MANAGER'S WEBINAR TRACK: **RECOGNIZING A REIMBURSABLE MEAL AT THE POINT OF SERVICE**

Learning Code: 2310 Training Length: 30 minutes

Arizona Department of Education August 9, 2017 1:30pm-2:00pm



Instructions for Blackboard



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RAISE YOUR HAND

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Click on this icon to adjust the settings for notifications (when people enter/leave or when chat messages are sent).

Hello! Nice to meet you.

My name is Emily Thege. I am a trainer and a School Nutrition Specialist at the Arizona Department of Education.

Contact us at:

- ADESchoolNutrition@azed.gov
- (602) 542-8700



The webinar series: Manager's Track is designed to review key topics for managers that operate the National School Lunch and School Breakfast Programs.

Today's webinar features the topic recognizing a reimbursable meal at the point of service (POS). This webinar will only review what a reimbursable meal is at lunch meal service.

This webinar will be recorded for future use.

Agenda

We will review the following topics in today's webinar.

- 1. Definitions
- 2. Recognizing a Reimbursable Meal at Lunch
 - a. Serve Only
 - b. Offer Versus Serve
- **3**. Staff Resources

1. DEFINITIONS



Definitions

Reimbursable Meal

Meal that can be counted and claimed for reimbursement due to having all required food components.

Point of Service (POS)

Point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to an eligible child.

Offer Versus Serve (OVS)

OVS allows students to decline some of the food components offered in a reimbursable lunch. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.

Serve Only

Serve Only requires students to take all five components that are offered in a reimbursable lunch.

Definitions

Food Component

One of five food groups that comprise reimbursable lunches. These are meats/meat alternates, grains, fruits, vegetables, and fluid milk. Schools must always offer all five food components in at least the minimum required quantities.

Food Item

A specific food offered within the five food components.



For example, a hamburger patty on a bun is one food item with two of the five food components (meat/meat alternate and grain).

2. RECOGNIZING A REIMBURSABLE MEAL



Let's review the five food components



Fruit

This includes all fresh, dried and canned fruit. On your serving line you may see: whole apples, sliced oranges, apple sauce, raisins, fruit cocktail, etc. Note, 100% fruit juice also counts as a fruit.



Vegetable

Vegetables could be offered as a hot side, such as baked beans or steamed broccoli. You may also see a variety on your salad bars like sliced cucumbers or lettuce. Additionally, vegetables can count within an entrée, like pasta sauce.



Milk

This component is only fluid milk. On the serving line, it will most likely be packaged in a milk carton.



Grain

Grains comes in all shapes and sizes. On your menu, grains could be pasta, dinner rolls, croutons, corn chips, taco shells, rice, buns, etc. It can also be within a food item, like the crust of a pizza.



Meat/Meat Alternate This component consists of meats like chicken, deli turkey, hamburger, etc. It can also contains meat alternates like eggs, peanut butter, beans, and cheese.

Meal Service

Meal Service Options

School Food Authorities (SFAs) have the option to operate their meal service as Serve Only or Offer Versus Serve (OVS) at each participating site.

Regardless if the site is Serve Only or OVS, the staff must prepare all 5 components in their required serving size for the applicable age/grade groups.

So what's the difference? What the children select!

Schools who operate Serve Only *will only* count reimbursable meals if the student selects all five components on their tray.

Schools who operate OVS *can* count reimbursable meals if the student selects a minimum of three components, one of them being a ½ cup of fruit or vegetable. Since it is a minimum of three components, a reimbursable meal could also be four components, one of them being a fruit or vegetable; and lastly, a reimbursable meal could be all five components.

Staff Training

Counting Components

When a student arrives at the point of service, the staff member should be instructed to look at the tray and count the number of components.

Serve Only: the staff member must count all five components on the child's tray.

OVS: the staff member must count at least three components, one of them being at least a ½ cup of fruit or vegetable.

Combination Items

Counting Components

Often, your menus will have one food item that contains more than one component.

For example, a hamburger is one food item that has two components: grain and meat/meat alternate.





Combination items can be confusing for staff since it will look like there is not enough food on the tray. It will be important that staff understand the difference between food items and food components.

For example, this tray has four items, but contains all five food components.

Clarification

Offering Choices within Components is Not OVS

A school operating Serve Only may offer choices within food components. A student would still need to select one of the options so that the component is on their tray in the minimum required amount at the POS.

For example, the meal pattern requires menu planners to offer two choices of milk. For this example, a menu planner offered fat free chocolate and fat free plain. For Serve Only, the student would have to take a milk, but can choose to take either the fat free chocolate or fat free plain. The child does not take both milks.

