How to Complete the Non-Program Food Revenue Tool

STEP-BY-STEP INSTRUCTION

Revised August 2022

Professional Standards Learning Code: 3320, 3350

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Complete the Non-Program Food Revenue Tool

Key Area: 3000 – Administration

Learning Codes: 3320, 3350

Length: 45 minutes

Objectives

At the end of this training, attendees should be able to:

- identify the difference between program and Non-Program Foods;

- understand the requirements for revenue from non-program food;

- establish their own reference period;

- complete the four required steps in the *Non-Program Food Revenue Tool*; and

- correct discrepancies that may occur in the results of the *Non-Program Food Revenue Tool*.
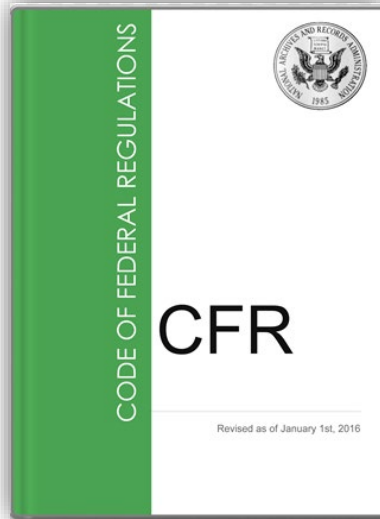
The instruction within this *How-To Guide* is based on guidance from the Code of Federal Regulations (CFR), §210.14 Resource Management.

It is recommended to review these regulations in addition to reviewing this course for complete guidance on the revenue from non-program food requirements.

Definitions

Nonprofit School Food Service Account (NSFSA): The restricted account in which the revenue from all food service operations conducted by the SFA, principally for the benefit of school children, is retained and used only for the operation or improvement of the nonprofit school food service. This account shall include, as appropriate, non-Federal funds used to support paid lunches as provided in §210.14(e) and proceeds from Non-Program Foods as provided in §210.14(f).

Cost of Non-Program Food: The amount paid for food that is not a part of the reimbursable meal and is purchased using funds from the NSFSA, including, but not limited to, a la carte food items, adult meals, and catering.

Cost of Reimbursable Meal Food: The amount paid for food and beverages purchased to be included in reimbursable meals.

Definitions

Total Food Cost: The total amount paid for both reimbursable meals and Non-Program Foods purchased with funds from the NSFSA.

Total Revenue: All funds received by or accrued to the nonprofit school food service account.

School Food Authority (SFA): The governing body which is responsible for the administration of one or more schools and has the legal authority to operate the Child Nutrition Programs (CNPs). The SFA is responsible for maintaining the nonprofit school food service account and observing the requirements for and limitations on the use of nonprofit school food service revenues set forth in §210.14.

- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

- Be sure to review these quiz questions and answers available within the guide.

- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.
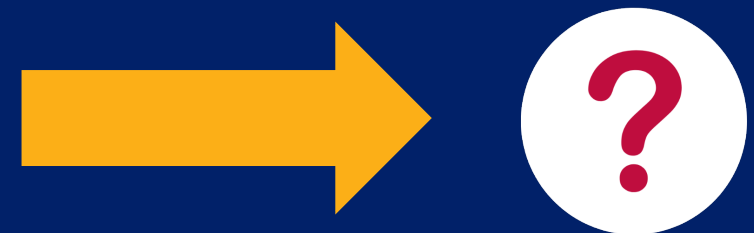
How to Complete the Non-Program Food Revenue Tool

This Step-by-Step Instruction will include:

Introduction to Non-Program Foods	Slides 9 – 12
The Non-Program Food Revenue Tool	Slides 13 – 20
Step 1. Determine the Reference Period	Slides 21 – 24
Step 2. Identify Non-Program Foods	Slides 25 – 30
Step 3. Determine non-program Food Costs	Slides 31 – 45
Step 4. Interpreting the Results	Slides 46 – 56

The following slides will only cover how-to instructions for completing the Non-Program Food Revenue Tool. **Please refer to §210.14 Resource management for NSFSA requirements.**

Introduction to Non-Program Foods

Introduction

Purchasing Non-Program Foods

Many schools who participate in the NSLP sell other foods outside of the reimbursable meal. Foods (and beverages) sold in schools operating NSLP that are not included in the reimbursable meal and are purchased with funds from the NSFSA are called **Non-Program Foods**.

- Any foods included in the reimbursable meal are considered program foods.

School food service departments sell non-program foods to offer more options throughout the school day to students and adults. Selling non-program foods is also a tool used to increase revenue–especially in high schools and junior high schools; however, non-program foods can be sold to all grade levels.

