price eligible would pay the reduced price the LEA charges for meals. They are claimed by the LEA as reduced and the meals are reimbursed at the reduced rate. Children can receive reduced eligibility based on the household's income identified on the household application.</p> <p style="text-align: center;">Paid Eligibility</p> <p>A child who is paid eligible would pay the full price the LEA</p>

	<p>charges for meals. They are claimed by the LEA as paid and the meals are reimbursed at the paid rate. Children will receive paid eligibility based on the household's income, or if the household fails to apply for program benefits.</p>
<p>Obtaining Eligibility 7 CFR245.3(a) 7 CFR210.15(b)(4) CN 45-06</p>	<p>Obtaining Eligibility</p> <p>All LEAs must retain adequate eligibility documentation on file to support the claim of free or reduced priced meals for reimbursement. LEAs may obtain eligibility information through the household applications, CNP Direct Certification database and/or appropriate agency documentation. The LEA must keep the supporting eligibility documentation on file and appropriately categorize the students on a benefit issuance document.</p>
3.2	Direct Certification
<p>Direct Certification 7 CFR245.6(a)(9)(b) CN 14-06 CN 13-10</p>	<p>Direct Certification</p> <p>Direct Certification means determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. In most situations, Direct Certification of a child's eligibility status should not involve communication with the household or require the household to submit supporting documentation. The communication exchange should be between an appropriate agency and the LEA/school. No application is necessary if eligibility is determined through the direct certification process. LEAs are not required to provide applications to parents when children are eligible for free meals through direct certification, but must assure that these children are not overtly identified through the method used to distribute applications. If a household submits an application for children who were directly certified, direct certification takes precedence over an application.</p> <p>Direct Certification documentation can come from:</p> <ul style="list-style-type: none"> • CNP Direct Certification • Program/Agency Documentation • Notice to Provider (Foster) • Migrant Education Program liaison confirmation (Migrant) • McKinney Vento liaison confirmation (Homeless) • Runaway Youth Homeless Act Shelter Director/liaison (Runaway) • Letters from the government agency (TANF, FDPIR) • Head Start Roster list

CNP Direct Certification

CN 37-11

CN 13-10

AZ 1050-15

USDA Eligibility Guidance
Manual for School Meals 2015**CNP Direct Certification**

All Child Nutrition Program School Food Authorities (SFAs)* are required to run a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- three months after the initial effort, and
- six months after the initial effort.

(*Any LEA collecting eligibility information, including an RCCI with day students etc., is required to conduct Direct Certification at least three times per year. Those LEAs participating in Provision 2/3 Non-Base Year or the Community Eligibility Provision are required to run Direct Certification once per year for the required April 1 Identified Student Reporting.)

Matching may not be conducted prior to July 1st of the current school year. Match results that certify children for free meals must be implemented within three calendar days of receiving the match results. Households of children matched for free meals must be notified of their free meal benefits immediately.

If an application identifies other children in the household that were not directly certified (i.e. “No Match”), eligibility for free meals is extended to all children in the household. These children are also considered directly certified. LEAs may be able to use school district enrollment records to determine additional children who are part of the household but who were not identified through direct certification. If a student is directly certified as Foster or Migrant, the certification does not extend to any additional students in the household.

LEAs must obtain access to the CNP Direct Certificate in [ADEConnect](#). Contact your ADEConnect Entity Administrator to obtain access to CNP Direct Certification.

For a complete set of Direct Certification instructions, refer to the How-To-Guides on the ADE website [Guidance Manuals](#) or the “Help” tab in CNP Direct Certification.

For further information regarding the Direct Certification regulations please refer to the [USDA Eligibility Guidance Manual for School Meals](#).

<p>CNP Direct Certification- State Match CN 19-04 CN 26-05</p>	<p>CNP Direct Certification - State Match</p> <p>ADE’s CNP Direct Certification State Match is linked to both the Department of Economic Security (DES) and the ADE’s Student Accountability Information System (SAIS).</p> <p>SAIS is an administrative application that collects student detail information using the Internet. SAIS enables schools to electronically submit raw student and school data for data processing and reporting. SAIS provides essential information to educators, legislators, and parents about the budgets, expenditures, and achievement levels of schools. LEAs – school districts and charter holders – are required to submit student detail information to the SAIS database.</p> <p>The State Match method matches those students in the DES database against those listed in SAIS and then generates a list of matches for the appropriate school district. If a district has not submitted their current year enrollment information, State Match may not yield any results. Please contact your district’s SAIS Technology Coordinator to determine whether or not enrollment information has been submitted for the current school year.</p>
<p>3.3</p>	
<p>Income Eligibility 7 CFR245.6 (a)(5) USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Income Eligibility</p> <p>A child from a household that submits a complete household application, where the sum of the reported gross income for the household is at or below the eligibility limits as identified in the Income Eligibility Guidelines, is eligible for either free or reduced-price meal benefits. For further information regarding how to certify an income application please refer to the USDA Eligibility Guidance Manual for School Meals.</p> <p>For the most part, all gross income received by the household is counted. This includes salary, public assistance benefits, social security payments, pensions, unemployment compensation, and the like. The only exceptions are benefits under Federal programs which, by law, are excluded from consideration; in-kind benefits, such as military on-base housing (but not military housing allowances); certain kinds of assistance for students; and irregular income from occasional small jobs such as baby-sitting or lawn mowing.</p> <p>Details regarding special income situations are provided in the USDA Eligibility Guidance Manual for School Meals:</p>

	<ul style="list-style-type: none"> • Projected Income for Season Workers • Income for the Self-Employed/Wages • Foster Child's Income • Child's Income • Alimony and Child Support • Lump Sum Payments • Garnished Wages and Bankruptcy • Zero Income • Student Financial Assistance • Loans <p>In corresponding memos:</p> <ul style="list-style-type: none"> • Military Benefits/In-Kind Compensation/DEIP/FSSA CN 19-03, CN 06-05, CN 16-07, CN 07-11 • Deployed Service Members/Combat Pay CN 07-11 • Medicare Subsidy- CN 05-05
3.4	Categorically Eligible
Categorically Eligible USDA Eligibility Guidance Manual for School Meals 2015	Categorically Eligible All children in a household with at least one child or household member who receives benefits from Assistance Programs (SNAP, TANF, FDPIR) are categorically eligible for free meals. Any one child's or household member's receipt of benefits from an Assistance Program extends free school meal eligibility to all children who are members of the household.
Assistance Programs Eligibility USDA Eligibility Guidance Manual for School Meals 2015	Assistance Programs Eligibility A child in a household that receives assistance from Assistance Programs can receive free meal benefits in one of the following three ways: <p>(1) If the child, or any children in the household, is a "Match" through the CNP Direct Certification system.</p> <p>(2) If the household provides the case number for Assistance Programs (SNAP, TANF, FDPIR) on a household application for a child or any household member, all children in the household are considered categorically eligible for free meal benefits. All case numbers, except FDPIR, need to be 8 digits or less. FDPIR case numbers vary by the Indian Tribal Organization. Refer to memorandum CN 03-12: Clarification of Free Meal Benefits for Children in FDPIR Households.</p> <p>(3) LEA receives an agency letter provided by the household (i.e.</p>

	<p>Letter Method). In the case of a family moving or changing residences from one state to another, their previous case number would not be valid in the new state; case numbers are only valid in the state of residence (i.e. if a family moves to Arizona from another state and provides an application with a case number from the other state, that case number is not valid in the state of Arizona). If a family resides in one state but the child attends school in a different state, that case number could be accepted with a letter from the agency administering the benefits.</p>
<p>TANF Letter Method USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>TANF Letter Method</p> <p>Should an LEA receive an agency TANF letter from the household, the children in the household would be considered directly certified for free meal benefits.</p>
<p>FDPIR Letter Method USDA Eligibility Guidance Manual for School Meals 2015 CN 03-12</p>	<p>FDPIR Letter Method</p> <p>In Arizona, FDPIR is administered by Indian Tribal Organizations (ITOs). Upon approval of a household's eligibility to participate in FDPIR, the appropriate ITO provides the household with a letter stating they have been approved. Participating households may submit a copy of this letter to the SFA, thus <i>directly certifying</i> those children for free meal benefits. LEAs with questions regarding FDPIR, may contact the specific ITO. Refer to the FDPIR/ITO and State Agency Contacts to obtain specific area contact information.</p>
<p>SNAP Letter Method USDA Eligibility Guidance Manual for School Meals 2015 CN 19-11 CN 17-12</p>	<p>SNAP Letter Method</p> <p>Should an LEA receive an agency SNAP letter from the household, the children in the household would be categorically eligible for free meal benefits but not considered directly certified.</p> <p>Should an LEA receive an agency SNAP letter indicating “Zero Benefits” from the household, the children in the household would not be categorically eligible for free meal benefits. In these situations, the child’s eligibility for free or reduced-price school meals must be determined by a household application or information from an appropriate source that establishes categorical eligibility for other reasons.</p>

3.5	Other Source Categorically Eligible
<p>Other Source Categorically Eligible USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Other Source Categorically Eligible Categories which make children automatically eligible for free benefits because the children are:</p> <ul style="list-style-type: none"> • Enrolled in a Federal Head Start Program; • Enrolled in State-funded pre-kindergarten classes using identical or more stringent eligibility criteria than the Federal Head Start Program; • Enrolled in Even Start - a participant in a Federally-funded Even Start Family Literacy Program for pre-school and pre-kindergarten children; • Determined to be a homeless child by the school district's homeless liaison or by the director of a homeless shelter; • Determined to be a migrant child by the State or local Migrant Education Program (MEP) coordinator or homeless liaison; • Determined to be a runaway child who is receiving assistance from a program under the Runaway and Homeless Youth Act and is identified by the local educational liaison; • Determined to be a foster child whose care and placement is the responsibility of the State or is formally placed by a court with a caretaker household, and the State retains legal custody of the child. <p>A child's eligibility for free meals under Other Source Categorical Eligibility does not extend to any other child in the household.</p>
<p>Homeless/Migrant/Runaway CN 04-05 CN 21-05 USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Homeless/Migrant/Runaway Eligibility Homeless/migrant/runaway eligibility must be confirmed by an appointed liaison as soon as possible prior to awarding benefits. (For a database of local liaisons, refer to ADE's Special Populations webpage.) If the LEA confirms that the child is not homeless/migrant/runaway, benefits must not be given unless income information was provided through an application. LEAs can work directly with the liaison and accept documentation (a documented list) in lieu of a household application. For guidance on required documentation, please refer to the USDA Eligibility Guidance Manual for School Meals and memorandums CN 04-05 and CN 21-05.</p>

<p>Homeless CN 08-03 CN 04-05 USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Homeless</p> <p>A child is considered homeless if s/he is identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act which defines “homeless” criteria. Confirmation of homeless criteria is made by the LEA liaison or by the director of a homeless shelter where the child resides. LEA liaisons and directors of homeless shelters should refer to the homeless definition list in USDA Eligibility Guidance Manual for School Meals to assist in qualifying a child’s circumstances that may qualify them as homeless. Refer to Arizona Runaway and Homeless Youth Centers for Homeless/Runaway centers and contact information.</p>
<p>Runaway USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Runaway</p> <p>A runaway child is identified as a runaway receiving assistance through a program under the Runaway and Homeless Youth Act (RYHA). LEA officials (i.e. Homeless, Migrant, Runaway liaison) are responsible for obtaining documentation of a child’s participation in a RHYA-funded program. Refer to Arizona Runaway and Homeless Youth Centers for Homeless/Runaway centers and contact information.</p>
<p>Migrant USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Migrant</p> <p>The basic definition of a migrant child for the Migrant Education Program (MEP) is a child that has moved across school district lines within the last three years in order to accompany or join a parent or guardian who has moved to seek or obtain temporary or seasonal work in agriculture or fishing. LEAs should work directly with their State, regional, or local Migrant Education Program director or coordinator, or their local migrant or homeless liaison to identify migrant children and to document their eligibility for free school meals. LEAs must accept documentation that the children are migrant children from the local operating agencies or school district’s MEP coordinator.</p>
<p>Head Start/Early Head Start/Even Start HNS 30-13 USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Head Start/Early Head Start/Even Start Eligibility/FACE</p> <p>Children enrolled in Federally-funded Head Start and Early Head Start centers, and pre-Kindergarten level children enrolled as a participant in a Federally-funded Even Start Family Literacy Program and FACE are considered other source categorically eligible for free meal benefits. Program enrollment information is used in lieu of an application. For information and guidance on</p>

	required documentation, please refer to the USDA Eligibility Guidance Manual for School Meals .
Foster Eligibility CN 26-11 USDA Eligibility Guidance Manual for School Meals 2015	Foster Eligibility A foster child can receive free meal benefits in one of the following three ways: (1) If the child is a “Match” through the CNP Direct Certification system. (2) A household application indicating a child is Foster is considered categorically eligible for free meal benefits. (3) LEA receives a “Notification to Provider-Educational and Medical” form, thus the foster child is directly certified for free meal benefits without an application. Please refer to memorandum CN 26-11: Child Nutrition Reauthorization 2010: Categorical Eligibility of Foster Children and the USDA Eligibility Guidance Manual for School Meals for additional Foster eligibility guidance.
3.6	Special Situations
Special Household Situations USDA Eligibility Guidance Manual for School Meals 2015	Special Household Situations Please refer to the USDA Eligibility Guidance Manual for School Meals and memorandums listed, should an LEA encounter specific situations such as: <ul style="list-style-type: none"> • Adopted Child • Child Attending an Institution • Child Away at School • Child Living with One Parent, Relative, or Friend • Citizenship/Legal Status CN 14-12 • Joint Custody • Emancipated Child • Foreign Exchange Student • Family Members Living Apart • Deployed Service Personnel (Military) CN 19-03, CN 06-05, CN 07-11
Completing Household Applications on Behalf of the Child CN 14-06	Completing Household Applications on Behalf of the Child Currently, LEA officials are allowed to complete a household application on behalf of a child if they have information that the household is eligible for free or reduced-price meals. This information might include personal knowledge of household

	<p>circumstances or it might be information from a school counselor or a community official.</p> <p>Please refer to the USDA Eligibility Guidance Manual for School Meals and memorandum CN 14-06.</p>
<p>Eligibility for Free Meals and Disaster Benefits CN 35-12 CN 29-10</p>	<p>Disaster Benefits</p> <p>Children residing in or evacuated from disaster areas may be determined homeless under the McKinney-Vento Homeless Assistance Act. Refer to memorandum CN 35-12 for information regarding disaster benefits.</p>
<p>3.7 Eligibility Documentation</p>	
<p>Eligibility Documents CN 02-11 CN 27-11 CN 39-11</p>	<p>Eligibility Documents</p> <p>Section 3.2 of this guidance includes the required eligibility forms for participation. All ADE templates are available at: http://www.azed.gov/hns/nslp/forms/. Any customized document created must be approved by ADE.</p> <p>Family Friendly Applications are a simplified package from USDA that includes only the information that families need when applying for school meal benefits; refer to HNS 10-13 for more information.</p>
<p>Foreign Language Translation 28 CFR 42.405(d)(1) 7 CFR 245.6(a)(2) CN 23-12 CN 13-12</p>	<p>Foreign Language Translation</p> <p>The USDA Eligibility Guidance Manual for School Meals clarifies the requirements that any communication with households for eligibility determination purposes must be in an understandable and uniform format and in a language that parents and guardians can understand. (i.e, household applications, verification notifications, etc.) Should the LEA need application materials provided in different languages, USDA's application package has been translated into 33 different languages and is available at: www.fns.usda.gov/cnd/Application/familyfriendlyapps.html.</p>
<p>Public (Media) Release 7 CFR 245.5(a)(2) Free and Reduced Price Policy Statement</p>	<p>Public (Media) Release</p> <p>Near the beginning of the school year, the public must be notified that the NSLP, SBP, and/or SMP are available in the school or school district. The notice must include the eligibility criteria for free and reduced-price meals and/or free milk. LEAs are encouraged to use the Public Release Form provided by ADE.</p>

	<p>At minimum, LEAs must provide the public release to local news media, the unemployment office, and any major employers who are contemplating large layoffs in the attendance area of the school. LEAs are not required to ensure the printing of the public release in the venues listed above. Copies of the public release must be made available upon request to any interested person. The public release must be edited for any schools/sites that are non-pricing.</p>
<p>Application for Free and Reduced Price Meals 7 CFR 245.6(a) CN 39-07 CN 28-07 CN 14-12</p>	<p>Application for Free and Reduced Price Meals</p> <p>LEAs required to obtain eligibility information may use the household application template provided by ADE or may choose to create a custom document and submit it to ADE for approval. LEAs may choose between a Single Use Application and a Multi-use Household Application. A multi-use application would allow for the sharing of eligibility information with other programs.</p>
<p>Multi-Use Application 7 CFR 245.6(h)(1) USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Multi-Use Application</p> <p>A multi-use household application may be used by schools that wish to provide eligible children the opportunity to participate in other educational programs and benefits. To protect the household's rights to privacy while allowing the household application to be used to certify eligible children for additional programs, the household application must provide the household the opportunity to specifically waive the right to confidentiality according to the following guidelines for Consent Statement Requirements:</p> <p>The consent statement must be in writing. It may be obtained at the time of application, or at a later time. The consent statement must:</p> <ul style="list-style-type: none"> • Identify the information that will be shared and how the information will be used; • Be signed and dated. In the case of a child participant, the consent statement must be signed by the parent or guardian of the applicant household, even though the application for free and reduced price meals or free milk may be signed by any adult household member. For adult participants in the Child and Adult Care Food Program, the adult participant must sign the consent statement unless a guardian has been appointed; • Indicate that failing to sign the consent statement will not

	<p>affect eligibility for or participation in the program and that the information will not be shared by the receiving program with any other entity or program; and</p> <ul style="list-style-type: none"> • Enable the parent/guardian/adult to limit consent to only those programs with which he or she wishes to share information. For example, the consent statement could use a check-off system under which the applicant would check or initial a box to indicate that he or she wants to have information disclosed to determine eligibility for benefits from a certain program. <p>The LEA must ensure, in writing that entities receiving information from the multi-use household application limit the use of such information to the purposes specified on the household application. This may be done through the Disclosure of Free and Reduced Price Information Agreement (Agreements/Memoranda of Understanding) with the agency or agencies that will receive the information. This is to ensure that the household's rights to privacy are respected by using the information only for the purposes agreed to.</p>
<p>Electronically Scanned and Stored Household Applications CN 45-06 CN 28-07</p>	<p>Electronically Scanned and Stored Household Applications LEAs may use electronically scanned and stored household applications so long as the following criteria are met:</p> <ul style="list-style-type: none"> • The LEA is assured by the vendor that the scanner system is accurately and reliably capturing the household application information. • If software is used to determine eligibility from the scanned household applications, the LEA must ensure that manual edits are in place to ensure accurate certification determinations. • Access or security procedures are maintained to ensure confidentiality of the information. • The paper copies of household applications are maintained (if paper copies are received). • Electronically scanned copies must be maintained for a minimum of five years after the submission of the final claim for reimbursement for the fiscal year. • Procedures are developed to make an accurate count of the household applications prior to the scanning of each batch. This count must be compared to household applications successfully scanned to ensure that all household applications are entered into the system. • ADE may require that the paper copies be retrieved by the