If this school was Offer Versus Serve, the student would not have to take any milk as long as they chose at least three other food components.

Another scenario of this occurring would be if a school operating Serve Only offered a salad bar to students. The student would need to select at least ³/₄ cup of vegetable off of the salad bar, and not have to take each vegetable offered.



The following slides will review what is required for a reimbusable meal when using Serve Only meal service at lunch.

Overview

Serve Only

Serve Only requires students to take all five components that are offered in a reimbursable lunch. The student for a K-8* menu must take at least 1 cup of milk, ½ cup of fruit, ¾ cup of vegetable, 1 serving of grain and 1 serving of meat/meat alternate.

Menu: Chicken Nuggets Dinner Roll Peas Apple *Choice of milk:* Fat free chocolate or fat free plain



*Grades 9-12 are required to operate OVS unless approved by the Arizona Department of Education. If your 9-12 menu was approved, a student must take at least 1 cup of milk, 1 cup of fruit, 1 cup of vegetable, 2 servings of grain and 2 servings of meat/meat alternate.

Staff Training

Serve Only and Staff Training

ADE recommends that you *do not* train staff that Serve Only means students must take everything that is offered. In the scenario below, students do not take both milk choices.

Menu: Chicken Nuggets Dinner Roll Peas Apple *Choice of milk:* Fat free chocolate or fat free plain At the POS, staff would see either Tray #1 or Tray #2.

Tray #1



Tray #2



Staff Training

Serve Only and Staff Training

ADE recommends that you *do* train staff that Serve Only means all five components; rather than training staff to look for five items on the tray.

The following slides will review reimbursable trays for Serve Only with less than five items on the tray, but all five components.

Serve Only and Combination Items

Serve Only and Combination Items

If a combination item is offered, there may only be four items on the tray, but still all five components. Again, Serve Only requires students to take all five components that are offered in a reimbursable lunch.

Menu: Hamburger Cucumbers Apple *Choice of milk:* Fat free chocolate or fat free plain



Serve Only and Combination Items

Serve Only and Combination Items

With this combination item, there will only be three items on the tray, but still all five components. **Recipe would document that there is enough marinara sauce to support the vegetable component (3/4 cup)*

Menu:

*Spaghetti with marinara and meatballs Pear *Choice of milk:* Fat free chocolate or fat free plain



Let's Practice!



Together, two beef tacos have 1/8 cup of vegetables.













Pizza has 1/8 cup of marinara sauce.







Beef and Cheese Enchilada, sauce counts as 1/8 cup of vegetable.



Pizza has 1/8 cup of marinara sauce.







Together, two beef tacos have 1/8 cup of vegetables.



Spaghetti and meatballs has 3/4 cup of marinara sauce.

Is this a reimbursable meal for Serve Only?



Pizza has 1/8 cup of marinara sauce.

Is this a reimbursable meal for Serve Only?



Is this a reimbursable meal for Serve Only?





OFFER VS. SERVE

The following slides will review what is required for a reimbusable meal when using Offer versus Serve meal service at lunch.

Overview

Offer Versus Serve (OVS)

OVS allows students to decline some of the food offered in a reimbursable lunch. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. This is an option for grades K-8 and is required for grades 9-12.

At minimum, students must select at least three components, one of the components must be at least ½ cup of fruit or vegetable. This is applies for grades K-12.

Menu: Chicken Nuggets Dinner Roll Green Peas Apple *Choice of milk:* Fat free chocolate or fat free plain



Overview

Offer Versus Serve (OVS)

Even though OVS allows students the *ability to decline* food components, students do not have to decline and could still take all 5 components.

Menu: Chicken Nuggets Dinner Roll Green Peas Apple *Choice of milk:* Fat free chocolate or fat free plain



Overview

Offer Versus Serve (OVS) and ½ cup fruit or vegetable

At minimum, students must select at least three components, one of the components must be a $\frac{1}{2}$ cup of fruit or vegetable. This can be $\frac{1}{2}$ cup of fruit, $\frac{1}{2}$ cup of vegetable or $\frac{1}{4}$ cup of fruit + $\frac{1}{4}$ cup of vegetable.

Depending how the food is offered, this may be a challenge for staff to determine if the student has selected *enough of the fruit or vegetable* to count as a component.

For example, if vegetables are offered as part of a self-serve salad/fruit bar, the staff will need to be familiar with how many strawberries are a ½ cup.