Introduction

Identifying Non-Program Foods

Non-program foods are any non-reimbursable foods or beverages purchased using funds from the NSFSA.

Examples of non-program foods are:

- A la carte
- Extra milk
- Adult meals
- Vending machines
- School stores
- Fundraisers
- Catering
- Vended meals

Introduction

Non-Program Foods Requirements

There are a few requirements for SFAs to measure compliance when handling non-program foods. When selling non-program foods, SFAs must ensure that:

- all revenue from the sale of non-program foods accrues to the NSFSA; and

- revenue available to support the production of reimbursable meals does not subsidize the sale of non-program foods.

For more information on these requirements, please click here to read USDA's memo, SP 20-2016: Nonprofit School Food Service Account Non-Program Food Revenue Requirements.

The Non-Program Food Revenue Tool

The Non-Program Food Revenue Tool

Determining Compliance

SFAs are required to determine if the percent of total revenue that is generated from non-program food sales is **equal to** or **greater** than the percent of total food costs that are attributable to the SFA's purchase of non-program foods.

To assist SFAs in determining compliance with non-program food revenue requirements, USDA has created the *Non-Program Food Revenue Tool.*

Non-Program Food Revenue Tool

The Non-Program Food Revenue Tool

Determining Compliance Example

If the cost of non-program foods is 25% of the SFAs total food costs, then the amount of revenue generated from the sale of these non-program foods must be at least 25% of the total revenue in the NSFSA to be compliant with the non-program foods requirements.
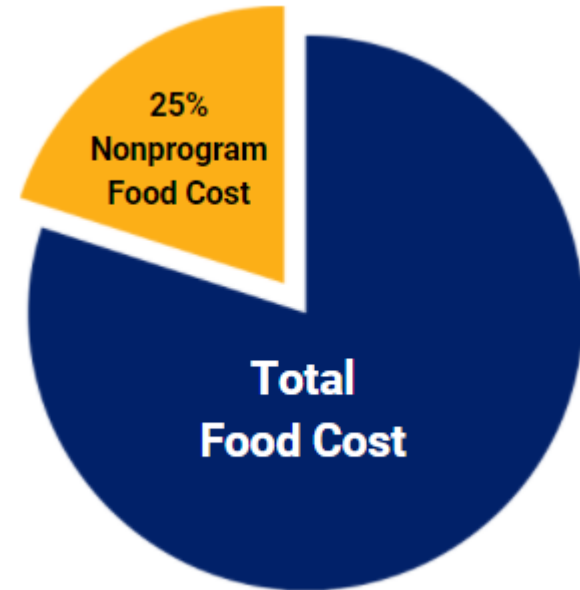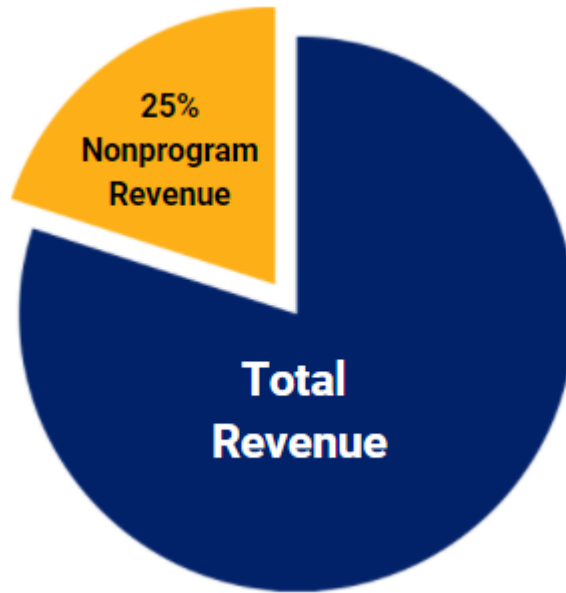
The Non-Program Food Revenue Tool

Assessing Compliance with Non-Program Foods

Using the *Non-Program Food Revenue Tool* is the most simplified approach for SFAs to assess compliance with non-program food revenue. All SFAs who sell non-program foods are required to assess compliance annually. To complete the *Non-Program Food Revenue Tool*, SFAs must collect the cost of both program and non-program foods and the total revenue from the previous school year (SY).

- For example, to comply at the start of SY 22-23, the *Non-Program Food Revenue Tool* must be completed for all transactions from SY 21-22.

- The tool is not required to be submitted to ADE but is required to be kept on file for a minimum of **five years** and may be requested at the time of an Administrative Review.