	<p>school if the electronically scanned versions of the household applications are not operationally accessible in a timely manner or for any other reason.</p> <ul style="list-style-type: none"> • Paper copies of the household application must be retained for any schools on Provisions 1, 2, or 3 for five years beyond the establishment of a new base year, or longer as needed for audit resolution. • Adequate backup is maintained for the electronic files. • There is no violation of state law. • If software used is unable to support a legally binding electronic signature, the LEA must collect a hard copy signature. (A signature is any printed name or cursive signature appearing in the space following the certification statement. It is not expected that all legal signatures be cursive.) • It is the household's responsibility to complete the household application. A school may send a household application with the child's name, the name of the household, and the household's address pre-printed on it. No other information may be pre-printed.
<p>Household Application Distribution 7 CFR 245.6 (a1-4) CN 30-02 CN 09-13</p>	<p>Household Application Distribution</p> <p>School officials must make families aware of the availability of free and reduced-price meals.</p> <p>Household application distribution:</p> <ul style="list-style-type: none"> • No earlier than July 1st • May request that all households apply, but may not require that a household applies • Prohibited from requesting separate household applications for each child within the same LEA (PL 108-265 Sec.105(a)) • An application does not need to be made available to those students who are a “Match” through CNP Direct Certification
<p>Parent Letter (Information Letter) 7 CFR 245.5 (a)(1)</p>	<p>Parent Letter (Information Letter)</p> <p>The parent letter must be sent with the Household Application. Refer to the USDA Eligibility Guidance Manual for School Meals for the list of requirements the letter must contain. LEAs are encouraged to use the template Parent Letter provided by ADE. Sponsors operating a non-pricing program must distribute the Parent Letter Non-Pricing.</p>

<p>Effective Date of Free or Reduced Price Meal Eligibility Determinations 7 CFR 245.2 HNS 74-2013 SP 51-2014</p>	<p>Effective Date of Free or Reduced Price Meal Eligibility Determinations</p> <p>The Eligibility Manual for School Meals provides that the determination, notification, and implementation of free or reduced price meal status be made within ten operating days from the date the application is received by the LEA.</p> <p>LEAs have the flexibility to establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it. LEAs exercising this flexibility must do so for all students in all participating schools and Programs. In addition, LEAs must have a method to document the date the application was submitted, such as a date stamp, and must refund any money paid by or on behalf of the child for a reimbursable meal or milk prior to the eligibility determination, including forgiving accrued debt. Please refer to memo HNS 74-2013 for more guidance.</p> <p>LEAs may consider the effective date of eligibility for free school meal or milk benefits to be the date of the automated data matching file (or benefit recipient file from another agency) which first identifies the student as eligible for direct certification, rather than the date the LEA accesses and processes the automated date matching file into their records. LEAs exercising this flexibility must do so for all direct certification methods and must apply the effective date eligibility to all students in all participating schools and Programs. Please refer to memo SP 51-2014 for more guidance.</p>
<p>Notification of Eligibility Determination CN 09-13</p>	<p>Notification of Eligibility Determination</p> <p>Families must be notified of their eligibility benefit level anytime a determination of eligibility has been made. (i.e. Direct Certification Matches, income application certification, etc.). Children may not be overtly identified when notification of eligibility status is provided to households. Should LEAs operate a non-pricing program, families must still be notified of eligibility determination. For those LEAs operating a non-pricing program on Special Assistance (Provision 2 and 3), eligibility notification is only required during their base year. For LEAs operating the Community Eligibility Provision, eligibility notification is not required.</p> <p>For regulations regarding the notification of households, refer to the USDA Eligibility Guidance Manual for School Meals.</p>

<p>Methods of Notification USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Methods of Notification</p> <p>Notification of initial eligibility determination:</p> <ul style="list-style-type: none"> • Households with children who are approved for free or reduced-price meals may be notified in writing (i.e. mail or email) or verbally with a documented phone call. • Household with children who are denied benefits must be given written notification of the denial. LEAs are encouraged to use the template Notification Letter provided by ADE. • Failure to reapply during the carryover period is not a denial of benefits for the current school year. LEAs are not required, but encouraged, to notify families that their eligibility will be moved to paid status. <p>Notification of changes to initial eligibility determination (including Verification):</p> <ul style="list-style-type: none"> • When benefits are increased, households must be notified. Household notification can be via mail, email or a documented phone call. • When benefits are decreased, households must be notified through written correspondence (i.e. mail or email).
<p>Benefit Issuance Document (BID) USDA Counting and Claiming Manual FNS-270 (1991)</p>	<p>The Benefit Issuance Document (BID)</p> <p>The BID is the link between eligibility determination and meal reimbursement claims. This document is required and must match back to documentation (i.e. an approved application, direct certification match result, foster Notice to Provider, Homeless/Migrant/Runaway letter or list, etc.). This document should be continuously updated as a student's eligibility is determined or changed. The BID or "roster" is a list of eligible students used at the point of service to record reimbursable meals served. BIDs may be manually prepared lists or computer generated printouts. When BIDs are used at the point of service to record the number of reimbursable meals served by category, they must meet several requirements. BIDs must be based on current and correctly approved free and reduced-price applications of all students enrolled in the school and must include those who have not been approved for free or reduced-price meals (i.e., eligible for paid meals). A BID must be up to date and accurately reflect the correct eligibility category of each student in order for the meal count by category to be correct. Inaccurate counts may occur if the BIDs are not current with the status and total numbers of eligible students, or if the meals served are not counted at the point where it can accurately be</p>

	<p>determined that they are reimbursable. BIDs must be updated in accordance with FNS regulations and policies when there is any change in eligibility determinations. The names of students who have withdrawn from school should be marked off, and the date of withdrawal should be noted. Names (or codes) and eligibility categories of newly enrolled students must be added and the date noted. Eligibility changes due to change in family size, income, and/or verification must also be made and dated.</p> <p>The BID must include:</p> <ul style="list-style-type: none"> • Student's name • School name (for multi-site LEA's) • Benefit status (Free/Reduced/Denied) • Type of certification- Indicates how the child was certified (i.e. Free Income, Reduced Income, Direct Certification, Case Number, Homeless/Migrant/Runaway, Foster) • Date of Certification
Computer Generated BID	<p>Computer Generated BID</p> <p>Computer generated BIDs may be used and must follow the same guidelines as above.</p>
3.8	Changes in Enrollment
<p>Withdrawn USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Withdrawn</p> <p>When a student is withdrawn from school, the date of withdrawal must be noted on the BID and the household application, and the BID must be updated accordingly. Sponsors with the ability to query data that document withdrawals are not required to note withdrawals on individual household applications.</p> <p>When a student re-enters the same school, the original eligibility determination and documentation on file may be used for the rest of the school year and the following school year (30 day carryover).</p>
<p>Transfer of Eligibility 7 CFR 245.3(c) 7 CFR 245.6(a)(4) USDA Eligibility Guidance Manual for School Meals 2015</p>	<p>Transfer of Eligibility</p> <p>Previously approved children who transfer from one school to another under the jurisdiction of the same LEA can transfer eligibility. If the eligibility documentation is not centrally maintained, both the sending and the receiving school must maintain a copy of the transfer student's original eligibility documentation.</p>

	<p>LEAs of children who transfer between schools under the jurisdiction of different LEAs <i>must ensure</i> the receiving school obtains a copy of the eligibility documentation to maintain eligibility benefits.</p>
<p>30 Day Carryover 7 CFR 245.6(c) 7 CFR 245.3(c) CN 15-06</p>	<p>30 Day Carryover</p> <p>The USDA Eligibility Guidance Manual for School Meals clarifies the requirements for the 30 day carryover period to allow schools an appropriate amount of time to process applications.</p> <p>Previously approved children who transfer from one school to another under the jurisdiction of the same LEA, may obtain eligibility documentation from the prior year and be eligible for the 30 day carryover.</p> <p>Children who transfer between schools under the jurisdiction of different LEAs may be eligible for the 30 day carryover when the receiving school obtains a copy of the prior year's eligibility documentation.</p>
3.9	Disclosure of Eligibility
<p>Disclosure 7 CFR 245.6(f) CN 06-11</p>	<p>Disclosure</p> <p>The LEA may disclose aggregate information, such as the number of children eligible for free or reduced-price meals, to any program or individual. Aggregate information does not identify individual children. Therefore, parental notification/consent is not needed.</p> <p><u>Special Populations requesting eligibility information:</u></p> <ul style="list-style-type: none"> • Non-Custodial Parent • “Need to Know” • Medicaid and KidsCare • Federal, State, Local Agencies • Title 1/ No Child Left Behind – CN 15-03, CN 19-04, CN 11-05 • National Assessment of Educational Progress/National Report Card (NAEP)- CN 11-05 • Federal Communications Commission (FCC) E-Rate Audit – CN 09-09, CN 27-08 <p>In addition to the listed memorandums, please refer to the USDA Eligibility Guidance Manual for School Meals to identify what program may or may not require written consent from the</p>

	household to release eligibility information.
Consent Documentation CN 06-11	<p style="text-align: center;">Consent Documentation</p> <p><u>Disclosure of Free and Reduced Price Information Agreement</u> (Agreements/Memorandum of Understanding) This is an agreement between the department responsible for operating NSLP and the program, person, or department not directly responsible for operating the NSLP requesting disclosure or use of student eligibility information.</p> <p>Notification of Potential Disclosure to Parents/Guardians Parents/guardians must be notified of the potential disclosure or specific disclosure and given the opportunity to elect not to have their children's information disclosed.</p>
3.10	Verification
Verification 7 CFR 245.2(m) CN 14-06 CN 07-07 HNS 55-13 HNS 56-13 HNS 16-14	<p>Verification is confirmation of eligibility for free and reduced-price meals under the NSLP and SBP. Verification is only required when eligibility is determined through the application process, not through direct certification conducted with an Assistance Program or agencies that document Other Source Categorical Eligibility. Verification must include either confirmation of income eligibility or confirmation that the child or any member of the household is receiving assistance under SNAP, FDPIR or TANF, or that a child is Other Source Categorically Eligible (i.e. Foster- Notice to Provider). Verification may include confirmation of any information required on the application, such as household size.</p> <p>Please refer to the <u>USDA Eligibility Guidance Manual for School Meals</u> for all Verification requirements and the <u>ADE Verification webpage</u> for templates of Verification forms.</p> <p>Households affected by a reduction or termination of benefits resulting from Verification, may reapply for benefits at any time during the school year. However, if benefits to a household have been reduced or terminated and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in Assistance Programs at the time of reapplication. Applications without supporting documentation cannot be certified for eligibility benefits. These are not considered new applications.</p>

<p>CNP Direct Verification CN 16-06 CN 13-07 HNS 18-2015</p>	<p style="text-align: center;">CNP Direct Verification</p> <p>Conducting Direct Verification is a requirement in the state of Arizona. Direct Verification is not Direct Certification; however, they're located in the same application via the ADE Common Logon, CNP Direct Certification/Direct Verification. Direct Verification can only be conducted during the Verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are part of the Verification sample. Since Verification for Cause can be conducted at any time during the year, including dates that Direct Verification is not available, ADE does not require LEAs to conduct Direct Verification for applications selected to be verified for cause.</p> <p>ADE hosts a secure website that enables LEAs to query the Arizona Department of Economic Security's (DES) Assistance Program database over the internet. LEAs can verify the eligibility of students without having to contact the household. LEAs enter/upload student information or enter a SNAP or case number using CNP Direct Verification. CNP Direct Verification uses data from the following programs/agencies:</p> <ul style="list-style-type: none"> • SNAP • TANF • Foster • Migrant • FDPIR • Medical Assistance <p>*Homeless will soon be included in the Direct Certification/Direct Verification database.</p>
<p>Searching by Case Number CN 16-06</p>	<p style="text-align: center;">Searching by Case Number</p> <p>If an application is selected for Verification that has a case number, indicating the household receives benefits from SNAP or TANF, LEAs are required to utilize the ADE Direct Verification Case Number Search prior to contacting the household. At this time, FDPIR case number applications cannot be verified through Case Number Search. LEAs have the option of contacting the Indian Tribal Organization (ITO) to directly verify FDPIR case number applications.</p> <p>LEAs will type the SNAP or TANF case number into the Case Number Search and a result will indicate Match or No Match. Results that report "Match" indicate the case number was valid and</p>

	<p>benefits do not change.</p> <ul style="list-style-type: none"> ● Note: If the system indicates that one eligible child is a “Match” then ALL children on that household application are verified (even one or more of the other children result in “No Match”). <p>If a case number search resulted in a “No Match”, this means the system was unable to confirm program participation and Verification is NOT complete. Please note: the CNP Direct Verification system only searches against active case numbers for children ages 3-21. If the case number entered is for a household member older than 21, the case number will not match. It is a best practice to continue to search by using the Standard, SAIS ID, or SSN method in individual student lookup before requesting documentation from the household.</p> <p>Refer to the Step by Step Guide: How to Conduct Direct Verification to complete a Direct Verification search.</p> <p>When a case number application does not match, prior to sending a notification of Verification to the household, ADE recommends a Direct Verification search using student data.</p>
<p>Searching by Student Data CN 16-06 HNS 18-2015</p>	<p>Searching by Student Data</p> <p>If an application is selected for Verification that was certified based on (free/reduced) income, FDPIR case number and/or foster status, LEAs are required to utilize the ADE Direct Verification search using any of the student’s data: SAIS ID, Social Security Number or first name/last name/birthdate prior to contacting the household. It is <i>recommended</i> by ADE to search using student data for case number applications that did not match through CNP Direct Verification by case number.</p> <p>LEAs may upload a file or individually enter in the student’s data into the Direct Verification search and a result will indicate “Match” or “No Match”.</p> <ul style="list-style-type: none"> ● SNAP/TANF/FDPIR: If any child resulted in a “Match” in the SNAP, TANF, FDPIR column– Verification is considered complete the household is not contacted. SFAs will report this application and all the students listed on it as Directly Verified. If Verification results in higher benefits, for example a child who is moved from the reduced-price to free category, the change is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through

whatever channels the LEA uses to notify the household of approval for benefits. **Note: If the system indicates that one eligible child is a “Match” then ALL children in that child’s household are verified (even if any of the other children result in “No Match”).**

- A “Match” result for a FREE application would mean that the application has been verified and there is no change in the FREE eligibility status.
 - A “Match” result for a REDUCED application would mean that the application has been verified as free eligible and must be changed to the FREE eligibility status.
- Medical Assistance (MA): If any child resulted in a “Match” in the MA column– Verification is considered complete and the household is not contacted. SFAs will report this application and all the students listed as Directly Verified. A match in MA only confirms, but does not change eligibility for a reduced-price eligible student.
- Foster/Migrant: If any child resulted in a “Match” in either the Foster or Migrant column, Verification is considered complete only for the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must contact the household to verify those children.
- Results of “No Match” indicate no children are recognized in the system. If the system indicates that ALL eligible children are a “No Match” the LEA is required to send a Notification of Verification to the family requesting documentation.
 - A “No Match” result for a FREE application would mean that the application has not been verified and LEA must continue with Verification process (i.e. send Notice of Verification to household) and the eligibility status does not change at this point.
 - A “No Match” result for a REDUCED application would mean that the application has not been verified and LEA must continue with Verification process (i.e. send Notice of Verification to household) and the eligibility status does not change at this point.

Refer to the [Step by Step Guide: How to Conduct Direct Verification](#) to complete a Direct Verification search.

<p>CNP Verification Summary Report CN 16-12 HNS 16-14 HNS 18-2015</p>	<p>CNP Verification Summary Report</p> <p>All LEAs participating in the NSLP must complete the Verification Summary Report form in applicable sections, whether or not Verification activities are completed. Verification activities are not required for certain sponsors; however, these sponsors are still required to submit a Verification Summary Report to ADE through Common Logon, CNP Verification annually by February 1.</p> <p>Verification activities are NOT required for:</p> <ul style="list-style-type: none"> • Schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children • RCCIs which do not have day students • Schools electing the Community Eligibility Provision • Schools participating only in the Special Milk Program • Schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., non- pricing programs claiming only the paid rate of reimbursement) • All Special Assistance Provision 2 or 3 schools in a non-base year • All schools participating in the Community Eligibility Provision (CEP) • Schools which do not have any free or reduced price eligible students <p>The Verification Summary Report can be accessed via CNP Verification through ADE Common Logon. This report must be submitted prior to February 1, annually.</p>
<p>Verification for Non-Base Year Sponsors</p>	<p>Verification for Non-Base Year Sponsors</p> <p>In order for Special Assistance (Provision 2/3) sponsors operating a non-base year to complete the Verification Summary Report, they must first calculate the estimated number of students in eligibility categories for the current school year with the Special Assistance Verification Exempt Calculator.</p>
<p>Verification for Cause USDA Eligibility Manual for School Meals 2015</p>	<p>Verification for Cause</p> <p>The LEA has an obligation to verify all approved applications that may be questionable; that is, verification “for cause”. Such verification efforts cannot delay the approval of applications. If</p>

an application is complete and indicates that the child is eligible for free or reduced price benefits, the application must be approved. Only after the determination of eligibility has been made can the LEA begin the verification process. Verification for cause can be conducted at any time during the school year. If Verification for cause is conducted prior to November 15th, the results must be documented by the SFA in the Verification Summary Report.

To verify an approved application for cause, the LEA must send the household a [Notification of Verification Letter](#), explaining that it must submit verification of eligibility information with the application for continued eligibility. The LEA must then follow the Verification procedures outlined in the [USDA Eligibility Guidance Manual for School Meals](#), regardless of the time frame when the Verification for Cause is taking place (i.e. Sponsors will still use Verification procedures when verifying an application for cause before October 1st or after November 15th). Any household that fails to submit requested verification information by the date specified by the LEA or that submits verification information that does not support the initial determination of eligibility must be notified with the [Letter of Verification Results](#).

Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year. However, if benefits to a household have been reduced or terminated and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in Assistance Programs at the time of reapplication. These are not considered new applications.

Since Verification for Cause follows Verification procedures, requested documentation must also reflect the timeframes outlined in the Verification procedures (i.e. acceptable documentation of income or receipt of assistance may be provided for **any point in time** between the month prior to application and the time the household is required to provide income documentation.)