Staff Training

OVS and Staff Training

ADE recommends that you *do not* train staff that OVS means there will be three items on the tray, one being a fruit or vegetable. With a combination item, there will only be two items on the tray, but still three components.

Menu: Hot dog Carrots Strawberries *Choice of milk:* Fat free chocolate or fat free plain



Staff Training

Offer Versus Serve and Staff Training

ADE recommends that you *do* train staff that Offer Versus Serve means at minimum three components; one being at least a ½ cup of fruit and/or vegetable.

Ask staff:

- (1) How many components are on the tray?
- (2) Is there at least a $\frac{1}{2}$ cup of fruit and/or vegetable?

Other recommendations/thoughts to consider:

- Role play with staff of how a child is able to select items from the lunch line. For example, does the child select an entrée first?
- Review with staff where the child is able to select their fruit and vegetable servings.
- Let staff know if the fruit and vegetables are pre-portioned into ½ cups or if staff needs to be trained on identifying "how much" is a ½ cup.

Let's Practice!





Together, two beef tacos have 1/8 cup of vegetables.







Together, two beef tacos have 1/8 cup of vegetables.











Pizza has 1/8 cup of marinara sauce.







Together, two beef tacos have 1/8 cup of vegetables.





Pizza has 1/8 cup of marinara sauce.





sauce.



Strawberries shown are ¼ cup of fruit. Pepper slices shown are ¼ cup vegetable.



Lettuce and tomato shown are each 1/8 cup of vegetable, totally ¼ cup.



Spaghetti and meatballs has 3/4 cup of marinara sauce.

3. STAFF RESOURCES



Online Resources

Meal or No Meal

Online training in game format

Manual

USDA's Offer Versus Serve Manual

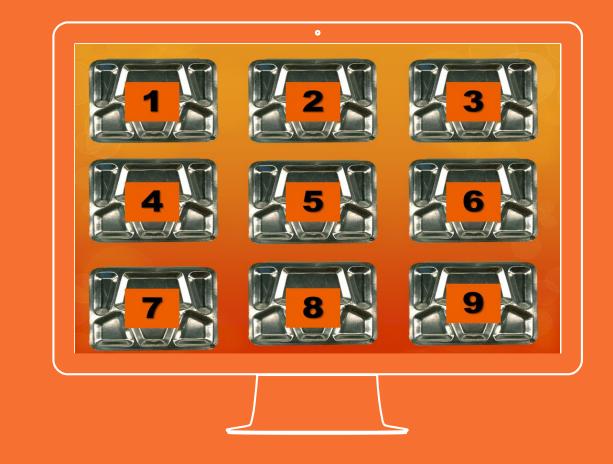
This webinar

Will be recorded and slides will be available



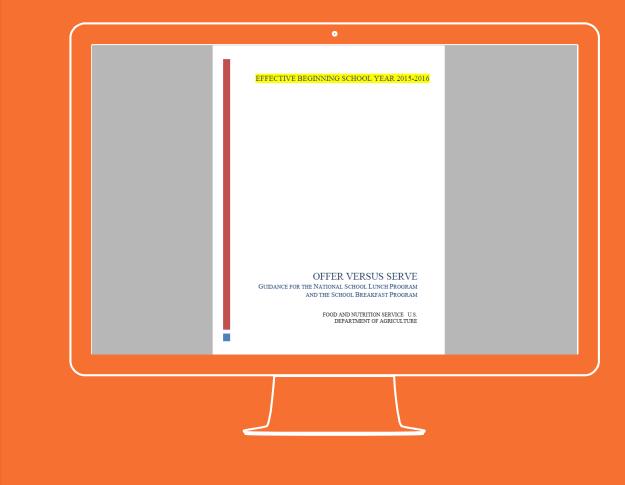
Meal or No Meal

In game format, attendees will be provided 9 different trays in which they must identify if the tray is reimbursable for lunch for Offer vs. Serve. Training can be completed by single user or used by a facilitator in a group training.



USDA's Offer Versus Serve Manual

USDA has released an Offer Versus Serve manual that reviews the definitions of OVS and how to implement OVS at Lunch and Breakfast.



This Webinar!

This webinar has been recorded for future use. You can replay this webinar as often as needed. Access the recorded webinar on the ADE Website: Training and Professional Standards.