The Non-Program Food Revenue Tool

Completing the Non-Program Food Revenue Tool

The remainder of this training will provide you with instruction on how to locate and properly complete the *Non-Program Food Revenue Tool*.

- The *Non-Program Food Revenue Tool* can be found on ADE's NSLP and SBP Program Forms and Resources webpage under the "Financial" accordion.

- To best understand how to complete the *Non-Program Food Revenue Tool*, it is recommended to have the tool displayed on your desktop while reviewing the following slides.

The Non-Program Food Revenue Tool

Completing the Non-Program Food Revenue Tool

Step 1: Determine the Reference Period	→	Step 2: Identifying Non-Program Foods	→	Step 3: Determining non-program food costs	→	Step 4: Interpreting the Results
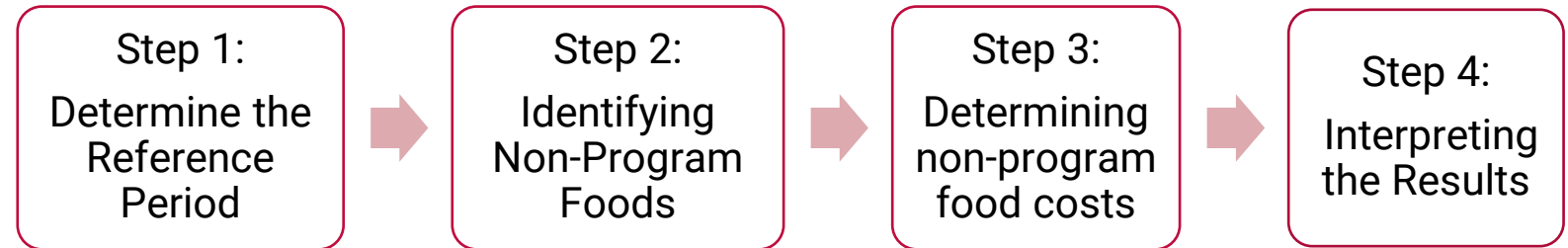
There are four steps when completing the *Non-Program Food Revenue Tool*. Once completed, the tool will calculate the minimum amount of revenue from non-program foods required to meet the non-program food revenue requirement. The tool will calculate any additional revenue needed to comply.

The Non-Program Food Revenue Tool

non-program Food Revenue Steps

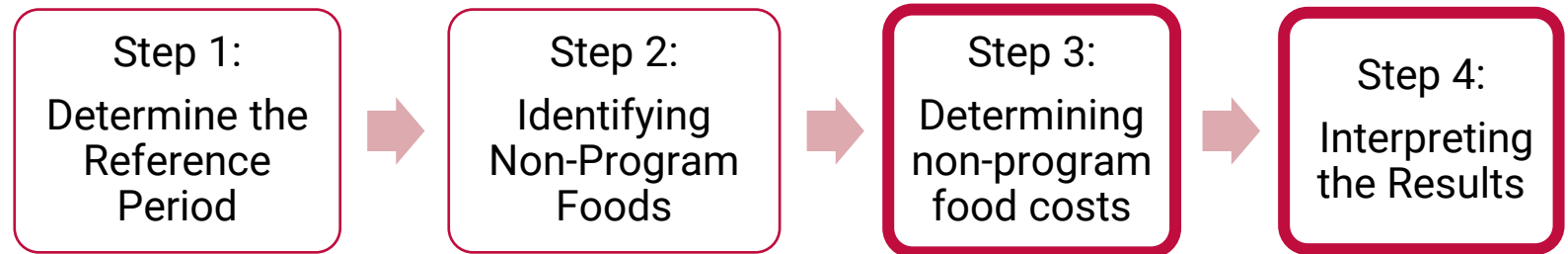| Step 1: Determine the Reference Period	→	Step 2: Identifying Non-Program Foods	→	Step 3: Determining non-program food costs	→	Step 4: Interpreting the Results
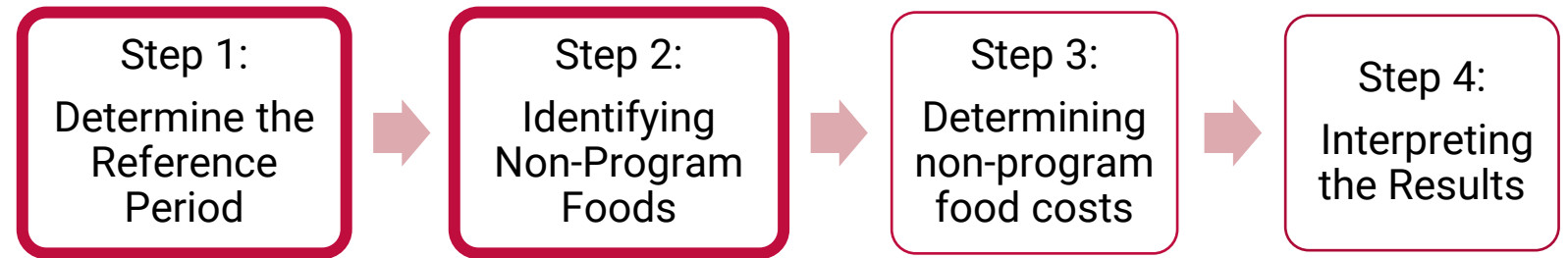
Step 1: Determine the Reference Period
- SFAs need to establish an appropriate reference period for which the Non-Program Food Revenue Tool will cover.