Because of year-long duration of eligibility, households are not required to report changes in income or household size or changes with regard to participation in a program that makes the children categorically eligible. However, families may voluntarily report changes. If a change is reported that will increase benefits, the LEA must put that change into effect. However, if the change will decrease benefits (free to reduced-

	<p>price) or terminate free or reduced-price benefits (free or reduced-price status to paid status), the LEA must explain to the household that the change does not have to go into effect but that the household may request that the lower benefits go into effect. If so, the household would then be notified of the change in benefits.</p>
<p>Verification for Cause for School District Employees CN 32-12</p>	<p>Verification for Cause for School District Employees</p> <p>LEAs can use verification for cause to review approved applications for free or reduced-price meals when known or available information indicates school district employees may have misrepresented their incomes on their applications to receive free or reduced-price meals for their children. The Arizona Department of Education (ADE) recommends that an LEA consult with legal counsel in establishing the parameters of verification for cause for school district employees. Verification for cause must not be used to automatically verify the households of all school district employees whose children are certified for free or reduced-price meals. However, from among the list of children approved for free or reduced-price meals, an LEA could identify children of school district employees and use LEA salary information available to them to identify questionable applications and then conduct verification for cause on those questionable applications. Please note that any verification for cause conducted by an LEA is separate from the verification sample required by the National School Lunch Act (NSLA) and program regulations, and may be conducted at any time during the school year. LEAs must also follow the confidentiality, notice and appeal procedures required in 7 CFR 246.6a when conducting any type of verification.</p>

4.1	Menu Planning and Meal Service
	<p>The SFA must ensure that participating schools provide nutritious and well-balanced meals to all the children they serve as part of the National School Lunch and School Breakfast programs.</p>
<p>Meal Planning Overview</p>	<p style="text-align: center;">Meal Planning Overview</p> <p>The New Meal Pattern, published in the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), establishes the one Food-Based Meal Pattern that all operators of the NSLP and SBP must follow. The food based menu planning approach requires specific food group components to be served in an established amount that is designed to meet the nutritional guidelines for the established age/grade group. At a minimum, schools must offer all food group components in the quantities specified for breakfast and lunch and produce enough food to offer each child the quantities specified in the meal pattern as specified in New Meal Pattern Chart Lunch and New Meal Pattern Chart Breakfast.</p> <p>Detail regarding the meal pattern is found in SP 10-2012 (v.8): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch And School Breakfast Programs”.</p>
<p>Age/Grade Groups SP 10-2012 (v.8)</p>	<p style="text-align: center;">Age/Grade Groups</p> <p>Schools must plan menus for students using the following grade groups: Grades K-5 (ages 5-10), grades 6-8 (ages 11-13), and grades 9-12 (ages 14-18).No customization of the established grade groups is allowed.</p> <p>Overlapping Age/Grade Groups Lunch and Breakfast: K-8 Menu: Students in grades K-5 and grades 6-8 may be offered the same food quantities provided that the nutrient standards for each age/grade group are met.</p> <p>Breakfast: K-12 Menu: Students in all grades may be offered the same food quantities provided that the nutrient standards for each grade group are met.</p>
<p>Weekly Operating Cycle SP 10-2012 (v.8)</p>	<p style="text-align: center;">Weekly Operating Cycle</p> <p>Schools with shorter or longer school weeks must implement the meal pattern based on the appropriate quantities for the varying school week length. Refer to Short and Long Week Calculation. Menus do not have to be adjusted for schools with an occasional decrease in the school</p>

	week length due to holidays, etc.
4.2	Component Requirements
SP 10-2012 (v.8) SP 43-14	The five food group components established are meat/meat alternate (M/MA), grain, vegetable, fruit, and fluid milk.
Meat/Meat Alternate CN 29-12	<p style="text-align: center;">Meat/Meat Alternate</p> <p>Daily and weekly minimum oz/eq must be offered for the established grade group as specified in New Meal Pattern Chart Lunch. Meat/Meat Alternate is not required in the SBP; however, may be offered in addition to the daily grain component as indicated in New Meal Pattern Chart Breakfast and SP 43-14: Questions and Answers on the School Breakfast Meal Pattern in SY 14-15.</p> <p>Creditable meat/meat alternate includes cooked lean meat, poultry or fish as served, e.g., cooked lean meat without bone, breading or other ingredients, nuts, seeds, dairy (other than fluid milk).</p> <p>Legumes credit as either a meat/meat alternate or a vegetable, but not both in the same meal.</p> <p>For information on crediting oz/eq of meat/meat alternates, please reference:</p> <ul style="list-style-type: none"> • Food Buying Guide • For a processed product, must obtain labeling that shows contribution (e.g. CN Label, PFS) • USDA Foods – USDA Foods Fact Sheet <p>For additional guidance on: tofu, soy yogurt, crediting oz/eq refer to SP 10-2012 (v.8): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch And School Breakfast Programs”.</p>
Grain CN 10-08 CN 16-13 CN 37-12	<p style="text-align: center;">Grain</p> <p>Daily and weekly total grains and weekly whole grains must be offered at Lunch for the established grade group as specified in New Meal Pattern Chart Lunch.</p> <p>Daily and weekly total grains and weekly whole grains must be offered at Breakfast for the established grade group as indicated in New Meal Pattern Chart Breakfast and SP 43-14: Questions and Answers on the School Breakfast Meal Pattern in SY 14-15.</p> <p>Effective July 1, 2014, all grains must be whole grain-rich. No more than a total of 2.0 oz/eq of grain based desserts per week.</p>

	<p>For additional guidance on: whole grain rich- 50 percent guidelines, CN Labeling, grain minimum/maximum, formulated grain/fruit products, breading/coating, grains at breakfast, combination foods, grain based deserts, grains after the POS, crediting oz/eq refer to: SP 10-2012 (v.8): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch And School Breakfast Programs”.</p>
<p>Vegetable SP 43-14</p>	<p>Vegetable</p> <p>Minimum daily and weekly total vegetables and weekly vegetable subgroups must be offered at Lunch for the established grade group as specified in New Meal Pattern Chart Lunch.</p> <p>Over the course of the week, schools must offer all vegetable subgroups established in the 2010 Dietary Guidelines for Americans: dark green, red/orange, dry beans/peas (legumes), starchy, and “other” vegetables. Required minimum weekly quantities for each subgroup are established in the lunch meal pattern. The Food Buying Guide is the resource used to distinguish all vegetables in each subgroup.</p> <p>Vegetables and 100% vegetable juice can be offered to meet the daily and weekly Fruit/Vegetable/Juice requirement at Breakfast for the established grade group as indicated in New Meal Pattern Chart Breakfast and SP 43-14: Questions and Answers on the School Breakfast Meal Pattern in SY 14-15.</p> <p>For additional guidance on: identifying subgroups, 100% juice, vegetable juice blends, crediting based on volume, vegetables at breakfast, salad bars, multiple serving lines, multiple vegetable choices, vegetable mixtures, categorizing unusual vegetables, recognizable vegetables, crediting pureed vegetables, refer to SP 10-2012 (v.8): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch And School Breakfast Programs”.</p> <p>For guidance on vegetables in smoothies, refer to HNS 65-2013 Smoothies Offered in Child Nutrition Programs.</p>
<p>Fruit SP 43-14</p>	<p>Fruit</p> <p>Daily and weekly total fruit must be offered at Lunch for the established grade group as specified in New Meal Pattern Chart Lunch; Fruit and 100% fruit juice can be offered to meet the daily and weekly Fruit/Vegetable/Juice requirement at Breakfast for the established grade group as indicated in New Meal Pattern Chart Breakfast and SP</p>

	<p>43-14: Questions and Answers on the School Breakfast Meal Pattern in SY 14-15.</p> <p>For additional guidance on: 100% juice limits, juice concentrate, crediting based on volume, frozen fruit with added sugar, dried fruit, fruit at breakfast, fruit pieces/drops/strips, selecting combination of fruit, forms of fruit, refer to SP 10-2012 (v.8): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch And School Breakfast Programs”. For guidance on fruits in smoothies, refer to HNS 65-2013 Smoothies Offered in Child Nutrition Programs.</p>
<p>Milk CN 33-11 CN 23-10</p>	<p>Milk</p> <p>Daily fluid must be offered in at least two varieties (at least two different choices) of fat content and/or flavor of milk at lunch and breakfast as shown in New Meal Pattern Chart Lunch and New Meal Pattern Chart Breakfast. Only fat free (unflavored and flavored) and low-fat (1%) unflavored milk may be offered as part of the reimbursable meal. The Local Education Agency (LEA) may not have a “beverage category” with the following menu items: Fat Free Milk, Apple Juice or 1% Milk. Only fluid milk (Fat Free, 1%, 2% etc.) may be grouped together as a choice for students to choose from.</p> <p>For additional guidance on: milk types, milk substitute, milk variety, RCCI milk choice, recombined and reconstituted milk, refer to SP 10-2012 (v.8): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch And School Breakfast Programs”.</p>
4.3	Nutrient Requirements
	<p>Schools must offer meals, that at a minimum, meet the following:</p> <ul style="list-style-type: none"> • Weekly average of calorie within defined grade groups • Weekly average sodium ranges within defined grade groups • Less than 10% of total calories from saturated fat • Zero grams of trans fat per portion.
<p>Nutrient Analysis SP 10-2012 (v.8)</p>	<p>Nutrient Analysis</p> <p>If the SFA chooses to conduct a nutrient analysis, the calculation must be weighted (i.e. food items offered more frequently are weighted more heavily than those not offered as frequently) over one week. Foods items are included based on the portion sizes and projected serving amounts.</p>

4.4	Crediting Food Components
	<p>In order to meet the program requirements for reimbursement, the contributions for each food component need to be determined. The word(s) “credit, creditable” is used to acknowledge that a particular food item meets the requirements of at least one of the five required food components. Only food items that can be verified as creditable can be counted as meeting the meal pattern requirements. The following are allowable resources to determine whether or not a food item is considered a creditable food: Food Buying Guide; and for processed products: Child Nutrition (CN) Labeling Program, Product Formulation Statements, and USDA Food Fact Sheets.</p>
<p>USDA Food Buying Guide</p>	<p>USDA Food Buying Guide</p> <p>USDA Food Buying Guide for Child Nutrition Programs - determine the specific food component contribution toward the meal pattern requirement.</p>
<p>Crediting of Processed Products HNS 09-13</p>	<p>Crediting of Processed Products</p> <p>It is never acceptable for a manufacturer to simply state that the product provides a certain amount of credit for the meal pattern. Literature used by a company for advertising purposes may not be used to support a menu’s nutritional content and/or a menu’s meal pattern contribution.</p> <p>Product Formulation Statement</p> <p>When purchasing a processed product without a CN Label, a program operator should have a completed and signed Product Formulation Statement on the manufacturer’s letterhead and/or standard USDA PFS template that demonstrates how the processed product contributes to the meal pattern requirements.</p> <p>USDA Foods Fact Sheets</p> <p>USDA provides a label for all their products available through USDA Foods (known as “brown box” items). These USDA Foods fact sheets can be used to credit components for a reimbursable meal and are available on the USDA Foods website.</p>
<p>Child Nutrition Labels SP 11-2015</p>	<p>Child Nutrition Labels</p> <p>SFAs should maintain Child Nutrition Labels for all nonspecific processed products that have contributed to the meal pattern. CN Labels are only available for items that contribute to the meat/meat alternate component. CN Labeled products ensure that the food</p>

	<p>provides the stated contribution toward CN meal pattern requirements and provide sufficient documentation of component crediting during an Administrative Review. There is no Federal requirement that anyone make or purchase CN labeled products.</p> <p style="text-align: center;">CN Labeling Program</p> <p><u>Child Nutrition (CN) Labeling Program</u> - is a voluntary program that warrants the meal pattern contributions of nonspecific processed products.</p> <p>When used in accordance with manufacturer's directions, products that bear a CN label carry a warranty that assures a school food authority will not have an audit claim filed for noncompliance with meal pattern requirements. CN Labeling is limited to main dish products which contribute a minimum of 0.5 ounces equivalent meat/meat alternate toward meal pattern requirements and juice drink and juice drink products which contain at least 50-percent full-strength juice by volume. Nonspecific processed products such as chicken nuggets, breaded steak fingers, beef burritos, etc. may not be credited using the food buying guide. Nonspecific processed products do not require a minimum amount of meat by USDA Food Safety and Inspection Service (FSIS) labeling standards of identity.</p>
<p>Non-Creditable Foods PA 1331, 1-2</p>	<p style="text-align: center;">Non-Creditable Foods</p> <p>Non-creditable foods may be served as an extra item at the meal but may not credit as part of a reimbursable meal. Non-creditable foods will be included in the nutritional analysis.</p> <p>Please refer to the USDA Food Buying Guide for information on foods that are not creditable.</p>
<p>Smoothies CN 01-13 HNS 65-13</p>	<p style="text-align: center;">Smoothies</p> <p>Yogurt can be credited in fruit smoothies that are prepared in-house during breakfast service only. Milk and fruit can credit in these products for breakfast and lunch. Meat/Meat alternates and vegetables are not creditable in smoothies. Prepackaged smoothies do not comply with the Food and Drug Administration (FDA) standard of identity for "milk" or "yogurt" and do not meet the CN Program requirements for "fluid milk" or "yogurt."</p>
<p>Formulated Grain Fruit Products CN 36-12</p>	<p style="text-align: center;">Formulated Grain Fruit Products</p> <p>Formulated grain-fruit products will only be allowed to credit toward the grain component for the SBP. Formulated grain-fruit products must</p>

	<p>be individually wrapped and have a label conforming to the following legend: “This product conforms to USDA Child Nutrition Programs specifications. For breakfast, it meets the requirements for fruit/vegetable/juice and one bread/bread alternate.” If the product does not have this legend, it is not a formulated grain-fruit product.</p>
4.5	Production and Menu Records
Production and Menu Records 7 CFR 210.10(a)(3)	<p>Schools must keep production records and other applicable menu records for the meals they produce. These records must show how the meals contribute to the required food components (M/MA, V, F, G, and Fluid Milk). In addition, these records must show how the meals contribute to the applicable nutrition standards for the selected grade group. All records will be evaluated for compliance during administrative reviews. There are four essential menu records (Nutrition Facts Label, Child Nutrition Label, Standardized Recipes, and Production Records) that help document how meals contribute to the meal pattern and applicable nutrition standards.</p>
Nutrition Facts Labels 7 CFR 210.10(a)(3)	<p>Nutrition Facts Labels</p> <p>The nutrition facts label documents the nutrient values of a product for a specified serving size. Federal regulations require that all commercially prepared food products, which do not contain a standard of identity as established by FSIS, have a nutrition facts label. School food authorities are required to maintain nutrition facts labels for all food items served as part of a reimbursable meal. A manufacturer’s product specification that contains all required nutrient values may also be used as documentation.</p>
Standardized Recipes 7 CFR 210.10(c)(5)	<p>Standardized Recipes</p> <p>A standardized recipe is a recipe that was tested to provide an established yield (based on USDA Food Buying Guide and/or manufacturer product specifications), using the same ingredients for both measurement and preparation methods.</p> <p>SFAs are required to maintain standardized recipes for all menu items that are comprised of more than 1 item in order to accurately document the nutrient content of the menu. This includes recipe variations and theme bar recipes. A recipe is not required if each food item is itemized on the production record and only requires assembly (e.g. sandwich assembled with ham, cheese and bread could be listed as three separate food items on the production record versus homemade lasagna would need a standardized recipe listing the ingredients).</p>

	<p>Standardized recipes may be either USDA recipes or any other local recipe that has been incorporated into the menu. ADE has provided a Recipe Template.</p> <p>It is recommended that standardized recipes include the following fields:</p> <ul style="list-style-type: none"> • Recipe name • Recipe number - a distinct number that differentiates recipe variations for reference on production records (Variations may include a “Chef Salad” for elementary menu versus “Chef Salad” for high school menu) • Ingredients - listing of ingredients and amounts used based on applicable weight or volume measurements • Serving/portion Size - the amount of a single portion based on an applicable weight or volume measure • Recipe yield - the total amount of defined servings based on an applicable weight or volume measurement • Directions - any applicable directions related to the preparation, equipment used, utensils used, safety precautions, etc. • Recipe contributions - the food component contribution(s) (M/MA, V, F, G) for the recipe as served • HACCP process category - applicable categorization for no cook, same day, or complex food process • HACCP instructions - applicable critical limits, food safety procedures, and/or corrective actions required
<p>Production Record 7 CFR 210.10(a)(3) CN 07-06</p>	<p style="text-align: center;">Production Record</p> <p>After planning menus with the foods and portion sizes needed to meet meal pattern requirements, a food production record must be prepared for each day's menu. This record is a planning tool for the food purchasing and preparation stages of the meal and serves as documentation that the meals meet requirements. The purposes of the production record are threefold: 1) planning 2) confirmation of food preparation and service, and 3) purchasing. The production record documents the foods used (as supported by Nutrition Facts Labels) and the meal contributions/quantities (as supported by CN labels and standardized recipes) for all meals that are claimed for reimbursement.</p> <p>SFAs are required to complete separate daily production records for breakfast and lunch. A food production record may be very simple or very detailed. At a minimum, it should contain the following information for each daily menu:</p> <ul style="list-style-type: none"> • The menu and date serve • Age/Grade Group • Foods used to meet requirements including all condiments

	<ul style="list-style-type: none"> • Recipe - name or number of each standardized recipe used for each applicable menu item served • Portion size • Quantity of foods prepared • Quantity of foods served • Number of portions prepared and served • Reimbursable meals served - the total actual number of reimbursable meals served (meal claimed for reimbursement) for each distinct age/grade group • Non-reimbursable meals served - the total actual number of non-reimbursable meals served to adults or sold a la carte • Leftovers - the total amount of food remaining of each menu item served <p>In addition, HACCP monitoring (i.e. final cooking, hot holding, and/or cold holding temperature for potentially hazardous foods served) and meal pattern crediting (i.e. 2 oz/eq grain) may be included, but is not required.</p> <p>SFAs are encouraged to use the production records made available by ADE.</p>
4.6	Special Dietary Needs
ADE Special Dietary Needs Manual SP 10-2012 (v.8) CN 23-10 SP 32-2015	<p style="text-align: center;">Special Dietary Needs</p> <p>Federal law and the regulations for the National School Lunch Program and the School Breakfast Program require schools to make accommodations for children who are unable to eat the school meal as prepared because of a disability. Accommodation generally involves substituting food items, but in some cases schools may need to make more far reaching accommodations to meet the needs of children. The meals for children with recognized medical disabilities that restrict their diet are not affected by the new meal pattern and dietary specifications and continue to be based on a medical statement from a State of Arizona recognized medical authority. A State recognized medical authority for this purpose is defined as a State licensed health care professional who is authorized to write medical prescriptions under State law. In the State of Arizona these include:</p> <ul style="list-style-type: none"> • Podiatrists • Dentists • Physicians • Naturopathic Physicians • Nurse Practitioners • Optometrists • Osteopathic Physicians

	<ul style="list-style-type: none"> • Physician Assistants • Homeopathic Physicians. <p>Optional accommodations for children with special dietary needs (without recognized medical disabilities) must be consistent with the new meal pattern requirements and dietary specifications.</p> <p style="text-align: center;">Children with Disabilities</p> <p>School food service staff must make food substitutions or modifications for children with disabilities. Substitutions or modifications for children with disabilities must be based on a prescription written by a licensed physician. This must include a statement by the State recognized medical authority identifying the child’s disability, how this disability restricts the child’s diet, the food or foods to be omitted from the child’s diet, and the food or choice of foods that must be substituted. It is recommended to use this form, Disabled Student Special Diet Order Form.</p> <p style="text-align: center;">Children without Disabilities</p> <p>Substitutions for children without disabilities, with medically certified special dietary needs are recommended whenever possible, but are not required. Substitutions must be based on a medical statement from a State recognized medical authority. This statement must include an identification of the medical or special dietary condition, the food or foods to be omitted from the child’s diet, and food or choices of foods to be substituted.</p> <p>This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems. It is recommended to use this form, Non-Disabled Student Special Diet Order Form.</p> <p>For complete guidance on physicians, medical authority, Individuals with Disabilities Education Act, food allergy, lactose intolerance, religious, ethnic needs, menu substitutions please refer to the ADE Special Dietary Needs Manual.</p>
<p style="text-align: center;">Fluid Milk Substitutions for Non-Disability Reasons CN 23-10 SP 10-2012 (v.8)</p>	<p style="text-align: center;">Fluid Milk Substitutions for Non-Disability Reasons</p> <p>Schools may make substitutions for fluid milk for non-disabled students who cannot consume fluid milk due to medical or special dietary needs. A school that selects this option may offer the nondairy beverage(s) of its choice, provided the beverage(s) meets the nutritional standards found in memo CN 23-10: Q&As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-</p>