ADE ADE PARENTS & STUDENTS M SCHOOLS & TEACHERS A COMMON LOGON ADECONNECT Training for School Nutrition Professionals Regional Trainings (In-person) Live & Recorded Webinars Staying on Track Webinars – For Directors This webinar series will review the activities that should be happening each month to help directors and program staff stay on track with program

This webinar series will review the activities that should be happening each month to help directors and program staff stay on track with program requirements. Please note: the webinar will follow the outline provided in ADE's Monthly Checklist. It is recommended to review it prior to the webinar. There will be designated time where the facilitator will be available to answer questions about all program operation topics.

September 5, 2017 (1:30pm-2:30pm): Register Here

- August 2, 2017: Recorded Webinar & Webinar Slides
- May 2, 2017: Recorded Webinar & Webinar Slides
- April 4, 2017: Recorded Webinar & Webinar Slides

Webinars For Managers/Staff

- Recognizing a Reimbursable Meal at the Point of Service (August 9, 2017 from 1:30pm-2:00pm): <u>Register Here!</u>
 This webinar will review the definitions and pros and cons of Serve Only and Offer Versus Serve meal service options. It will also review the
 requirements for what must be on a tray in order for it to be considered a reimbursable meal and will include examples for attendees to practice
 applying their knowledge.
- Production Record Overview (October 18, 2017 from 1:30pm-2:00pm): Register Here!
 This webinar will review the parts of a production record and provide information about what each column means. It will also provide an overview of which sections should be filled out each day.
- Using Appropriate Serving Utensils (February 8, 2018 from 1:30pm-2:00pm): Register Here!

Is that scoop of fruit you just served a half cup? Did you serve enough beans with that lunch? How do you know? Choosing the appropriate scoops and serving utensils plays an important role in ensuring all students receive a meal that will nourish their bodies and meet the meal pattern requirements. Join us for a webinar that will review the various types of serving utensils, which ones are most appropriate for the various types of food, and how to use them to ensure your meal service is as accurate as possible!

Webinars For Administrators/Teachers

Overview of the National School Lunch Program Requirements (August 30, 2017 from 1:30pm-2:30pm): Register Here!

Fresh Fruit and Vegetable Portion Guide

These guides are available on the ADE website under Meal and Snack Requirements.

The guides were created by the Connecticut Department of Education in collaboration with their committee, Start with Half a Cup.

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| Health an | | 1.90L | Sta | rŧ wiŧ | h Half . C |
| National School Lunch Program | syart with he | cup | This refer | Fresh Fru Guide I | h Half a Cup tit Portioning For Schools ed to assist schools in the proper in School Nutrition Prese |
| Getting Started with NSLP in your District | dar 4.) 0 EXAMPLE: Apple | dentify the cor weight is used hat the proper nce a strong vi entinue with p Wedges | you plan to s rect variety of to measure 1 portion looks sual represent prtioning of pr | erve in the correct the product. For e /2 cup, weigh out : like in the serving tation of the correct oduce for the mea | In for School Meel Programs (optional Oct 2012 and Jan area, xample, apple wedges vs. a whole app several portions to determine, visually container being used. ct portion has been determined, i service, |
| Meal and Snack Requirements for School Nutrition Programs | which is the amou first ten as a visua | e apples (corir ant indicated to al guide. | ng, cleaning, cu 9 equal a 1/2 c | tting into wedges), up serving. Portion | weigh out eight to ten 2 oz. portions, the remaining servings using the |
| Training and Professional Standards | Quantity of FRESH | Fruit to Equal | 1/2 cup Septie | | servings using the |
| The Administrative Review | Apples, 125-138 count | Un | it Weld | A | FRUIT (fresh, raw) |
| Local Wellness Policy | Apples, 100 count Apples, tesh slices | eac | h | 1/2 whole | Notes |
| | Apricols, whole 1 3/8° diam Bananas, 100/120/150 cou Bananas, elio | Pour | d 2.02 | 1/2 whole | 1 apple equals 1 cup |
| Special Assistance Provisions | | 0001 | | 2 whole | cored, wedged or cubed apple with peel Dried: 9 hohres regul 1/4 c, which credits as 1/2 cop Dried: 8 or (23 and successful size) |
| Financial Management | Blackberries Blueberries | poun | | 1 | Deled: # or (23 gms) equal 1/4 c, which credits as 1/2 cup Deled: # or (23 gms) equal 1/4 c, which credits as 1/2 cup |
| | Cantaloupe, 18 coup# | pound 5" melo | 27.02 | | |
| Food Safety | Cantaloupe, 15 count* Cantaloupe, 15/18 count* | 5 3/4" me | lon | 1/5 of whole | |
| Residential Child Care Institutions (RCCI) | Cherries, Sweet, whole Clementines | Pound each | 2.75 oz. | 1/8 of whole | WEDGE WEDGE |
| | Grapefuit 27-32 count | each | | 14 whole | *cleaned and peeled |
| ▶ Verification | Grapefruit, sections* Grapes | each pound | 3.6 oz. | 1 whole 1/2 whole | |
| Additional Guidance | Grapes, without stems Honeydew Melon* | each pound | | about 14 large | "peeled with membrane |
| | Kwitruit 33-39 count | pound | 3 oz. 3.3 oz. | | with or without stem |
| | Kwitruit Mangoes | each pound | | 2 kiwi | *cleaned and peeled |
| | Nectarines, size 56-64 | pound | 3 oz. 3 oz. | | chunks or wedges, unpeeled |
| | Nectarines, size 88-96 Oranges, 113/125/138 count | each each | | 1 whole | |
| | | each pound | | 2 whole 1 whole | 2 3/4 inch diameter, equals about 3/4 cup 2 1/4 inch diameter, equals about 3/4 cup |
| | Peaches, size 52/60/64/80 Pears, 120/150 count | each | 2.5 oz. | | |
| | Pears, 100 count Pineapple | each each | | 1 whole 1 whole | *peeled, ready to serve |
| | Plums, Italian | pound | 2.7 oz. | 1/2 whole | the cup of fruit |
| | Plums, size 45/50 Starfruit (Carambola) | pound each | 3.2 oz. | | ready-to-serve |
| | Stawberries | pound | 2.3 oz. | 1 whole | obout 2-3 whole plump |
| | Tangerines, 120 count Watermelon | pound each | 2.7 oz. | | 2' diameter sliced or chapped |
| | | pound | 3.25 oz. | 2 whole | ready-to-serve 1 whole tangerine = 3/8 cup fruit |
| | | | | | cubed, without rind |