Step 2: Identify Non-Program Foods
- SFAs must identify non-program foods sold during the reference period.

The Non-Program Food Revenue Tool

non-program Food Revenue Steps

Step 1: Determine the Reference Period	→	Step 2: Identifying Non-Program Foods	→	Step 3: Determining non-program food costs	→	Step 4: Interpreting the Results

Step 3: Determine non-program Food Costs
- SFAs will need to determine the cost of any non-program foods that are sold during the reference period.

Step 4: Interpret the Results
- SFAs can now compare their non-program food revenue to the minimum revenue required from the sale of non-program foods to determine if they meet this requirement.

Step 1. Determining the Reference Period

Step 1. Determining the Reference Period

The Reference Period

The first step in completing the Non-Program Food Revenue Tool is to establish an appropriate reference period. The reference period may be a school week, a month, or a year; however, the reference period must include at least five consecutive operating days.

- SFAs that operate less than five days a week are only required to include the number of consecutive operating days within a typical week.

Step 1. Determining the Reference Period

Choosing Your Reference Period

The most important determining factor when choosing the reference period is that the selected days must represent typical food service operations. For this reason, SFAs are responsible for choosing a reference period that best fits their individual operation. Data from summer school, holidays, vacations, or special circumstances that may distort the program and non-program foods data, cannot be included.

- For example, if the school food service department is only going to choose a reference period of five consecutive operating days, then it is important to select a typical week that does not include a special circumstance, such as catering events that do not usually occur.

Step 1. Determining the Reference Period

Beginning the Tool

The fillable fields in the tool should be completed with the figures from the SFA's chosen reference period. These fields are based on the reference period that the SFA has chosen for their own individual tool.

To best outline the correct way to complete the tool, an example will be shown in the following slides. In this example, Elementary School A will use the month of October 2021 for the reference period.

- USDA has recommended that longer reference periods should be chosen such as monthly, quarterly or annually to capture a true picture of the program and Non-Program Foods data.

Nonprogram Revenue Calculator
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue
Cost for Reimbursable Meal Food
Cost of Nonprogram Food
Total Food Costs
Total Nonprogram Food Revenue
Total Revenue
Minimum portion of revenue from nonprogram funds
Minimum Revenue Required from the Sale of Nonprogram Foods
Additional Revenue Needed to Comply

Step 2. Identifying Non-Program Foods

Step 2. Identifying Non-Program Foods

Beginning the Tool

Now that we have chosen our reference period, the next step is to identify the non-program foods that were sold during that timeframe.

- For our example, Elementary School A will be assessing compliance with all revenue generated from non-program food sales in the month of October 2021.

Step 2. Identifying Non-Program Foods

Identifying Non-Program Foods

The second step in completing the Non-Program Food Revenue Tool is to identify all the non-program foods that will be included in the Non-Program Food Revenue Tool. For our example, the Non-Program Foods sold during Elementary School A's reference period of October included a la carte items, extra milks, and adult lunches.

- During Step 2, the SFA is identifying all non-program foods served during the reference period; costs have not been evaluated yet.

Step 2. Identifying Non-Program Foods

Including Catered and Vended Meals

Costs and revenues for catering, vended meals, or purchasing for other entities that occurred during the reference period are not required but can be included if this helps simplify the assessment for the SFA.

SFAs who choose to include these costs and revenues in their assessment must include both the food costs of providing these services and the revenues generated in the calculations for the selected reference period.

If the revenues from these activities are not included in the calculation of the total revenue and cost ratios, SFAs must be able to provide proper documentation. This documentation includes purchase agreements, invoices, the agreement with the entity, and information demonstrating the recovery of the full costs.

True or False: Elementary School Z caters breakfast and lunch for the local charter school down the street. When completing the *Non-Program Food Revenue Tool,* Elementary School Z is required to include the costs and revenues for the catered meals.