	<p>Disability). Expenses incurred when providing substitutions for fluid milk that exceed program reimbursements must be paid by the school food authority. Please note, 100% juice is not an allowable milk substitution.</p>
4.7	Meal Service Overview
Meal Service Overview	<p>SFAs must ensure that students are selecting reimbursable meals during meal service. Schools may offer children a selection of nutritious foods within a reimbursable lunch to encourage the consumption of a variety of foods. Children who are eligible for free or reduced price lunches must be allowed to take any reimbursable lunch or any choices offered as part of a reimbursable lunch. Schools that choose to offer a variety of reimbursable lunches, or provide multiple serving lines, must make all required food components available to all students, on every lunch line, in at least the minimum required amounts. Prior to the point of service, all items in the serving line must be identified as part of the reimbursable meal.</p>
Serve Only	<p style="text-align: center;">Serve Only</p> <p>The “Serve Only” designation during meal service indicates meals contain all food components or food items in the quantities required for each grade group. Students cannot decline and part of the planned meal. “Serve Only” meals must include at least the daily minimum quantities and components required by the meal pattern.</p>
<p>Offer Versus Serve (OVS) USDA Offer vs. Serve Manual 2014 SPS 53-90</p>	<p style="text-align: center;">Offer Versus Serve (OVS)</p> <p>OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. Because students may choose fewer selections under OVS, please refer to the guidance provided in the USDA Offer Versus Serve Manual, on what constitutes a reimbursable lunch and breakfast. OVS is optional for all grade groups during breakfast. OVS is required for the 9-12 grade groups during lunch and is optional for the other grades.</p> <p>It is important to recognize, that offering a variety of choices within the food components is different from OVS. If choices within components are offered, the menu planner must indicate to the students what choices or combination of choices the student may select in order to have a reimbursable meal. One common example is with cereal types. Offering four different types of cereal and instructing students to “select one” is not the same as offering four grain items. The instruction to “select one” indicates that one grains item (cereal) is</p>

	being offered.
Alternative Meal Service Options USDA Offer vs. Serve Manual 2014	<p style="text-align: center;">Alternative Meal Service Options</p> <p>For more information on these alternative meal service options, see the <u>USDA Offer Versus Serve Manual</u></p> <ul style="list-style-type: none"> • Pre-Plated • Family Style • Food Bars • Vending Machines • Grab and Go
Designated Meal Time 7 CFR 210.10 (1)(1), (1)(2) SNP-93-17	<p style="text-align: center;">Designated Meal Time</p> <p>Schools must offer lunches meeting the requirements of this section during the period the school has designated as the lunch period. Schools must offer lunches between 10 a.m. and 2 p.m. Schools may request an exemption from these times only under circumstances that meet one of the following standards:</p> <p>Standard 1: ADE may grant reasonable variances from the meal service requirements to accommodate special circumstances encountered in schools operating for traditional students at traditional times. For example, if a school has a legitimate need to extend the lunch service hours to 2:30 p.m. due to capacity concerns or because of extended school hours, such an exception may be considered a special circumstance and would be allowable.</p> <p>Standard 2: ADE may grant exemptions from the meal service requirements if the school in question operates for traditional students, but at a non-traditional time with the understanding that (a) these alternative programs provide students an opportunity to obtain the minimum requirements needed for graduation at a non-traditional time, and (b) it is not possible to serve lunch at a more traditional time. For example, some work-study programs allow high school students to work in the morning or afternoon hours and attend high school classes in the late afternoon/evening. Before approving any exemption, ADE would determine whether the authority provided in FNS Instruction 786-8, Rev. 1, <i>and Reimbursement for Off-Site Meal Consumption</i> would provide enough flexibility or if an exemption may be necessary.</p> <p>Once ADE has approved an alternate mealtime, the SFA does not need to seek approval each year as long as the conditions upon which approval was initially granted remain unchanged. However, if conditions change, the exemption will be re-examined. In addition, if</p>

	<p>the special circumstances, such as overcrowding, have a known ending date, e.g., the planned building of an additional school, the exemption will be granted for a specified finite calendar period. Similarly, ADE will consider approving only a specified finite calendar period if it is working with an SFA to eliminate the need to serve earlier than 10:00 a.m. or later than 2:00 p.m.</p> <p>ADE encourages schools to provide sufficient lunch periods that are long enough to give all students adequate time to be served and to eat their lunches.</p>
4.8	Infant and Pre-K Meal Pattern
Infant Meal Pattern 7 CFR 210.10(o)(4) CN 05-03	<p style="text-align: center;">Infant Meal Pattern</p> <p>Meals served to infants ages birth through 11 months must meet the requirements as indicated in Infant Meal Chart. Foods included in the lunch must be of a texture and a consistency that are appropriate for the age of the infant being served. The foods must be served during a span of time consistent with the infant's eating habits.</p> <p>Meal supplements for infants must include, at a minimum, breast milk or iron-fortified infant formula, or portions of both, in the appropriate amount indicated for the infant's age. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered. In these situations, additional breast milk must be offered if the infant is still hungry. Some infants may be developmentally ready to accept an additional food component. Meal supplements are reimbursable when schools provide all of the components in the Supplements for Infants table that the infant is developmentally ready to accept.</p> <p>The minimum amounts of food components to be served as meal supplements follow. Select two different components from the four listed in the Supplements for Infants table (Juice may not be served when fluid milk is served as the only other component). A serving of bread/bread alternate must be made from whole-grain or enriched meal or flour. It is required only when the infant is developmentally ready to accept it.</p>

	<div>SUPPLEMENTS FOR INFANTS</div> <table><tr><td></td><td>Birth through 3 months</td><td>4 through 7 months</td><td>8 through 11 months</td></tr><tr><td>Supplement (snack)</td><td>4-6 fl. oz. breastmilk^{1 2} or formula³</td><td>4-6 fl. oz. breastmilk^{1 2} or formula³</td><td>2-4 fl. oz. breastmilk^{1 2}, formula³, or fruit juice⁴;</td></tr><tr><td></td><td></td><td></td><td>0-1/2 bread⁵ or</td></tr><tr><td></td><td></td><td></td><td>0-2 crackers⁵.</td></tr></table> <div>¹It is recommended that breastmilk be served in place of formula from birth through 11 months.</div> <div>²For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered with additional breast milk offered if the infant is still hungry.</div> <div>³Infant formula must be iron-fortified.</div> <div>⁴Fruit juice must be full-strength and pasteurized.</div> <div>⁵Bread and bread alternates must be made from whole grain or enriched meal or flour. A serving of this component must be optional.</div>		Birth through 3 months	4 through 7 months	8 through 11 months	Supplement (snack)	4-6 fl. oz. breastmilk ^{1 2} or formula ³	4-6 fl. oz. breastmilk ^{1 2} or formula ³	2-4 fl. oz. breastmilk ^{1 2} , formula ³ , or fruit juice ⁴ ;				0-1/2 bread ⁵ or				0-2 crackers ⁵ .																													
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<div>Preschool Group 1</div> <div>(ages 1 and 2)</div> <div>7 CFR 210.10(p)(4)(i)</div>	<div>Preschool Group 1 (ages 1 and 2)</div> <div>Meals served to children ages 1 and 2 must use the Traditional Food Based Menu Planning Approach as indicated in the chart below.</div> <div>TRADITIONAL FOOD-BASED MENU PLANNING APPROACH—MEAL PLAN FOR LUNCHESES</div> <table><tr><td></td><td>Group I ages 1-2 preschool</td><td>Group II ages 3-4 preschool</td></tr><tr><td>Food components and food items</td><td colspan="2">Minimum quantities</td></tr><tr><td>Fluid milk (as a beverage)</td><td>6 fluid ounces</td><td>6 fluid ounces.¹</td></tr><tr><td>Meat or Meat Alternates:</td><td></td><td></td></tr><tr><td>Lean meat, poultry, or fish</td><td>1 ounce</td><td>1 1/2 ounces.</td></tr><tr><td>Alternate Protein Products²</td><td>1 ounce</td><td>1 1/2 ounces.</td></tr><tr><td>Cheese</td><td>1 ounce</td><td>1 1/2 ounces.</td></tr><tr><td>Large egg</td><td>1/2</td><td>3/4.</td></tr><tr><td>Cooked dry beans and peas</td><td>1/4 cup</td><td>3/8 cup.</td></tr><tr><td>Peanut butter or other nut or seed butters</td><td>2 tablespoons</td><td>3 tablespoons.</td></tr><tr><td>Yogurt, plain or flavored, unsweetened or sweetened</td><td>4 ounces or 1/2 cup</td><td>6 ounces or 3/4 cup.</td></tr><tr><td>The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above:</td><td></td><td></td></tr><tr><td>Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry or fish)</td><td>1/2 ounce = 50%</td><td>3/4 ounce = 50%.</td></tr><tr><td>Vegetable or Fruit. 2 or more servings of vegetables, fruits or both</td><td>1/2 cup</td><td>1/2 cup.</td></tr><tr><td>Grains/Breads (servings per week). Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains</td><td>5 servings per week³—minimum of 1/2 serving per day</td><td>8 servings per week³—minimum of 1 serving per day.</td></tr></table> <div>¹Beginning July 1, 2012 (SY 2012-2013), fluid milk for children Ages 3-4 must be fat-free (unflavored or flavored) or low-fat (unflavored only).</div> <div>²Must meet the requirements in Appendix A of this part.</div> <div>³For the purposes of this table, a week equals five days.</div>		Group I ages 1-2 preschool	Group II ages 3-4 preschool	Food components and food items	Minimum quantities		Fluid milk (as a beverage)	6 fluid ounces	6 fluid ounces. ¹	Meat or Meat Alternates:			Lean meat, poultry, or fish	1 ounce	1 1/2 ounces.	Alternate Protein Products ²	1 ounce	1 1/2 ounces.	Cheese	1 ounce	1 1/2 ounces.	Large egg	1/2	3/4.	Cooked dry beans and peas	1/4 cup	3/8 cup.	Peanut butter or other nut or seed butters	2 tablespoons	3 tablespoons.	Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or 1/2 cup	6 ounces or 3/4 cup.	The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above:			Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry or fish)	1/2 ounce = 50%	3/4 ounce = 50%.	Vegetable or Fruit. 2 or more servings of vegetables, fruits or both	1/2 cup	1/2 cup.	Grains/Breads (servings per week). Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	5 servings per week ³ —minimum of 1/2 serving per day	8 servings per week ³ —minimum of 1 serving per day.
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<div>Preschool Group 2</div> <div>(ages 3 and 4)</div> <div>SP 10-2012 (v.8)</div>	<div>Preschool Group 2 (ages 3 and 4)</div> <div>A school may offer a single menu, the New Meal Pattern for K-5, to meet the meal requirements for both Pre-K students (ages 3 and 4) and grades K-5. Schools may also follow the chart above, Traditional Food-Based Menu Planning.</div>																																													

5.1	Overview
<p>Meal Counting FNS 786-8 Rev 1 7 CFR 210.10 (p)(7)(ii) SP 10-2012v.8</p>	<p>Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category, (i.e. paid, reduced-price, and free). Additionally, the number of meals served and claimed for reimbursement must have adequate documentation on file to support the claim.</p> <p>The authorizing legislation and program regulations clearly intend that meals reimbursed under the programs are to be served and consumed as part of the school program, on school or school-related premises for students in attendance. Therefore, school meals given to children to take home are not reimbursable. However, meals such as those taken on school supervised field trips may be reimbursed, if they meet the daily meal pattern requirements and are served and consumed as part of a school related function. These functions must be part of the curriculum, as defined by the State education agency, and not extracurricular events. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage.</p> <p>The National School Lunch Program (NSLP) is intended to feed children; it is therefore not permissible for parents to eat off of their child's plate when visiting during meal service. Adults desiring a meal are required to purchase one at a price established to cover the full cost of the meal. Also, siblings who are not eligible for the NSLP may not eat off an eligible student's plate.</p> <p>With ADE approval, SFAs are encouraged to serve children ages 1 through 4 over two service periods. Schools may divide the quantities and/or the menu items, foods, or food items offered each time any way they wish. This practice can help decrease food cost and waste.</p>
5.2	Point of Service
<p>Point of Service 7 CFR 210.2</p>	<p>Point of Service</p> <p>Point of Service is that point in the food service operation where it can be determined that a free, reduced-price or full priced meal, meeting the meal requirements, has been served to an eligible student. Once it is determined that a reimbursable meal has been served, the meal must be counted and recorded by student per the determined eligibility.</p> <p>Point of Service Counts must be:</p> <ul style="list-style-type: none"> • reimbursable meals

	<ul style="list-style-type: none"> • counted by categories (F/R/P) • taken each day and each meal service • taken without overt identification
5.3	Acceptable Meal Counting
USDA Meal Counting and Claiming Manual FNS -270 (1991)	<p style="text-align: center;">Acceptable Meal Counting</p> <p>Only one meal per student per meal service may be counted and claimed for reimbursement. Adult meals, a la carte items, and snacks (unless approved for the After School Snack Program), dinners and second meals are not reimbursable and should be accounted for separately and documented appropriately.</p> <p>Acceptable Methods of Meal Counting:</p> <ul style="list-style-type: none"> • Roster • Coded Tickets • Card Codes • Computerized Card • PIN numbers <p>Unacceptable Methods of Meal Counting</p> <ul style="list-style-type: none"> • Attendance Counts • Tray or Entrée Counts • Cash Converted to Meals • Delivery Counts of Meals Produced Off-site (When schools receive meals from a vendor or a central kitchen, the SFA should record only those meals actually served, as opposed to the number delivered.) • Prepaid meals (Meal counts must be taken each day when meals are actually served and not when the meals are paid for)
Overt Identification 7 CFR 245.6(b)(10) CN 09-13	<p style="text-align: center;">Overt Identification</p> <p>Overt identification is any action that may result in a child being recognized as potentially eligible to receive free or reduced price school meals. SFAs must assure that a child's eligibility status is not disclosed at any point in the process of providing free or reduced price meals, to include notification of the availability of free or reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service.</p> <p>The following actions are prohibited by law and regulation:</p> <ul style="list-style-type: none"> • Publicizing or announcing eligible households or children's names; • Using different mediums of exchange for differing eligibility statutes; cannot be coded or colored in a manner that would overtly identify free and reduced-price eligible children.

	<ul style="list-style-type: none"> • Having separate dining areas, service times or serving lines; • Limiting choices of reimbursable meals; and • Requiring that children work for their meals
USDA Counting and Claiming Manual FNS-270 (1991)	<p style="text-align: center;">Coded Roster to Prevent Overt Identification</p> <p>The procedures used with a roster must prevent overt identification. The roster should be coded in such a way that a student's eligibility category is not identifiable by anyone other than the food service personnel taking the count. Any roster used at the point of service and visible to students should use a code that is difficult for students to discern, but easy for the cashier to recognize and count correctly. If a roster is not ever visible to students, any coding method may be used.</p> <p style="text-align: center;"><i>Example of using a coded roster:</i></p> <p><i>The cashier or staff counting the meals is given a list of names of students participating in the food service program. A code indicating the appropriate eligibility category (free, reduced-price, or paid) is marked next to each name. At the point of service where each student receives a reimbursable meal, the student tells the cashier or meal counter his or her name or number or shows an ID card. The cashier matches either the name or number given verbally or on the card with the appropriate name or number on the roster and makes a mark or check at the appropriate place on the roster to indicate that the student has received a reimbursable meal. After the meal service, the cashier tallies up the meals marked by category and records them as a daily count by category.</i></p>
Reporting and Recordkeeping 7 CFR 210.15	<p style="text-align: center;">Daily Reporting</p> <p>Program meals and non-program meals (adult meals, such as teachers, visitors and second meals) must be recorded daily.</p> <p style="text-align: center;">Daily Edit Checks</p> <p>The sponsor is required conduct daily checks at each site to ensure the number of children currently eligible for free, reduced-price and paid meals, multiplied by the sponsor's attendance factor, do not exceed the meals served for the day. A sample <u>Daily Edit Check Worksheet</u> can be found on the ADE website.</p>
5.4	Meal Claiming
Meal Claiming CN14-04	<p>In Arizona, LEAs submit site-based claims for the total reimbursable meal counts (per F/R/P) for each operating month. Based on the LEA's participation in Child Nutrition Programs, the CNP Web claim will provide fields for NSLP, SBP, SMP and/or Afterschool Snack</p>

	<p>Program. Meals should be claimed at the NSLP site where the child was served a reimbursable meal. (e.g. If a student is enrolled at a NSLP school and goes to a different NSLP school for special classes and eats lunch, the school where the child ate at will claim the meal, not the school he/she is enrolled.)</p> <p>Exception: Schools that have separate Head Start/preschool operations on their campus to which they deliver meals must treat those operations as a second point of service. The Head Start/preschool must perform accurate meal counts that are reported and consolidated with the host school's reimbursement claim. The host school may not claim reimbursement on meal delivery counts, but instead must use the actual meal counts.</p>
<p>Due Date 7 CFR 210.8 (b)(1)</p>	<p>Due Date</p> <ul style="list-style-type: none"> • Claims submitted by the 10th of each month will be paid during the month of submission • Claims for the current month can be submitted starting the 1st day of the month following the claim month • Claims must be submitted within 60 days after the last day of the claiming month. For example, claims for meals served in the month of March, must be submitted to ADE no later than May 30 • Claims can be submitted or revised for previous months within the 60 day deadline • Claims cannot be submitted in the current month for the month ahead
<p>Attendance Factor CN 12-04</p>	<p>Attendance Factor</p> <p>ADE has established the following attendance factors:</p> <ol style="list-style-type: none"> 1. Public Schools use an attendance factor that is based on information from the 40th Day Report. For schools who do not report SAIS to the ADE, the AF will be derived differently. 2. State Schools, Correctional Institutions, and Residential Child Care Institutions use a 99% attendance factor. 3. When a saved claim shows an out of range error, double check claim entries to verify all information is correct. Then, check attendance factor in CNP Web. If actual attendance is higher, fill out an attendance factor calculation sheet (http://www.azed.gov/hns/nslp/forms/) and submit to the HNS Finance and Operations Unit for processing. If the established attendance factor is incorrect fill out the Attendance Factor Calculation Sheet and email the form to Health and Nutrition

	Grants Managements Unit at mailto:grants@azed.gov .
One Time Exception	<p align="center">One Time Exception</p> <p>Claims or upward revisions of claims 60 days past claim month can only be submitted as a One Time Exception, which can only be granted by the State Agency once every 36 months. To check your eligibility for a one time exception, contact the HNS Finance and Operations Unit. If you wish to request use of a one time exception, please use the form “Request for One-Time Exception Form” found on the Financial Information for Health and Nutrition Services webpage: http://www.azed.gov/hns/nslp/forms/.</p>
Combined Claims 7 CFR 210.8 (c)(1)	<p align="center">Combined Claims</p> <p>At the beginning of the school term, the first two claims may be combined if not more than 10 days of program operation occurred in the first month. At the end of the school term, May and June claims may be combined if not more than 10 days of program operation occurred in June. June and July claims may not be combined due to the reimbursement rate change in July. The end of the federal fiscal year claim (September) cannot be combined with the beginning of the next federal fiscal year claim (October).</p>
Revised Claims	<p align="center">Revised Claims</p> <p>A claim that has not been submitted for payment may be edited in CNP Web at any time. Once a claim has been submitted for payment any changes must be completed by creating a revised claim. Revised claims are created by selecting the “create new revision” option in CNP Web. A revised claim may be submitted within 60 calendar days following the claiming month. Payment for upward revisions will not be made after the 60-day deadline without a one-time exception. No exceptions will be granted if another exception (original or revised) was granted within a thirty-six month period. A downward revision to a claim may be made at any time.</p>
CNP Web Claiming System	<p align="center">Reimbursement Calculation</p> <p>CNP Web automatically calculates the reimbursement totals for each meal claimed, as well as, the total reimbursement for all meals. To compare CNP Web’s calculated totals with the actual reimbursement received; view the Site Meal Service Summary in the Claims section of CNP Web. Notify Health & Nutrition Services Finance and Operations Unit if a discrepancy is found.</p>