Thank you very much for your time

You will receive a link to complete your evaluation of this training. The link will be emailed to the account used to register for this training. After completing the survey, you can print a certificate of completion to file for purposes of Professional Standards.

Any questions? Please type them now into the chat bar now.



Answer Key

Serve Only

| Slide 22: | Yes | Slide 31: | Yes |
|-----------|--|-----------|---------------------------------|
| Slide 23: | No, missing grain | Slide 32: | No, missing fruit and vegetable |
| Slide 24: | No, missing vegetable | Slide 33: | No, missing fruit |
| Slide 25: | Yes | Slide 34: | No, missing vegetable |
| | | Slide 35: | Yes |
| Slide 26: | No, missing milk and fruit | Slide 36: | Yes |
| Slide 27: | No, missing fruit and vegetable | Slide 37: | Yes |
| Slide 28: | Yes | Slide 38: | No, missing grain |
| Slide 29: | No, missing fruit | Slide 39: | No, missing vegetable |
| Slide 30: | No, missing meat/meat alternate and milk | 0.000000 | No, missing vegetable |
| Slide 31: | No, missing fruit and vegetable | | |



Answer Key

Offer Versus Serve

| Slide 47: | No, missing a ½ cup of fruit or vegetable | Slide 57: | Yes |
|-----------|--|-----------|---|
| Slide 48: | Yes | Slide 58: | Yes |
| Slide 49: | Yes | Slide 59: | Yes |
| Slide 50: | Yes | Slide 60: | No, missing a $\mbox{$\frac{1}{2}$}$ cup of fruit or vegetable |
| Slide 51: | No, missing a ½ cup of fruit or vegetable | Slide 61: | Yes |
| Slide 52: | Yes | Slide 62: | No, only two components |
| Slide 53: | Yes | Slide 63: | Yes |
| Slide 54: | Yes | Slide 64: | Yes (¼ cup of fruit + ¼ cup vegetable= ½ cup of fruit/vegetable requirement) |
| Slide 55: | No, missing a ½ cup of fruit or vegetable No, missing a ½ cup of fruit or vegetable | Slide 65: | No, missing a ½ cup of fruit or vegetable |
| Slide 56: | | Slide 66: | Yes |

Congratulations!

You have completed the *Recorded Webinar: Recognizing a Reimbursable Meal at the Point of Service*.

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Recorded Webinar: Recognizing a Reimbursable Meal at the Point of Service
- Learning Codes: 2310
- Key Area: 2000-Operations
- Length: 30 minutes

Please Note:

- Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.
- This recorded webinar is a non-interactive activity, which may count toward no more than two hours of annual training.



Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) Account.

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: Recognizing a Reimbursable Meal at the Point of Service
- Professional Standards Learning Codes: 2310