5.5	Allowable Claiming
Age Requirement 7 CFR 210.1	Age Requirement for Participation <p>The age requirement for participation in the National School Lunch Program, School Breakfast Program and the Special Milk Program is any person 21 chronological years of age or younger who is enrolled in an institution or school. This applies to both regular and special education students.</p>
Preschool and Day Care Programs 7 CFR 210.2 7 CFR 210.10 (p) 7 CFR 210.10 (p)(7) 7 CFR 210.10 (p)(7)(ii)	Preschool and Day Care Programs <p>7 CFR 210.2 indicates that an eligible NSLP site must be recognized as part of the educational system and if it serves preschoolers, the preschool must be physically located in a school that is part of the educational system. Preschool and day care programs on school campuses that are not operated by the school may not participate in the NSLP. However, the Preschool may enter into a catering contract with the NSLP school to supply meals; the Preschool could claim those meals under CACFP and pay the NSLP for those meals via the catering contract terms. When the day care program is open but the school is closed, the meals are not reimbursable.</p> <p>Snacks served during preschool and day care program hours are not reimbursable under NSLP; the following options are available:</p> <ul style="list-style-type: none"> • Participate in the Child and Adult Care Food Program (CACFP) rather than the NSLP. A sponsor <u>may not</u> participate in both the CACFP and NSLP unless the sponsor has an outside school hours care program that participates in CACFP. • The lunch meal may be split so 1 or 2 items are omitted from the meal and served later as an afternoon snack. There is no option to split breakfast items. With ADE approval, schools are encouraged to serve children ages 1 through 4 over two service periods. Schools may divide the quantities and/or the menu items, foods, or food items offered each time any way they wish. • Serve a snack without reimbursement. <p>If preschool and day care programs choose to participate in the CACFP rather than the NSLP, the school may provide meals but reimbursement would be claimed by the organization sponsoring the CACFP.</p>
Non-School Days FNS 786-7 Rev.2	Non-School Days

SNP-94-83	<p>The National School Lunch Act provides basic, comprehensive legislation for aid, in general, to the States in the operation of school lunch programs as permanent and integral parts of their school systems. Food and Nutrition Service (FNS) does not consider weekends, holidays, and vacations to be an integral part of the school system. Consequently, FNS does not authorize reimbursement for meals served in any of these situations, except as stated below.</p> <p>Weekends - Boarding Schools: Boarding schools may be reimbursed for student weekend breakfast and lunch meals if the following criteria are met:</p> <ol style="list-style-type: none"> 1. Three meals a day are served on Saturday and Sunday as documented by menus, and; 2. Breakfast and lunch meet the minimum federal meal pattern requirements. This criteria must be documented with food production records for these two meals, and; 3. There is an extension of education related activities on the weekend that is an integral part of the curriculum or an extension of the local educational program. The school must submit a written request to the CNP office for a decision on the validity of the activity. The number of student suppers should be recorded for reporting on the Annual Financial Report. <p>Weekends- Traditional Schools: Traditional Schools which operate Monday through Friday receive federal reimbursement for meals or milk served during the periods set aside for meal service during the regular school week. Meals served by the school sponsor on the weekend may be reimbursable if the activity is an integral part of the curriculum or an actual extension of the local educational program, and not simply a school-affiliated extracurricular event or activity, such as football, band and choral activity.</p> <p>Off-Track Students: Reimbursement is not available during off-track vacations for children in year-round schools. The Summer Food Service Program was created to provide meals to needy children during extended periods when they are not in school. For more information on the Summer Food Service Program contact the Health and Nutrition Services.</p>
5.6	Off Site Consumption
CN 14-03 FNS 786-8 Rev 1 CNP 94-89	<p>USDA will only reimburse those meals served to children in an “eligible” school that participates in the NSLP and/or the SBP. These off-site special situations are limited to meals served on supervised field trips and work-study programs. The home school cannot provide</p>

	<p>and claim a sack lunch every day for a pupil placement student attending classes at a nonparticipating or ineligible school. For example, a class goes on a field trip and the school provides sack lunches for that particular day. The school can receive reimbursement for the sack lunches. If a school is providing a sack lunch every day for the student(s) attending a different school that does not participate in the NSLP, the meal(s) cannot be reimbursed.</p> <p>For special situations such as work study, please refer to guidance FNS 786-8 Rev 1: Reimbursement for Off-Site Meal Consumption</p>
<p>Pupil Placement CN 14-03</p>	<p>Pupil Placement</p> <p>When a public school is unable to provide needed services directly to children, it may contract with a school to provide the needed educational services. For example, public school districts may place children who are discipline problems in an alternative school or place disabled children in a specialized school.</p> <p>Under the terms of these contracts, the child's public school district (home district) pays the tuition to the school in which it places the student. Although the home district may still consider these children "enrolled" and may include them in its State education funding formula, the children spend their entire school day at the placement school. Sometimes children from more than one public school district, or even more than one State, may use the services of a single school. The school that serves the meal must participate in the NSLP/SBP in order to claim reimbursement for the meals. The placement school, the home district, or another participating school may not claim the meal for reimbursement if the school that serves the meal:</p> <ul style="list-style-type: none"> • Is not eligible to participate in the NSLP/SBP, or • Chooses not to participate in the NSLP/SBP <p>This applies even if the home district or other participating school provides the meal to be served at the ineligible school.</p>
<p>Visiting Students CN 14-03</p>	<p>Visiting Students</p> <p>When a lunch program serves children who are visiting from another school during the lunch hour because of school activities, the host school may claim PAID reimbursement for the lunches served to all children, even though the visiting school may not have a lunch program. Free or reduced reimbursement may be claimed when the visiting school provides documentation of the number eligible in those categories. Those children eligible must be included in the eligibility section of the monthly reimbursement claim.</p>
<p>Student Workers</p>	<p>Student Workers</p>

	<p>Claim the student worker meals the same as any other student meals. Student workers eligible for free meals are claimed as "free," those eligible for reduced-price are claimed as "reduced," and those not eligible for free or reduced-price are claimed as "paid."</p>
<p>GED Programs FNS 776-7 Rev. 1</p>	<p>GED Programs</p> <p>Persons enrolled in a General Equivalency Diploma Program (GED) program or regular high school completion programs that operate during regular school hours in the regular school day may participate in the meal service. They would be required to complete a household application and claimed based on their eligibility (i.e. If they are determined to receive reduced benefits, the adult would pay the reduced meal cost and the school would claim the meal as reduced). Evening meals served to students in work study programs (i.e. in adult education courses or in delayed diploma programs) are not reimbursable.</p>
5.7	Unallowable Claiming
<p>Second Meals SP 10-2012 (v.8)</p>	<p>Second Meals</p> <p>SFAs must ensure that lunches and breakfasts are planned and produced on the basis of participation trends with the objective of providing one reimbursable lunch and/or breakfast per child per day. Production and participation records must be maintained to demonstrate positive action toward providing one reimbursable lunch and/or breakfast per child per day. If a school elects to offer second servings of any part of a reimbursable meal these foods must be counted toward the daily and weekly component contributions, as well as, towards the weekly dietary specifications and may not claimed for reimbursement. If second helpings or second meals are sold a la carte, they do not contribute toward the components or dietary specifications.</p>
<p>Adult Meals SP 13-2015 v2</p>	<p>Adult Meals</p> <p>Sponsors have the discretion to serve meals to anyone. Only meals served to children may be claimed as reimbursable meals. Meals served to adults must be reported differently than those served to children, depending on the if the adult is considered a Program adult or a non-Program adult:</p> <ul style="list-style-type: none"> • <i>Program Adults</i> work directly with the meal service at the site as either volunteers or paid employees. Meals may be served free to adults who meet this definition. These meals may not be claimed for reimbursement as a reimbursable meal, but may be counted as legitimate operating costs [7 CFR 225.9(d)(5)].

	<ul style="list-style-type: none"> • <i>Non-Program Adults</i> do not work in any direct way with the meal service at the site, such as a parent or guardian. Sponsors have the option to serve meals to non-program adults at no charge or charge the full cost of the meal. <p>The cost of meals served to non-Program adults may be counted as part of the sponsor's operating costs only if the adult pays, or non-Program funds cover, the full cost of the meal and the money received is reported as income to the Program [7 CFR 225.2 <i>Definition of Income accruing to the Program</i>]. The calculation of meal costs should be based on the full cost of producing the meal (i.e., food, supplies, labor, and other costs incurred by the sponsor). Sponsors also should include the value of the U.S. Department of Agriculture (USDA) Foods used to prepare the meal or this value may be based on the current year annual entitlement per meal value of USDA Foods.</p>
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6.1	Afterschool Care Snack Program Requirements
<p>Afterschool Care Snack Program Definition 7 CFR 210.2 SP 99-4 Edition 3</p>	<p>The National School Lunch Program (NSLP) offers cash reimbursement to help Local Education Agencies (LEAs) serve snacks to children in Afterschool or some extended school day activities aimed at promoting the health and wellbeing of children and youth in our communities. The purpose of this program must be to <u>provide care</u> in afterschool settings or provide an extended school day. Afterschool Care Snack Program (ASCSP) must be:</p> <ul style="list-style-type: none"> • operated by the school district, • must be open to all students, and • provide regularly scheduled activities in an organized, structured and supervised environment. These activities must include educational or enrichment activities (e.g., mentoring or tutoring programs). <p>Snacks must be served <u>after</u> the regular school day ends. The programs must meet State or local licensing requirements, if applicable, or State or local health and safety standards.</p>
<p>Afterschool Care Snack Program Participation Requirements 7 CFR 210.10(o)</p>	<p style="text-align: center;">Program Administration</p> <p>ASCSP must be operated by an LEA that is eligible to operate the NSLP. If an LEA operates NSLP in at least one of its sites, all sites can participate in ASCSP. The LEA, not another organization, must be fully responsible for the afterschool care snack program. The LEA does not have to use the school's personnel to be eligible. The LEA must retain final administrative and management responsibility for the program, including the program site. Afterschool care programs do not need to be licensed in order to participate in NSLP unless there is a local requirement to do so. Furthermore, the LEA providing site oversight must enter into agreement with Arizona Department of Education (ADE) and must assume full responsibility for meeting all program requirements.</p>
<p>Program Activity Requirements</p>	<p style="text-align: center;">Program Activity Requirements</p> <p>Participation is based on the activities the LEA is planning; supervised activities being held for the primary purpose of providing afterschool care. Any extracurricular activities such as the school choir, debate team, drama society, et al. can qualify to participate under this provision only if their basic purpose is to provide afterschool care as defined above. It must be emphasized that under no circumstances can athletic programs participating in competitive interscholastic sports be approved as afterschool care programs under this provision (i.e. JV Basketball, Varsity Soccer, Swim Team, etc.). However, programs that include supervised</p>

	<p>athletic activity in conjunction with education or enrichment activities may participate in the ASCSP. Eligible programs must be open to all students and must not limit membership for reasons other than space or security considerations, or, where applicable, licensing requirements.</p>
<p>Designated Afterschool Snack Hours CN 10-11</p>	<p>Designated Afterschool Snack Hours</p> <p>ASCSP must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised (“regularly scheduled” does not mean that the program must occur daily). Snacks may only be served to children for reimbursement when administering the NSLP and after their regular school day has ended. There is no federally mandated time limit between the end of school and the start of ASCSP, but the service of the snack must occur during the operation of the school’s ASCSP. In NSLP there are no restrictions on the amount of time that must elapse between meal services (e.g. lunch and afterschool snack).</p> <p>Schools that have “expanded learning time” may be eligible for the ASCSP. These are schools that have added significantly more school time for academic and enrichment opportunity to improve student achievement. Schools that operate more hours a day than the traditional school day may be eligible for ASCSP reimbursement if the school operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the LEA in which the school is located. This can be determined by using the average length of the school day of surrounding LEAs for single-school LEAs or using the average length of the school day for the district for multi-school LEAs.</p> <p>Schools are not eligible to receive reimbursement under this provision for snacks served on weekends or holidays, including vacation periods. If an LEA operates NSLP and claims reimbursement for lunches served during summer school, SFAs may also claim reimbursement for snacks served to children in Afterschool care programs during this period. Residential Child Care Institutions (RCCIs) are subject to the same provisions as any other school. They may NOT claim reimbursement for snack served on weekends, holidays, or vacation periods unless the snack is served during an activity that takes place after an educational enrichment activity that is determined to be an integral part of the curriculum or an actual extension of the local education system.</p>
<p>Monitoring Requirements 7 CFR 210.9 (c)</p>	<p>Monitoring Requirements</p> <p>The LEA must conduct a review for each ASCSP two times per year. The first review should be done during the first four weeks of the school year that the program is in operation. Year round schools or year round residential child care institutions (RCCI) should review the ASCSP during</p>

	<p>the first four weeks of its initial year of operation, once more during its first year of operation, and twice each year thereafter. The LEA should keep the review forms, Afterschool Snack Program Site Review, on file.</p>
<p>Afterschool Care Snack Eligibility 7 CFR 210.2 SP 99-4 Edition 3</p>	<p style="text-align: center;">Afterschool Care Snack Eligibility</p> <p>All school-age children meeting the age requirements below may receive a reimbursable snack. Afterschool snacks can also be served to Pre-K and Head Start participants after their regular school hours (i.e. after the Head Start Program).</p> <p>The age requirements for participation under the afterschool snack provision are somewhat different from those established for the NSLP and SBP in general. The law limits participation in the snack provision to children 18 years old and under. However, to reduce paperwork and ease administrative burdens on local administrators, Congress, in the conference report, authorized schools to continue receiving reimbursement for snacks served to children who become 19 during the school year ending the following June 30. This provision applies to residential child care institutions as well as all other schools. It must be emphasized that, under no circumstances, can a residential child care institution continue to be reimbursed for snacks served to children after the school year in which they become 19, and students continue to become ineligible for reimbursable lunches or breakfasts as soon as they reach 21.</p>
<p>Site and Area Eligibility CN 17-11 SP 99-4 Edition 3</p>	<p style="text-align: center;">Site and Area Eligibility</p> <p>The term “area eligibility” is used when applying for the after school snack program to indicate that the site where snack is being served does not have at least 50% of enrolled students eligible for free or reduced-price meals, but is located in the attendance area of a school that has either at least 50% of enrolled students eligible for free or reduced-price meals. Attendance area is a school’s specific area boundary lines. For example a household might reside in an attendance area that would be assigned to an elementary school, a middle school and a high school. If the elementary school did not have at least 50% of enrolled students eligible for free or reduced-price meals, but the middle school did have at least 50% of enrolled students eligible for free or reduced-price meals, the elementary school would be deemed “area eligible” for the ASCSP.</p> <p>The term “site eligible” is used when applying for the ASCSP to indicate that the site where snack is being served has at least 50% of enrolled students eligible for free or reduced-price meals.</p> <p>“Area eligible” and “site eligible” sites are able to claim and receive reimbursement at the free rate for snacks served to all children, regardless</p>

	<p>of each individual child's eligibility for free or reduced-price lunches and breakfasts. Under no circumstances may an area/site eligible school charge children for snacks claimed at the free reimbursement rate. When students attend an ASCSP at a site where they do not attend school, reimbursement is based on eligibility of the site, regardless of which schools the children attend, or the school the children would have attended were it not for the school's busing policy (the neighborhood school where the children live). LEAs may determine a site to be area eligible in situations as described above only if the LEA is able to document the percentage of children eligible for free and reduced-price meals at each school before and after students are reassigned (CN 17-11). To establish area eligibility, only data from the appropriate individual schools may be used. Data cannot be averaged district wide to establish area eligibility for the ASCSP.</p>
<p>Neither Site nor Area Eligible 7 CFR 210.4 (b)(3)(iii)</p>	<p>Neither Site nor Area Eligible</p> <p>Sites which are not in areas served by a school in which at least 50% of the enrolled children are eligible for free or reduced-price meals must count snacks and claim reimbursement by type (free, reduced-price, and paid) using a benefit issuance document (BID), and must have documentation of students eligibility. Under no circumstances may a school charge children for snacks claimed at the free reimbursement rate. Charges for reduced-price snacks may not exceed 15 cents, as stipulated in program regulations at 7 CFR 210.4(b)(3)(iii).</p>
<p>Location Consideration SP 99-4 Edition 3</p>	<p>Location Consideration</p> <p>Regardless of where the students attend school, the eligibility of the ASCSP is based on the actual site where the program is administered. If schools have unassigned attendance areas, afterschool care programs should use the free and reduced-price enrollment data from that particular school to determine eligibility for the ASCSP.</p>
<p>Afterschool Care Snack Program Application</p>	<p>Afterschool Care Snack Program Application</p> <p>Sites that meet the eligibility criteria and intend to operate the ASCSP must complete Section 10, Afterschool Snack Program, on the site application in CNP Web. In Section 10, the description of the education or enrichment activity must describe the activity and state that the program is open to all students. Sites may apply for ASCSP at any time during the program year.</p>
<p>Afterschool Care Snack Point of Service SP 99-4 Edition 3</p>	<p>Afterschool Care Snack Point of Service</p> <p>A total meal count of the number of students receiving a snack must be recorded daily for sites that have over 50% of children eligible for free and</p>

	<p>reduced price meals (Site Eligible), or sites that are located in areas served by a school in which at least 50% of the enrolled children are eligible for free and reduced-price meals (Area Eligible). Sites which are not in areas served by a school in which at least 50% of the enrolled children are certified eligible for free or reduced-price meals must count snacks and claim reimbursement by benefits type (free, reduced-price, or paid) for each student, and must have documentation of eligibility (Neither Site nor Area Eligible). Snacks must be consumed on site.</p>
<p>Afterschool Care Snack Program Meal Pattern 7 CFR 210.10 SP 32-2015 CN 08-12</p>	<p style="text-align: center;">Afterschool Care Snack Program Meal Pattern</p> <p>Snack must contain at least two different components from the following four choices to be reimbursable:</p> <ul style="list-style-type: none"> • Fluid milk • Meat or meat alternate • Vegetables or fruits; 100% vegetable or fruit juice • Whole or enriched grain product <p>Water availability is required during the ASCSP. There is no offer versus serve meal option for snack meal pattern. Schools must follow proper sanitary procedures.</p> <p>USDA commodities can be used in the ASCSP; however the school will not earn additional entitlement commodities as a result of serving afterschool snacks.</p> <p>Schools must make substitutions in afterschool snacks for students who are considered to have a disability under 7 CFR 15 (b)(3) and whose disability restricts their diet. Substitutions must be made on a case by case basis only when supported by a written statement of the need for substitution(s) that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by a State recognized medical authority (examples listed in section 4.4 of this document). Schools may make substitutions for students without disabilities who cannot consume the afterschool snack because of medical or other special dietary needs. Except with respect to substitutions for fluid milk, such a statement must be signed by a recognized medical authority.</p>

<div>Afterschool Care Snack Program Meal Pattern 7 CFR 210.10</div>	<div>Meal Pattern for Snacks</div> <table><tr><th>Snack for children</th><th>Ages 1 and 2</th><th>Ages 3 through 5</th><th>Ages 6 through 18</th></tr><tr><td colspan="4">Snack: (select 2 of these 4 components)</td></tr><tr><td>1. Milk, fluid</td><td>½ cup</td><td>½ cup</td><td>1 cup</td></tr><tr><td>2. Vegetable, fruit, or 100% full-strength juice***</td><td>½ cup</td><td>½ cup</td><td>¾ cup</td></tr><tr><td>3. Grains/ Breads (whole grain or enriched): bread or cornbread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains</td><td>½ slice ½ serving ¼ cup or 1/3 oz ¼ cup</td><td>½ slice ½ serving 1/3 cup or ½ oz ¼ cup</td><td>1 slice 1 serving ¾ cup or 1 oz ½ cup</td></tr><tr><td>4. Meat or meat alternates: Lean meat, fish or poultry (edible portion as served) or cheese* or egg or yogurt or cooked dry beans or peas** or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds</td><td>½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz</td><td>½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz</td><td>1 oz 1 oz 1 egg or ½ ¼ cup 2 Tbsp 1 oz</td></tr><tr><td colspan="4">or any equivalent quantity of any combination of the above meat/ meat alternates</td></tr></table> <div><div>*natural or processed only</div><div>**in the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components</div><div>***juice may not be served when milk is served as the other component</div></div>	Snack for children	Ages 1 and 2	Ages 3 through 5	Ages 6 through 18	Snack: (select 2 of these 4 components)				1. Milk, fluid	½ cup	½ cup	1 cup	2. Vegetable, fruit, or 100% full-strength juice***	½ cup	½ cup	¾ cup	3. Grains/ Breads (whole grain or enriched): bread or cornbread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	½ slice ½ serving ¼ cup or 1/3 oz ¼ cup	½ slice ½ serving 1/3 cup or ½ oz ¼ cup	1 slice 1 serving ¾ cup or 1 oz ½ cup	4. Meat or meat alternates: Lean meat, fish or poultry (edible portion as served) or cheese* or egg or yogurt or cooked dry beans or peas** or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds	½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz	½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz	1 oz 1 oz 1 egg or ½ ¼ cup 2 Tbsp 1 oz	or any equivalent quantity of any combination of the above meat/ meat alternates			
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2. Vegetable, fruit, or 100% full-strength juice***	½ cup	½ cup	¾ cup																										
3. Grains/ Breads (whole grain or enriched): bread or cornbread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	½ slice ½ serving ¼ cup or 1/3 oz ¼ cup	½ slice ½ serving 1/3 cup or ½ oz ¼ cup	1 slice 1 serving ¾ cup or 1 oz ½ cup																										
4. Meat or meat alternates: Lean meat, fish or poultry (edible portion as served) or cheese* or egg or yogurt or cooked dry beans or peas** or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds	½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz	½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz	1 oz 1 oz 1 egg or ½ ¼ cup 2 Tbsp 1 oz																										
or any equivalent quantity of any combination of the above meat/ meat alternates																													
<div>Afterschool Care Snack Program Record Keeping Requirements 7 CFR 210.10 (a)(3)</div>	<div>Afterschool Care Snack Program Record Keeping Requirements</div> <div><div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div>																												
<div>At Risk Afterschool Meal Option</div>	<div>At Risk Afterschool Meal Option</div> <div>Schools operating NSLP have the option of offering At Risk Afterschool Meal Option through the Child and Adult Care Food Program (CACFP). Please refer to the ADE CACFP At-Risk Afterschool Program website for further information on the At Risk Meals Program.</div>																												

7.1	Overview of Residential Child Care Institution (RCCI)
	<p>For all information and forms pertaining to RCCIs (including juvenile detention centers) is available on the Arizona Department of Education School Nutrition Programs website for Residential Child Care Institution.</p>
<p>Qualifications 7 CFR 210.2- <i>Definitions</i></p> <p>USDA Eligibility for School Meals: <i>Terms used in this Manual</i></p>	<p>RCCI is any distinct part of a public or non-profit private institution which:</p> <ol style="list-style-type: none"> 1. Maintains children in residence, 2. Operates principally for the care of children and; 3. If private, is licensed by the State or local government to provide residential childcare services under the appropriate licensing code. 4. The regulatory definition of “School” for NSLP, SBP and SMP includes RCCIs. <p>RCCIs can receive full benefits of the Child Nutrition Programs (CNP) per Public Law 94-105 provided that they are a public or non-profit private residential institution which operates principally for the care of children and, if private, is licensed and “tax exempt” under Section 501c(3) of the Internal Revenue Code. A public institution is one that is operated by and primarily responsible to any level of federal, state or local government. A private, non-profit institution is one that is not public and is tax exempt.</p> <p>A boarding school is not considered an RCCI unless it meets the criteria stated above.</p>
<p>Types of RCCIs 7 CFR 210.2- <i>Definitions</i></p> <p>FNS Instruction: 776-7 Rev 1</p>	<p>Types of RCCIs</p> <p>The term “residential child care institutions” includes, but is not limited to:</p> <ul style="list-style-type: none"> • juvenile detention centers • homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; • group homes; • halfway houses; • orphanages; • temporary shelters for abused children and for runaway children as long as the institution operates on a continuous basis; • long-term care facilities for chronically ill children (A long-term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more); • institutions where both children and adults are in residence. (If an institution primarily serves and cares for adults, the institution may participate in the School Nutrition Programs if the residing children are located in a distinct part of the institution (such as a separate wing or area) designated primarily for the care of children. In such an institution, as well as in an institution which operates principally for the care of children, but also has adults (persons 21 chronological years of age and over) in residence, only those reimbursable meals

	served to children may be claimed for reimbursement.)
FNS Instruction: 776-7 Rev 1	RCCIs are eligible to participate and receive reimbursement in both the National School Lunch Program (NSLP) and School Breakfast Program (SBP). They can also receive reimbursement for milk under the Special Milk Program (SMP) provided they are not claiming reimbursement for those students under either the SBP or the NSLP. All meals served to eligible students must meet the meal pattern requirements.
Types of RCCI Students	<p>Types of RCCI Students</p> <p>RCCIs have two types of children who attend: residential students and day students. A residential student is one who resides in the facility and is considered a one-person household. A day student is one who attends the RCCI but does not reside in the facility.</p>
Residential Student	<p>Residential Student</p> <p>A residential child in a RCCI is considered a one-person household because he/she is not living with his/her actual family as an economic unit. The child resides, temporarily or permanently, in a residential-type facility, which the State has determined, is not a boarding school.</p>
Non-Residential/Day Student CN 05-09	<p>Non-Residential/Day Student</p> <p>Day students are children who attend, but do not reside in an RCCI.</p>
7.2	Eligibility Requirements
<p>Student Eligibility USDA Eligibility for School Meals – <i>Exemption to Household Applications</i></p>	<p>All RCCIs must have supporting eligibility documentation for each child receiving reimbursable meals.</p> <p>RCCIs with day students: Children attending but not residing in an RCCI are considered members of their household and their eligibility for free, reduced-price, or paid meal benefits is determined based on the information on the household application or through direct certification.</p> <p>RCCIs without day students: Each child residing in an RCCI is considered a household of one. An application is completed for each child <u>unless</u> the RCCI uses a Master List (eligibility documentation sheet) for all children residing in the RCCI.</p>

<p>USDA Eligibility for School Meals – <i>Income for a Child Residing in an RCCI or Institutions, Institutionalized Child's Income</i></p> <p>FNS Instruction 782-13: Guidelines for Policy Statement When Serving Meals or Milk Without Separate Charge</p>	<p style="text-align: center;">Master List</p> <p>The Master List must provide information indicating:</p> <ul style="list-style-type: none"> • child's name • personal income received by the child (Only the income earned by a child from full-time or regular part-time employment and/or personally received by the child while in residence at the RCCI or institution is considered income. Payments from any source directly received by the RCCI or institution on a child's behalf are not considered as income to the child.) • child's date of birth • date of admission • date of release <p>The Master List must be signed by an appropriate official and provide the official's title and contact information.</p> <p>For a sample Master List, please refer to the Arizona Department of Education School Nutrition Programs website for Residential Child Care Institution.</p>
<p>Verification USDA Eligibility for School Meals: <i>Verification</i></p>	<p style="text-align: center;">Verification</p> <p>Verification is the process of confirming the eligibility for free and reduced-price meals under the National School Lunch Program or School Breakfast Program. All Residential Child Care Institutions (RCCIs) must submit the on-line CNP Verification Report by February 1 of each school year. RCCIs are exempt from verification activities except for household applications of day students. For more information on Verification, please refer to the Arizona Department of Education School Nutrition Programs website for Residential Child Care Institution.</p>
<p>Direct Certification CN 05-09</p>	<p style="text-align: center;">Direct Certification</p> <p>RCCIs must conduct Direct Certification for day students. Only RCCIs without day students are exempt from conducting mandatory Direct Certification.</p>
7.3	
Meal Counting/Claiming	
	<p>Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement RCCI personnel must accurately count, record, and claim the number meals actually served to students by eligibility category at the point of service (POS). The number of meals claimed for reimbursement must have adequate documentation on file to support the claim.</p>

<p>POS Meal Counts 7 CFR 210.7(c)(2)- <i>Point of Service Alternatives</i></p> <p>USDA Meal Counting and Claiming Manual (FNS 270) <i>Point of Service Meal Counts</i></p>	<p>POS Meal Counts</p> <p>Meals are counted at that point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an eligible child. Meal counts cannot be determined by attendance, tray counting or any other method that does not specifically confirm the exchange of the reimbursable meal and the eligible child. If a situation exists where a POS meal count cannot be taken, please contact the Arizona Department of Education for approval of a POS alternative.</p> <p>The numbers of reimbursable meals served daily, by category to eligible children must be recorded. The particular recording method used must ensure that correct counts by category are reported in a way that can be easily read, edited, and consolidated into an accurate monthly claim for reimbursement.</p>
<p>Claiming USDA Meal Counting and Claiming Manual (FNS 270) <i>Claim for Reimbursement</i></p>	<p>Claiming</p> <p>RCCI meal counts, by eligibility category, are submitted on a monthly basis for each site. Only one meal per child per meal service may be claimed for reimbursement. Adult meals, a la carte items, and snacks (unless approved for the After School Snack Program), dinners and second meals are not reimbursable and should be accounted for separately.</p>
<p>Daily Edit Checks USDA Meal Counting and Claiming Manual (FNS 270) <i>Internal Controls</i></p> <p>7CFR210.8(a)(3)- Claims for Reimbursement</p>	<p>Daily Edit Checks</p> <p>RCCIs must establish internal controls to ensure that an accurate claim for reimbursement has been made. Internal controls protect the RCCI from having erroneous claims and potential over claims.</p> <p>RCCIs are to conduct <i>daily</i> edit checks at each site for each meal service to ensure that the daily meal count does not exceed the number of eligible children. It is recommended that all RCCIs use the template provided by ADE found on the Arizona Department of Education School Nutrition Programs website for Residential Child Care Institution. (Note: this is the same Daily Edit Check required for LEAs operating normal NSLP). To complete the Daily Edit Check, refer to each site claim in CNP Web to obtain the attendance factor.</p>
<p>7.4</p>	<p>Meal Pattern</p>
	<p>Meals served through the NSLP and the SBP must meet the following nutrition standards established by USDA in order to qualify for reimbursement. Please refer to <i>Section 4: Food Service</i> in this manual for daily and weekly menu requirements. Any exceptions from the Meal Pattern specifically for RCCIs are listed below.</p>

<p>Age/Grade Groups SP 10-2012 v.8 CN 02-13</p>	<p style="text-align: center;">Age/Grade Groups</p> <p>The established grade groups are: grades K-5 (ages 5-10), grades 6-8 (ages 11-13), and grades 9-12 (ages 14-18).</p> <p>RCCIs are able to serve the meal pattern planned for the highest age/grade group to all residential students (even when the age/grades being served span more than one age/grade group). In order to utilize this flexibility, the RCCI must submit an exception to ADE explaining how all of the following criteria are met:</p> <ol style="list-style-type: none"> 1. Operational limitations to separating age/grade groups; and 2. Have legitimate safety concerns if students are served different portions.
<p>Food Components SP 10-2012 v.8</p>	<p style="text-align: center;">Food Components</p> <p>RCCIs must meet daily and weekly Meal Pattern requirements, which include the 5 food components.</p> <p>RCCIs that are juvenile detention centers may meet the milk variety requirement over the week rather than daily if there are potential, legitimate safety concerns regarding offering different milk to students. For example, the RCCI may offer all students flavored nonfat milk on some days of the week, and unflavored low-fat milk on other days.</p>
<p>Weekly Operating Cycle SP 10-2012 v.8</p>	<p style="text-align: center;">Weekly Operating Cycle</p> <p>For weekend meals, the RCCI must follow the daily and weekly meal pattern requirements. The operator may add three weekends together to create a 6-day school week and follow the Short and Long Week Calculation meal chart. Only the “additional vegetables” category is adjusted, and no adjustment to any of the dietary specifications is required since they are weekly averages (the same value applies, whether it is a school week of 6 or 7 days). For a sporadic meal offered during the week, only the daily meal pattern requirements would apply. The sporadic meals would not be included in the nutrient analysis. Three days is the minimum weekly operating cycle.</p>
<p>Calorie Waiver HNS 47-13</p>	<p style="text-align: center;">Calorie Waiver</p> <p>There is no waiver for the nutrition standards (meal patterns and dietary specifications) for any RCCI, including those residents who are engaged in high energy, physical work and pregnant residents.</p> <p>To meet caloric needs of the RCCI participants, the operator may increase the calories provided through other meal services such as snacks and dinner.</p>

<p>Meal Consumption FNS Instruction 786-8 Reimbursement for Off-Site Meal Consumption</p>	<p>Program regulations clearly intend that meals reimbursed under the Child Nutrition Programs be served and consumed on the residential child care institution (RCCI) premises. It is not permissible to allow children to take food away from the cafeteria or dining area to eat at a later time. RCCI meals that are given to children to take home (or elsewhere) are not reimbursable. However, meals such as those taken on supervised field trips may be reimbursed if they meet the meal pattern requirements and are served and consumed as part of a RCCI related function. These functions must be an integral part of the curriculum and not extracurricular events.</p> <p>Also, sack lunches sent to school with institutionalized children may be claimed provided that the school is not already claiming lunches, breakfasts or milk for those institutionalized children. If those institutionalized children attend another school and are served a meal at that school, those children cannot not be claimed at the RCCI facility. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage.</p> <p>The NSLP is intended to feed children; it is therefore not permissible for parents to eat off of their child's plate when visiting during meal service. Adults desiring a meal are required to purchase one at a price established to cover the full cost of the meal.</p>
<p>Offer vs. Serve USDA Offer vs. Serve Manual – <i>Pre-Plated Meals</i></p>	<p>Offer vs. Serve</p> <p>Offer versus serve or OVS is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.</p> <p>At the senior high school level, OVS is required at lunch unless the school or SFA demonstrates to ADE that their system does not accommodate OVS. This is most common at certain RCCIs. While schools and RCCIs serving pre-plated meals are not required to change their meal service system, they are encouraged to make modifications to accommodate OVS. For example, an RCCI could offer the fruit, vegetable, grain and/or milk components/food items separately to allow students to have some level of choice about what they want to eat. A basket with a variety of fruits and a separate cooler with milk choices would be possible ways to implement OVS in this situation.</p> <p>Please refer to USDA's Offer vs. Serve Manual for more information.</p>
<p>Family Style USDA Offer vs. Serve Manual – <i>Family Style Meals</i></p>	<p>Family Style</p> <p>Family style meal service allows students to serve themselves from common dishes of food with assistance from supervising adults. Offered meals must</p>

SP-98-06	<p>meet all of the daily and weekly food component/food item requirements, as well as the weekly dietary specifications.</p> <p>This meal service must be exercised in compliance with the following practices, at a minimum:</p> <ol style="list-style-type: none"> 1. Sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate supervising adult(s) if they eat with the children. (These adult meals cannot be claimed). 2. While family style meal service allows students to make choices in selecting foods, the supervising adult should initially <i>offer</i> the full planned serving of each food component/food item to each child. However, since replenishment is immediately available at each table, the initial <i>serving</i> of a food component/food item may be less than the full required minimum serving size. 3. Because of the requirement under OVS for the NLSP (and for the SBP meal service beginning in School Year 2014-2015) that each student select at least ½ cup of a fruit or vegetable, the adult supervisor must ensure that each student selects at least a ½ cup of fruit or vegetable or a combination of both during the course of a family style. 4. During the course of the meal, it is the responsibility of the supervising adults to actively encourage each child to accept service of the full required portion for each food component of the meal pattern. <p>Program administrators are encouraged to contact their local health department for possible sanitation restrictions before beginning family style meal service.</p>
7.5	Additional Recordkeeping
<p>Civil Rights Compliance FNS Instruction 113-1</p>	<p>Civil Rights Compliance</p> <p>All RCCIs (with or without day students) must maintain on file the racial/ethnic makeup of the children applying and participating in the program. The RCCI Civil Rights Compliance Form must be completed annually by December 15th.</p>
<p>On-Site Monitoring 7 CFR 210.8(a)(1)</p>	<p>On-Site Monitoring</p> <p>RCCIs with more than one site must complete the On-Site Facility Review Form. Juvenile Detention sites should use the On Site Facility Review Form found on the ADE School Nutrition website.</p>

8.1	Special Assistance: Provision 2 and 3
<p>Special Assistance Provision 2 and Provision 3 CN 41-06 CN 48-02 CN 12-01</p>	<p>Special Assistance is a paperwork reduction provision available to sponsors that have high percentages of their enrollment eligible for free or reduced-price meals. Congress incorporated into Section 11(a)(1) of the National School Lunch Act alternative provisions to the traditional requirements for determining eligibility for free and reduced-price school meals. The four variations of Special Assistance are: Provision 1, Provision 2, Provision 3 and Community Eligibility Provision (CEP). All four provisions allow for a reduction in the frequency that household applications need to be collected. Arizona participates in Provision 2, Provision 3 and CEP.</p> <p>For participation in Provision 2 & 3, approval is contingent upon having an accurate income application approval system and accurate meal counting system. Sponsors must have operated the National School Lunch Program (NSLP) for a minimum of two years.</p> <p>The core concept of Provisions 2 & 3 is a reduction in administrative costs in conjunction with operating a non-pricing program for all students. Simply, if the district agrees to provide meals to all enrolled students at no charge, the USDA eliminates the requirement to collect applications for 3 to 4 years. These provisions have the potential to impact participation, collection and verification of applications, labor costs, cash-handling costs (collections, charges, and write-offs), a la carte sales, and hardware/software costs. Provisions 2 & 3 also allow for simplified meal counting procedures.</p> <p>Provisions 2 & 3 participation is site based. Sponsors that have multiple sites may have one or more sites on Provision 2 or 3 for breakfast and/or lunch. A site could participate in Provision 2 or 3 for both Breakfast and Lunch. A site also has the option of participating in Provision 2 or 3 for SBP only and operating regular NSLP for lunch.</p> <p>For more information regarding the Special Assistance Provisions 2 and 3 please see the Special Assistance Provisions Webpage.</p>
<p>Applying for Provision 2 and 3</p>	<p>Base Year Application</p> <p>Before beginning a Base Year for Provision 2 or 3, SFAs must have operated NSLP for two years. To apply for a Base Year, the Special Assistance Application must be submitted by May 1st of the preceding school year and the Applying for a Provision 2/3 Base Year Training must be successfully completed.</p>

Non-Base Year Approval	<p>Non-Base Year Approval</p> <p>In order to be approved to operate a Non-Base Year, SFAs must successfully pass the Base Year Administrative Review, complete Verification correctly and on time, be in compliance with all Direct Certification requirements as well as all program regulations and successfully complete the Operating a Provision 2/3 Non-base Year Training.</p>
Indicating Provision 2 or 3 in CNP Web	<p>Indicating Provision 2 or 3 in CNP Web</p> <p>Annually, sites participating in Special Assistance Provision 2 or 3 must indicate via CNP Web in Common Logon, “Provision Base Year” or “Non-Base Year” status in the site and sponsor application.</p>
Applying for an Extension	<p>Applying for an Extension</p> <p>SFAs participating in Special Assistance Provision 2 or 3 have the opportunity to apply for an extension to their provision. Extensions are granted in four year increments and allow SFAs to continue operating on non-base years using their original base year data. There are two required due dates within the Special Assistance Extension Application Packet ; (1) May 1st of the second to last Non-Base Year request for an extension and permission to collect socioeconomic data and (2) March 1st of your last Non-Base Year to submit the socioeconomic data. For assistance in applying for an extension, refer to the How to Apply for an Extension in Provision 2/3 Guidance.</p>
Provision 2&3 Record Keeping	<p>Provision 2&3 Record Keeping</p> <p>Sponsors on Provision 2 or 3 are required to retain Base Year records for five years, or until a new Base Year is established. If the LEA was granted an extension, the extension application, socioeconomic data and Non-Base Year data must be retained for a minimum of five years.</p>
8.2	Special Assistance: Community Eligibility Provision
<p>Special Assistance Community Eligibility Provision SP 16-2015 SP 21-2014</p>	<p>The intent of the Community Eligibility Provision (CEP) is to improve access to free school meals in eligible high poverty areas; in turn, eliminating the administrative burden of collecting household applications. To be eligible, LEAs and/or schools must:</p> <ul style="list-style-type: none"> • meet a minimum level (40%) of identified students as of April 1 of year prior to implementing the CEP; • agree to serve free lunches and breakfasts to all students; • not collect free and reduced price applications from households in participating schools;

	<ul style="list-style-type: none"> agree to cover, with non-Federal funds, any costs of providing free meals to all students above amounts provided in Federal assistance. Reimbursement is based on claiming percentages derived from the identified student percentages. <p>The <i>Identified Students</i> are students certified for free meals through means other than individual household applications; this primarily includes students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and the Food Distribution Program on Indian Reservations (FDPIR), including household members that this eligibility extends to. It also includes Foster children with a notice to provider, homeless, runaway, migrant, Head Start, Pre-K Evenstart and FACE. It does not include students who are categorically eligible based on submission of a free and reduced-price application.</p>
Annual Identified Student Data Submission SP 24-2015	<p style="text-align: center;">Annual Identified Student Data Submission</p> <p>The United States Department of Agriculture requires all LEAs to provide enrollment and identified student data to the ADE by April 15, annually. All LEAs must collect and submit the current enrollment and identified student data for each individual school, representative of April 1 of the current school year, by April 15, of that same year.</p>
CEP Claiming Percentages SP 16-2015	<p style="text-align: center;">CEP Claiming Percentages</p> <p>The Identified Student Percentage (ISP) established for a school in the first year may be used for a period of four school years and may be increased each year based on the prior year's data as of April 1, if the ISP rises for the LEA and/or school. Should the sponsor choose to, the four year cycle can also be reestablished with each update of an increased ISP. The percentage of identified students is multiplied by a factor of 1.6 to determine the total percentage of meals reimbursed at the Federal free reimbursement rate (The percentage derived from this calculation must not exceed 100 percent). The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal paid reimbursement rate. Schools apply the claiming percentages to the total number of lunch and the total number of breakfast meals served to determine the number of meals claimed at the free and paid rates.</p>
Participating in CEP SP 16-2015	<p style="text-align: center;">Participating in CEP</p> <p>An LEA may participate in the CEP for all schools in the LEA or only some schools, depending on the eligibility of individual schools and financial considerations based on the anticipated level of Federal</p>

	<p>reimbursement and other non-Federal support that may be available to cover any meal costs in excess of the Federal reimbursement. Participating schools must submit by June 30 each year the Annual Identified Student Percentage (ISP) Form and choose to either:</p> <ol style="list-style-type: none"> 1. Keep the current ISP and remain on the current CEP cycle 2. Update the ISP using the most recent April 1 figures and remain in the current CEP cycle 3. Update the ISP using the most recent April 1 figures and begin a new CEP cycle <p>Once a cycle concludes, those participating LEAs that continue to meet the minimum identified student percentage may immediately begin another four year cycle. For participating schools falling below the minimum percentage at the end of their four year cycle, there is the possibility to continue to participate for a “grace year.” A participating LEA or school may stop participating in the CEP during the four year cycle by notifying the State agency no later than June 30 of the school year prior to when they want to return to normal counting and claiming procedures. This will allow sufficient time for the LEA to prepare for the certification process in the coming school year.</p>
<p>Applying for CEP SP 16-2015</p>	<p>Application for CEP Sponsors wishing to participate in CEP must complete and submit all documents listed in the How to Apply for CEP document to ADE by June 30 of the preceding school year.</p> <p>How to submit forms for CEP Attach the above forms in an email and send to: ADESchoolNutrition@azed.gov Fax to 602-542-1531 Attention: Community Eligibility Provision Coordinator. For any questions pertaining to CEP, please refer to the ADE Special Assistance webpage.</p>

9.1	Special Milk Program Requirements
Special Milk Program Regulation 7 CFR 215.7	<p>The Special Milk Program (SMP) is a program under which participating schools operating a non-profit milk program receive cash assistance for each half-pint of milk served in accordance with 7 CFR Part 215.</p> <p>The SMP is designed to encourage the consumption of milk by children. This program makes milk available to children in non-profit schools (except schools participating in the National School Lunch Program), non-profit preschools, childcare centers, settlement houses, summer camps, and split-session kindergarten programs conducted in schools which do not provide access to the regular meal service for these children. Those that participate in the SMP are required to maintain the same documentation that is required for free and reduced-price meals.</p>
Special Milk Program Types	<p style="text-align: center;">Non-Pricing</p> <p>Do Not Collect Applications and Do Not Charge Students:</p> <ul style="list-style-type: none"> • No Kids Pay • No Point of Service • No Applications • Reimbursed at the Paid Rate
	<p style="text-align: center;">Pricing without Free Milk</p> <p>Do Not Collect Applications and Charge Students:</p> <ul style="list-style-type: none"> • All Kids Pay • No Point of Service • No Applications • Reimbursed at the Paid Rate
	<p style="text-align: center;">Pricing with Free Milk</p> <p>Collect Applications and Do Not Charge Students or Collect Applications and Charge Students:</p> <ul style="list-style-type: none"> • Paid eligible children pay, Free eligible children do not pay • Must have Point of Service Meal Counts • Use Applications • Must participate in Verification • Reimbursed at the Free and Paid Rate

10.1**All Foods Sold in School: Smart Snacks and Arizona Nutrition Standards****Definitions**

7 CFR 210.11 (a)
7 CFR 210.11
(ARS) 15-242

Definitions

Competitive food means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the *School campus* during the *School day*.

Smart Snacks- United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) established federal nutrition standards for all foods sold in schools other than food sold under the lunch and breakfast programs. The Smart Snacks in School regulation applies to foods sold a la carte, in the school store, and vending machines.

School campus means, for the purpose of competitive food standards implementation, all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

School day means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.

Arizona Nutrition Standards- Arizona created the Arizona Nutrition Standards effective July 1, 2006 in response to ARS 15-242, requiring nutrition standards that meet at least the federal guidelines and regulations of foods and beverages sold or served on the school grounds specific to elementary schools, middle schools and junior high schools during the normal school day.

Revised Arizona Nutrition Standards- In 2014, ADE revised the Arizona Nutrition Standards to ensure consistency with the federal nutrition standards. Effective July 1, 2014, all foods and beverages must follow the federal standards as it pertains in USDA's Competitive Food Standards (Smart Snacks) for all foods sold or served to grades K-8. Refer to the complete [Arizona Nutrition Standards](#).

	<div><div>Grades K-8 vs. 9-12: Competitive Food Regulations</div><table><tr><td></td><td>Midnight from the night before</td><td>SBP Meal Service</td><td></td><td>NSLP Meal Service</td><td></td><td>End of School Day</td><td>30 minutes after end of school</td><td>31 minutes after school – 11:59pm</td></tr><tr><td>K-8:</td><td colspan="7">Restrict Sale/Serving of Foods not meeting Arizona Nutrition Standards*</td><td></td></tr><tr><td>9-12:</td><td colspan="7">Restrict Sale of Foods not meeting Smart Snacks</td><td></td></tr></table><div>*Arizona Nutrition Standards have been revised to be consistent with the federal food and beverage standards per the Smart Snacks.</div></div>		Midnight from the night before	SBP Meal Service		NSLP Meal Service		End of School Day	30 minutes after end of school	31 minutes after school – 11:59pm	K-8:	Restrict Sale/Serving of Foods not meeting Arizona Nutrition Standards*								9-12:	Restrict Sale of Foods not meeting Smart Snacks							
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9-12:	Restrict Sale of Foods not meeting Smart Snacks																											
Competitive Food Standards Policy Guidance 7 CFR 210.10	<div>Competitive Food Standards Policy Guidance</div> <div>For information and policy guidance on Smart Snacks and Arizona Nutrition Standards, please refer to The Arizona Nutrition Standards and Competitive Foods Webpage. Additionally, the Web-Based Course: Smart Snacks and Competitive Foods Standards in Arizona presentation can be viewed.</div>																											
10.2	Special Situations																											
Fundraisers HNS 04-15 SP 36-2014 HNS 04-15	<div>Fundraisers</div> <div>There are no restrictions on the number of fundraisers that include the sale of food items that <i>meet</i> the Smart Snacks Standards, nor on the sale of non-food items.</div> <div>For guidance on fundraisers that do not meet the Smart Snacks Standards please refer to HNS 04-15.</div> <div>Additionally, Smart Snack Standards do not apply to fundraisers in which the food sold is clearly not for consumption on the school campus during the school day. (i.e. Frozen cookie dough)</div>																											
Classroom Parties Interim Final Rule: Questions & Answers	<div>Classroom Parties</div> <div>The standards do not apply to foods brought to school in bagged lunches, or for activities such as birthday parties, holidays, and other celebrations. USDA has no role in regulating foods brought from home. These standards only affect foods that are sold on the school campus during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to these standards.</div>																											

	<p>For grades K-8, should a school official provide food or beverage for a celebration or party, that food or beverage would need to meet the Smart Snack standards.</p>
<p>Culinary Education Programs SP 40-2014</p>	<p style="text-align: center;">Culinary Education Programs</p> <p>The Smart Snacks Standards have no impact on the culinary education programs' <u>curriculum</u> in schools, nor do they have any impacts on foods sold to <u>adults</u> at any time or to students outside of the school day. However, the foods sold by culinary education programs <u>to students on campus during the school day</u>, must meet the Smart Snacks nutrition standards.</p>
<p>Recordkeeping SP 23-2014v.3</p>	<p style="text-align: center;">Recordkeeping</p> <p>The LEA is responsible for the maintenance of records that document compliance with the nutrition standards for all competitive food available for sale to students in areas under its jurisdiction that are outside of the control of the school food authority responsible for the service of reimbursable school meals. In addition, the LEA is responsible for ensuring that organizations designated as responsible for food service at the various venues in the schools maintain records in order to ensure and document compliance with the nutrition requirements for the foods and beverages sold to students at these venues during the school day as required by this section.</p> <p>The SFA is responsible for maintaining records documenting compliance with these for foods sold under the auspices of the nonprofit school food service. At a minimum, records must include receipts, nutrition labels and/or product specifications for the competitive food available for sale to students.</p>

11.1	Professional Standards for School Nutrition Personnel
Professional Standards 7 CFR 210.30 SP 38-2016	<p>Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The Professional Standards for State and Local School Nutrition Programs Personnel rule, published March 2, 2015, requires:</p> <ul style="list-style-type: none"> • a minimum amount of annual training hours for all school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. • minimum hiring standards for school nutrition program directors hired on or after July 1, 2015. <p>For more information on the Professional Standards requirements go to ADE’s Professional Standards webpage, review the USDA memorandum SP 38-2016: Questions & Answers (Q&As) on the Final Rule “Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids, and the ADE Designing Your Employee Training Plan Workbook.</p>
Job Categories SP 38-2016	<p style="text-align: center;">Job Categories</p> <p>USDA has created general job categories to encompass the diverse job titles provided by LEAs for school nutrition employees. Each employee must be assigned a job category determined by their job duties rather than their job title.</p>
Director SP 38-2016	<p><i>School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).</i></p> <p>It is not necessary for current staff persons who perform the role of the school nutrition director without the job title of Director to change their job title, but it is required that the LEA recognize that the staff member is performing Director duties and would be assigned the USDA job category of Director who must comply with Professional Standards. For example, if the school is hiring for a food service coordinator yet the job duties align with the category of School Nutrition Director, it is not necessary to have “director” in the job title. For purposes of Professional Standards, the LEA must recognize this position is fulfilling the category of the School Nutrition Director and therefore must comply with the Director hiring requirements.</p>
Manager SP 38-2016	<p><i>Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.</i></p>

Other Staff SP 38-2016	<p><i>A staff person involved in the operation of food service, (i.e. prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work). Typically, staff do not have management responsibilities.</i></p> <ul style="list-style-type: none"> • Staff working on program activities for 20 or more hours per week must comply with the full-time training requirements. • Staff working on program activities less than 20 hours per week must comply with the part-time training requirements.
11.2	Hiring Standards
Hiring Standards SP 38-2016	<p style="text-align: center;">Hiring Standards</p> <p>Local Educational Agencies (LEAs) must ensure that all school nutrition program directors hired on or after July 1, 2015 meet the Professional Standards hiring requirements; hiring education standards as well as the required training hours in food safety. These hiring standards are dependent on the enrollment of the LEA and are divided into three LEA size categories:</p> <ul style="list-style-type: none"> • fewer than 2,500 students, • 2,500-9,999 students and • 10,000 or more students. <p>USDA recognizes that increased LEA size requires increased responsibility and complexity. For a comprehensive view of the education standards for each LEA size, please refer to the <i>Designing Your Employee Training Plan Workbook</i> on ADE's Professional Standards webpage.</p> <p>Additionally, the Director, regardless of LEA size, must have either completed at least eight hours of food safety training prior to their starting date or completed within 30 days of their start date.</p> <p>In order to be in compliance, LEAs must retain documentation for their newly hired Directors that support their education and work experience (i.e. transcripts, resumes etc.), and food safety training. LEAs are encouraged to use the Arizona Department of Education (ADE) New Director Hiring Form to ensure compliance and that all documentation has been reviewed, copied and kept on file. The New Director Hiring Form can be accessed on the ADE's Professional Standards webpage.</p>
11.3	Training Standards
Training Standards SP 38-2016	<p style="text-align: center;">Training Standards</p> <p>Each LEA must ensure that all new and current school nutrition program staff meet minimum annual training requirements, with the intent of helping employees enhance their knowledge, skills and abilities particular to their</p>

	<p>position.</p> <p>All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year. Keep in mind:</p> <ul style="list-style-type: none"> • Trainings must align with the employees job duties. • Trainings must achieve one of the USDA Learning Objectives. • USDA suggests at least 15 minutes per training segment. • Training needs are best assessed by an employee in consultation with his or her manager or director. <p>For a comprehensive view of the annual training standards for each job category, please refer to the <i>Designing Your Employee Training Plan Workbook</i> on ADE's Professional Standards webpage.</p>
<p>Tracking Training Hours SP 38-2016</p>	<p style="text-align: center;">Tracking Training Hours</p> <p>Each LEA must ensure that all Professional Standards requirements are met each school year. In order to validate compliance with these standards, proper tracking is essential. The Professional Standards regulation does not specify the kind of records that must be kept. Records that list the employee name, position title, employer/school, training title, topic/objectives, training source, dates and total training hours would be appropriate to demonstrate training completion. Records should be able to support that:</p> <ul style="list-style-type: none"> • minimum training hours have been met; • trainings attended are job specific; and • only allowable training formats contributed to minimum training hours. <p>Documentation of Professional Standards training is now part of the Administrative Review, so while it is ideal for individual staff members to keep track of their own training, the LEA must ensure it is available for ADE or auditors to review upon request. Whichever record keeping method used, LEAs must keep training records for five years plus the current school year. For open audits, keep training records for five years or longer as needed for audit resolution. LEAs are encouraged to use the Arizona Department of Education (ADE) Training Tracker Form for each employee to ensure compliance and that all documentation has been reviewed, copied and kept on file. The Training Tracker Form can be accessed on the ADE's Professional Standards webpage.</p> <p>LEAs are also encouraged to utilize the USDA Training Tracker. The USDA Training Tracker tool can be used to document, record and manage the annual training hours for all School Nutrition Program personnel. It is user friendly and has the capability to run reports, simplifying the annual tracking requirements. Since trainings should be tracked by Learning Topic Codes for</p>

	each school nutrition employee, the learning topic codes are already available in the Training Tracker Tool. The USDA Training Tracker can be accessed on the ADE's Professional Standards webpage .
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12.1	Civil Rights
<p>Civil Rights Compliance Executive Summary - FNS Instruction 113-1</p>	<p>In the operation of the Child Nutrition Programs, no individual in the United States shall solely by reason of his or her race, color, national origin, sex, age, or disability, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. State agencies and child nutrition sponsoring agencies shall comply with the requirements of Title VI of the Civil Rights Act of 1964; American with Disabilities Act (ADA); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.</p> <p>ADE has provided guidance via the ADE Civil Rights webpage on the Health and Nutrition website.</p> <p>The Civil Rights assurance is included in the Food Service agreement executed by all sponsors participating in any of the Child Nutrition Programs. Please refer to the Food Service Agreement for the specific citations.</p>
12.2	Civil Rights Requirements
<p>Civil Rights Requirements Executive Summary - FNS Instruction 113-1</p>	<p>Responsibilities of the Sponsor</p> <ol style="list-style-type: none"> 1. Civil Rights Compliance Form: Sponsors who participate in the program must maintain on file the racial/ethnic makeup of the children applying and participating in the Child Nutrition program. Sponsors will use the form Civil Rights Compliance for NSLP (RCCIs should use the RCCI Civil Rights Compliance Form) found on the ADE Civil Rights webpage. The form must be completed annually by December 15th. 2. Follow procedures and maintain any information on Civil Rights complaints and resolutions. Written procedures must indicate the following in some form: whether an allegation is made verbally or in person, the person receiving the allegation must transcribe the complaint; the SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted; and the procedures must identify the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. (See below: Filing Discrimination Complaints) 3. Make substitutions in the regular meal patterns for those children who are considered disabled under 7 CFR 15(b) and whose handicap restricts their diet in such a way that they cannot fully participate in the food service program without some modification. (Special Dietary Needs Manual)

	<ol style="list-style-type: none"> 4. Provide program materials printed in a language other than English, if needed. (Limited English Proficiency) 5. Include the nondiscrimination clause on any printed material or communications. Visit the Civil Rights section of the ADE webpage for the most current nondiscrimination statement. The shorter statement may be used if the material is too small to permit the long statement. However, the print size should be no smaller than the text of the document. Examples include: letters, memos, notices, menus, internet, public service announcements, television spots, or advertisements, recruitment and outreach correspondence. 6. Inform parents or guardians of students as well as local minority and grassroots organizations of the availability of program benefits or services and the eligibility requirements. Program information must also be made available to major employers contemplating layoffs. Refer to the Press/Media Release on the ADE webpage. 7. Display the nondiscrimination poster, “And Justice for All” at each site in a prominent place where reimbursable meals are served (i.e. each Point of Service). 8. Civil Rights Internal Staff Training: LEAs must ensure all staff involved in the program are trained on Civil Rights annually. The training must include collecting and using data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, conflict resolution, and customer service. At minimum, all LEAs must maintain documentation to show Civil rights training is completed annually, i.e. staff sign in sheets, agenda, and materials on file for review. ADE has provided a sample Civil Rights Training and Civil Rights Activities that can be used to fulfill this requirement.
12.3	Filing Discrimination Complaints
Filing Discrimination Complaints	<p>Any person alleging discrimination has a right to file a complaint <i>within 180 days of</i> the alleged discriminatory action. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 326-W Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.</p> <p>In the event that a complaint is made verbally, the person receiving the allegation shall write up the complaint to include as much of the following information as possible:</p>

	<ul style="list-style-type: none"> a. Name, address, and telephone number or other means of contacting the complainant. b. The specific location and name of the entity delivering the program service or benefit. c. The nature of the incident(s) or action(s) that lead the complaint to be filed. d. The basis on which the complainant feels discrimination has occurred, i.e., race, color, national origin, sex, age or disability. e. The names, titles and addresses of persons who may have knowledge of the discriminatory action. f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.
12.4	Equal Opportunity for Religious Organizations
Equal Opportunity for Religious Organizations CN# 33-05	Consistent with constitutional church-state guidelines, a “faith-based” agency that participates in a USDA program may continue to carry out its mission and retain its institutional identity provided it does not use USDA assistance to support inherently religious activities.

13.1	Food Safety
<p>School Food Safety Inspections 7 CFR 210.13 (b) CN 11-08 CN 11-12 HNS 34-13</p>	<p>LEAs are required to obtain a minimum of two food safety inspections each school year at each site; including schools that do not prepare food, such as those that only serve pre-packaged meals or meals delivered from a central preparation location. A State or local governmental agency is required to conduct the inspections. If an institution falls outside of the jurisdiction of the State/local public health agency responsible for conducting food safety inspections, the LEA must do their best to obtain the two required inspections by requesting an inspection from the State/local public health agency or contacting the alternative agency responsible for overseeing the institution's operation.</p> <p>LEAs must keep the inspections on file for five years. ADE will collect and report, to USDA, the number of food safety inspections conducted yearly in each LEA facility. LEAs are required to maintain documentation of efforts to acquire the health inspections. Additionally, LEAs are required to post, in a publicly visible location, a report of the most recent food safety inspection, and provide a copy to the public upon request. This can be accomplished by posting the health inspection on the LEA website or public display board.</p> <p>Note: Health inspections conducted at a catering facility are not to be counted or reported. ADE is aware that the inspection agencies generally do not view schools as high-risk food service operations, and sometimes do not recognize service-only sites as food service establishments because they do not actually engage in meal preparation activities. However, this does not change the requirement for all institutions that meet the definition of "school" under the NSLP and SBP, to obtain two inspections. SFAs must do their best to obtain the two required inspections and document all inspection requests made to the agency responsible for inspections in the event that the school does not obtain two food safety inspections each school year.</p>
13.2	Hazard Analysis Critical Control Point Plan (HACCP)
<p>Hazard Analysis Critical Control Point (HACCP) Plan CFR210.13 (c) 7CFR 220.7(a) (3) 7CFR 210.18(h)(5) HNS 34-13</p>	<p>The school food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles must be applied to any facility or part of a facility in which food is stored, prepared or served for the purposes of the NSLP, SBP or other FNS program. Food safety programs must be reviewed to ensure that standard operating procedures for safe food handling are updated to include any facility or part of a facility where food is stored, prepared, or served, such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. This requirement applies to school breakfast or lunch meals, and Special Milk, the Fresh Fruit and Vegetable Program and afterschool</p>

	<p>snack or supper programs.</p> <p>HACCP is to be developed and implemented following the “Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles” on a site level.</p> <p>HACCP Plans must contain:</p> <ul style="list-style-type: none"> • Written Standard Operating Procedures, SOPs • Menu items grouped according to the Process Approach • Identified Critical Control Points • Established Critical Limits <p>For best practices and questions and answers refer to HNS 34-13. To access this guidance and additional information please refer to the Food Safety Webpage.</p>
13.3	Food Donation, Leftover Meals and Share Tables
<p>CN 27-12/SP 11-2012 SP 08-2014 SP 41-2014 SP 46-2016 FNS 786-6</p>	<p>CNP policy aims first to limit food waste and unnecessary costs. If a school, CACFP institution, or SFSP sponsor has leftover food on a frequent basis, menu planning and production practices should be adjusted to reduce leftovers. Any program food not consumed may be donated to eligible local food banks or charitable organizations. The terms “eligible local food banks or charitable organizations” means any food bank or charitable organization which is exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. 501(c)(3)). It also extends protections against civil and criminal liability for persons or organizations when making food donations to the extent provided under the Bill Emerson Good Samaritan Food Donation Act, found in section 22 of the Child Nutrition Act.</p> <p>LEAs may designate sharing tables or stations where children may return whole items that they choose not to eat and take items other children have shared, provided that this is in compliance with local and State health and safety codes.</p> <p>As stated, in USDA memorandum SP 41-2014, Meals offered in the NSLP and SBP are intended to be consumed at school in a designated foodservice area during the established meal service period. However, with time limited lunch periods and the increased amount of fruits and vegetables offered as part of the meals, some students may be inclined to save some items for consumption at a later time. There is no federal prohibition of this practice. For food safety reasons, this practice should be limited to only food items that do not require cooling or heating, such as a whole fruit or a bag of baby carrots. In addition, schools may also wish to set up sharing tables for appropriate items to minimize food waste. Further, Program operators should be aware of all applicable State</p>

	<p>and local food safety regulations to ensure that their policies for saving or sharing food are consistent with such standards, as well as their own Hazard Analysis Critical Control Points plans.</p> <p>Refer to ADE's Food Safety Webpage for each county's Health Department Contacts.</p>
13.4	Personnel Food Safety Requirements
Personnel Food Safety Requirements 7CFR210.13 (a)	<p>ADE defers to each county's Health Department for staff food safety requirements. Refer to ADE's Food Safety Webpage for each county's Health Department Contacts.</p>

14.1	Local Wellness Policy
Local Wellness Policy CN 37-05 CN 19-06 CN 07-12	<p>Each local educational agency that participates in the National School Lunch Program or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.</p> <p>In 2010, Congress passed the Healthy, Hunger-Free Kids Act of 2010 (Sec. 204 of Public Law 111-296), and added new provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies.</p> <p>For more information on the local wellness policy go to ADE’s Local Wellness Policy webpage.</p>
14.2	Local Wellness Policy Requirements
Local Wellness Policy CN 37-05 CN 19-06 CN 07-12	<p style="text-align: center;">Local Wellness Policy Requirements</p> <p>All local wellness policies, at a minimum, must include:</p> <ul style="list-style-type: none"> • Goals for • Nutrition education • Nutrition promotion • Physical activity and • Other school-based activities that promote student wellness • Standards and nutrition guidelines for all foods and beverages sold and served to students on the school campus, during the school day; • Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards (by July 1, 2017) • Description of public involvement, public updates, policy leadership and evaluation plan <p>All LEAs must also:</p> <ul style="list-style-type: none"> • Permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation, review and update of the LWP; • Inform and update the public (including parents, students and others in the community) about the content and implementation, and updating of LWP; • Assess compliance with the wellness policy requirements every 3 years to determine: <ul style="list-style-type: none"> • Compliance with the wellness policy (measuring implementation) • How the policy compares with model policies • Progress made in attaining the goals of the wellness policy.

	<ul style="list-style-type: none"> • Maintain a copy of the current wellness policy, how assessments are made available to the public, the most recent assessment of implementation of the policy, and documentation of efforts to review and update the policy. <p>LEAs must comply with all the provisions of the final rule by June 30, 2017. This means all wellness policies should be updated to include all information listed here at some point during this school year.</p>
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15.1	At-Risk Afterschool Meals for School Food Authorities
<p>At-Risk Afterschool Meals Definition</p> <p>At Risk Afterschool Meals A Child and Adult are Food Program Guide SP 09-2013 7 CFR 226.2</p>	<p>At-Risk Afterschool Meals (At-Risk) is a component to the Child and Adult Care Food Program (CACFP) that offers Federal reimbursement to help Afterschool Programs serve meals and snacks to children in low-income areas. ADE has made efforts to streamline At-Risk Afterschool Meals for SFAs that wish to participate, to be more consistent with those of the National School Lunch Program (NSLP). At-Risk Afterschool Meals Component for SFAs must be:</p> <ul style="list-style-type: none"> • operated by the school district, • organized primarily to provide care for children after school or on weekends, holidays or school vacations during the regular school year, • located in an attendance area of school where at least 50% or more of the children are eligible for free or reduced-price meals, • open to all students, and • providing regularly scheduled educational or enrichment activities in an organized, structured and supervised environment (e.g., mentoring or tutoring programs). <p>The programs must meet State or local licensing requirements, if applicable, or State or local health and safety standards. Guidance related to At Risk Meals is located in the At Risk Afterschool Meals A Child and Adult are Food Program Guide.</p>
<p>At-Risk Afterschool Meal Options</p> <p>At Risk Afterschool Meals A Child and Adult are Food Program Guide</p>	<p>The Richard B. Russell National School Lunch Act clearly states that institutions participating in the At-Risk Afterschool Meals component of CACFP may be reimbursed for only one meal and one snack per participant per day.</p> <p>When school is in session, the meal or snack served in At-Risk afterschool programs must be served after the child's school day and during the hours the afterschool program is operating. There is no federal requirement of how much time must pass between the end of school and the meal service. Additionally, there is no requirement for the order of meal and snack service. There is a two-hour minimum requirement between the start of each meal services if an At-Risk meal and At-Risk snack are served to the same population on the same day. Along with serving meals after school, At-Risk afterschool centers can serve one meal (breakfast, lunch or supper) per day on weekends or during vacations within the school year. Afterschool meals cannot be claimed during summer vacation unless the At-Risk afterschool center is in an area where schools operate year-round [7 CFR 226.17a(m)(2)].</p>

	<p>The type of At-Risk Meal service, meal pattern type, months At-Risk is offered, At-Risk program beginning and end time, and the educational enrichment activity being offered must be indicated in section 10 of the Site application in CNPWeb. The following meals/snacks may be served under At-Risk:</p> <ul style="list-style-type: none"> • At-Risk Breakfast • At-Risk Morning Snack • At-Risk Lunch • At-Risk Afternoon Snack • At-Risk Supper • At-Risk Evening Snack
<p>At-Risk Afterschool Meals Participation Requirements SP09-2013 HNS 09-2019</p>	<p style="text-align: center;">Program Administration</p> <p>At-Risk has been streamlined for SFAs that are familiar with the Child Nutrition Programs. When applying to participate in At-Risk, SFAs that have successfully operated NSLP are not required to provide additional evidence of administrative capability and financial viability. The SFA, not another organization, must be fully responsible for At-Risk. The SFA does not have to use the school's personnel to be eligible. The SFA must retain final administrative and management responsibility for the Afterschool Program. Furthermore, the SFA providing site oversight must enter into agreement with ADE and must assume full responsibility for meeting all requirements. While SFAs may apply for At-Risk through the NSLP application and agreement, additional information is required for participation. The names, mailing addresses and dates of birth of the responsible principals and documentation of eligibility is required in addition to the information requested in the NSLP application. Annual eligibility is determined through data captured via the CNPWeb application and will not be required to be submitted unless this data is unavailable.</p>
<p>At-Risk Afterschool Meals Eligibility 7 CFR 226.17a (b)</p>	<p>To be eligible to operate At-Risk, an Afterschool Program must:</p> <ul style="list-style-type: none"> • Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year • Provide organized regularly scheduled education or enrichment activities (i.e., in a structured and supervised

	<p>environment).</p> <ul style="list-style-type: none"> • Be located in an attendance area of school (district wide data may not be used) where at least 50 percent or more of the children are eligible for free or reduced-price meals (See Part 1, Section C) [7 CFR 226.2; 7 CFR 226.17a(b)]. For schools operating CEP, the individual school identified student percentage, multiplied by 1.6, may be used to determine area eligibility. <p>At-Risk Programs may claim reimbursement only for meals and snacks served to children who participate in an approved Afterschool Program and who are age 18 or under at the start of the school year. Programs may be either drop-in or enrolled. There is no requirement that all children receiving meals participate in the scheduled activities, but children should remain onsite while consuming the meal. Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities [7 CFR 226.2 Definitions].</p> <p>Federal law has no minimum age for At-Risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible Afterschool Program are eligible for reimbursement.</p> <p>Although the At-Risk Program is available to children of all ages, there is no requirement that each facility must serve the full age range of eligible children. For example, an At-Risk Program could operate at a high school and serve only high school age students (CACFP 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).</p> <p>Schools that serve meals through NSLP and SBP are eligible to serve children a meal and/or snack through At-Risk. Schools are not permitted to serve the same child a snack through At-Risk and also the Afterschool Care Snack Program.</p>
<p>Program Activity Requirements 7 CFR 226.17a (b)</p>	<p>Programs must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment. There is no requirement that all children receiving meals through At-Risk must participate in the scheduled Program activities; however, the activities are required to be open to all children. Institutions may contract with other organizations, including a for-profit entity, to provide enrichment or educational activities required for the Afterschool Program. However, the SFA must retain administrative and fiscal responsibility for the meal service.</p>

	<ul style="list-style-type: none"> • Athletic Programs- Students participating in school sports teams and clubs can receive At-Risk meals and/or snacks as part of a broad overarching educational or enrichment program, but the Program cannot be limited to a sports team. (i.e. the school football team cannot offer At-Risk Meals to football players, rather meals can be served through the tutoring program in which the football players can take part). <ul style="list-style-type: none"> ○ Organized Athletic Programs- Programs that only participate in interscholastic or community level sports (for example sports leagues such as “Pop Warner”, may not be approved as independent centers for the Program). • Special Needs Programs – At-Risk Programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. <p>Eligible programs must be open to all children and must not limit membership for reasons other than space or security considerations, or, where applicable, licensing requirements.</p>
<p>Designated At-Risk Afterschool Meals Hours 7 CFR 226.17a (m)</p>	<p>At-Risk meals and snacks must be served to children for reimbursement after their regular school day has ended. There is no federally mandated time limit between the end of school and the start of the At-Risk meal or snack service, but the meal or snack service must occur during the operation of the school’s At-Risk Program. In NSLP there are no restrictions on the amount of time that must elapse between meal services (e.g. lunch and At-Risk meal or snack service). Additionally, there is no requirement for the order of meal and snack service for At-Risk.</p> <p>Schools are eligible to receive reimbursement under At-Risk for meals and snacks served on weekends or holidays, including vacation periods during the regular school year.</p> <p>Organizations that serve only residential children (Residential Child Care Institutions) are not eligible to operate the CACFP. They may NOT claim reimbursement for any At-Risk snacks/meals served. However, a residential facility may be eligible for At-Risk if it has non-residential care programs and these programs offer after school education and enrichment programs for non-residential children.</p>

<p>At-Risk Afterschool Meals Application SP 09-2013 HNS 09-2019</p>	<p>LEA sites that meet the eligibility criteria and intend to operate At-Risk must complete Section 10 on the Site application in CNPWeb. In Section 10, the description of the education or enrichment activity must describe the activity and state that the At-Risk Program is open to all students. Sites may apply for At-Risk at any time during the program year. ADE waives the requirement for SFAs to submit a separate management plan.</p> <p>Additionally, the SFA must ensure ADE has the 2019 version of the Food Program Permanent Service Agreement (FPPSA), which includes contract language on operating At-Risk. The SFA must submit the SFA At-Risk Meals Responsible Principals Addendum. This addendum holds information specific to the CACFP requirements that would not normally be obtained in the (FPPSA) such as the names, mailing addresses, and dates of birth of the responsible principals of the At-Risk operation. This addendum must be updated if there is any change in the individuals listed as responsible principals.</p>
<p>At-Risk Afterschool Meals Meal Counting and Record Keeping 7 CFR 226.17a (o)</p>	<p>Programs must maintain accurate documentation of the number of children who receive a reimbursable meal and/or snack. Sites must be able to show how many children took a meal and/or snack each day. At-Risk operators are required to maintain daily attendance records or sign-in sheets to ensure that the daily meal count does not exceed the number of students in attendance. Programs must keep detailed record of how many snacks/meals are prepared and served each day. ADE has created various production record templates to assist SFAs in this record keeping requirement.</p>
<p>At-Risk Afterschool Meals Meal Pattern 7 CFR 226.17a (l) SP 09-2013 7 CFR 210.10</p>	<p>SFAs have the option of following either the NSLP or the CACFP meal pattern for At-Risk. The chosen meal pattern must be indicated on the Site application in CNPWeb. The Offer Versus Serve (OVS) option may be used under either meal pattern for At-Risk, but it is not allowable for snack.</p> <p>At-Risk meal pattern options for SFAs:</p> <ul style="list-style-type: none"> • Meal Pattern for National School Lunch Program • Meal Pattern for School Breakfast Program • CACFP Child Meal Pattern for Breakfast Lunch and Supper <p>At Risk snack options for SFAs:</p>

	<ul style="list-style-type: none"> • National School Lunch Meal Pattern for Snacks • CACFP Child Meal Pattern for Snacks <p>Water availability is required during At-Risk meals services. Schools must follow proper sanitary procedures.</p> <p>Schools must make substitutions in meals or snacks for students who are considered to have a disability under 7 CFR 15 (b)(3) and whose disability restricts their diet. Substitutions must be made on a case by case basis only when supported by a written statement of the need for substitution(s) that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by a State recognized medical authority (examples listed in section 4.4 of this document). Schools may make substitutions for students without disabilities who cannot consume the meal or snack because of medical or other special dietary needs. Except with respect to substitutions for fluid milk, such a statement must be signed by a recognized medical authority.</p> <p>For those sites operating At-Risk less than a full school week, since either NSLP or CACFP meal pattern may be followed for At-Risk meal service, only the daily meal pattern requirements must be met. The weekly requirements are not monitored when the NSLP meal pattern is chosen for the sites that operate At-Risk less than the full school week. It is best practice to comply with as much of the weekly vegetable subgroup, and other weekly NSLP requirements as practicable.</p>
<p>Monitoring Requirements SP 09-2013 7 CFR 226.17a (q)</p>	<p>For SFAs operating At-Risk, schools may align the frequency of site reviews with NSLP. SFAs are required to perform no less than one on-site review for each meal and snack service of At-Risk by February 1st. SFAs are not required to conduct pre-approval visits to schools participating in NSLP.</p> <p>Monitoring Reviews must:</p> <ul style="list-style-type: none"> • Determine whether a facility has corrected problems noted on prior reviews (if any) • Include a reconciliation of the facility's meal counts with enrollment and attendance records • Assess the facility's compliance with program requirements related to:

	<ul style="list-style-type: none"> • Meal patterns • Licensing or approval • Attendance at annual training • Meal counts • Menu and meal records <p>If the review discloses problems with a school’s meal counting or claiming procedures, the SFA must ensure that the site implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.</p> <p>If during a facility review, an SFA finds one or more serious deficiencies, that facility’s next review must be unannounced [7 CFR 226.16(d)(4)(v)]. If SFA has committed one or more serious deficiencies, the SFA’s authorized principals must receive a notice of serious deficiency. The notice will specify appropriate corrective action and the time periods for completing the corrective action for the SFA, responsible principals and individuals. Failure to take corrective action to fully and permanently correct the serious deficiency by the allotted time will result in proposed termination [7 CFR 226.6(c)].</p> <p>Each SFA must provide adequate supervisory and operational personnel for the effective management and monitoring of At-Risk sites under its sponsorship. Professional Standards requirements must be adhered to for At-Risk as well.</p>
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