A) True
B) False

True or False: Elementary School Z caters breakfast and lunch for the local charter school down the street. When completing the *Non-Program Food Revenue Tool,* Elementary School Z is required to include the costs and revenues for the catered meals.

A) True
B) **False**

It is not required to include the costs and revenues for catered and vended meals or purchases for other entities that occurred during the reference period. SFAs can include these costs if this helps simplify the assessment, but it is not required for compliance with the non-program food revenue requirement.

Step 3. Determining Non-Program Food Costs

Step 3. Determining Non-Program Food Costs

Identifying the Cost

In Step 2, Elementary School A identified all non-program foods that were sold in October. They included: a la carte items, extra milks, and adult lunches.

Now in Step 3, we are determining the cost of all those non-program foods that were identified and sold during the reference period.

- Examples on how to determine each non-program food's individual cost will be shown in the next few slides, excluding adult meals. For more information on adult meals, go to ADE's *Step by Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool* or refer to the previous guidance listed on Slide 4.

Step 3. Determining Non-Program Food Costs

Determining Each Non-Program Food's Cost

To determine the cost for all non-program foods sold during the reference period, the SFA will first need to determine the food cost for each non-program food sold. To do this, take each non-program food items per serving cost and multiply the cost by the number of items sold.

- For example, Elementary School A sold 300 extra milks that cost $0.25 each. Therefore, 300 multiplied by $0.25 is $75.00. Based on this calculation, the non-program food cost for the extra milks sold during October was $75.00.

- Please note, this is what the milks (or other non-program foods) cost to purchase, not the price charged to students or adults.

This calculation will need to be completed by the SFA for all non-program food items sold during the reference period. For Elementary School A, that is a la carte items, extra milks, and adult meals.

Step 3. Determining Non-Program Food Costs

Adding the Cost

Elementary School A has taken the time to evaluate each individual item's cost and has found the results shown below:

- A la carte items = **$1,075.00**
  - Chicken sandwich (500 purchased at a cost of $1.50 each) = $750.00
  - Fruit and yogurt parfait (100 purchased at a cost of $2.00 each) = $200.00
  - Baked chips (250 purchased at a cost of $0.50 each) = $125.00
    - $750.00 + $200.00 + $125.00 = $1,075.00

- Extra milks (300 purchased at a cost of $0.25 each) = **$75.00**

- Adult lunches (1,000 purchased at a cost of $3.50 each) = **$3,500.00**

- $1,075.00 + $75.00 + $3,500.00 = **$4,650.00 total**

Elementary School A has added each individual non-program food cost together and found that the total cost for non-program foods sold in October was $4,650.00.

Step 3. Determining Non-Program Food Costs

Crossover Items

If an SFA sells the same food item as both a program and non-program food, it is considered as a crossover item.

- For example, if Elementary School A sells a chicken sandwich as part of the reimbursable meal (program food) on Tuesdays and Thursdays and sells the chicken sandwich Monday through Friday as an a la carte item (non-program food), it is important that these food costs are differentiated between program and non-program food revenues by the SFA to properly complete the *Non-Program Food Revenue Tool*.

Step 3. Determining Non-Program Food Costs

Beginning the Tool

Before moving on to Step 4, begin inputting your figures into the *Non-Program Food Revenue Tool*. The first figure on the tool is Cost for Reimbursable Meal Food, or the amount paid for food purchased to be a part of a reimbursable meal.
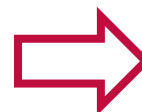
- It is important to note that the method for capturing non-program and program food costs and revenues can differ with each SFA depending on their food service program and financial tracking tools. However, each SFA must identify all program and non-program food costs and revenues during the reference period for the purpose of completing the *Non-Program Food Revenue Tool*.

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	

Step 3. Determining Non-Program Food Costs

Cost for Reimbursable Meal Food

In our example, Elementary School A was able to identify the reimbursable meal cost for October by reviewing all expenditures for food and subtracting out any food costs attributed to non-program foods. They have found that their Cost for Reimbursable Meal Food was $15,350.00 as entered below:

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	

- It is recommended that SFAs have their own financial management system that tracks and separates the costs of program and non-program foods. This can be accomplished by placing separate orders for program and non-program food, or by establishing different coding mechanisms to separate these costs once invoices have been received.

Cost of Non-Program Food

The next figure on the tool is Cost of Non-Program Food.

Elementary School A has already calculated this figure at the beginning of Step 3. To review how this figure was calculated, refer to Slide 32. Their Cost of Non-Program Food for October was $4,650.00 as entered below:
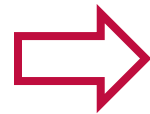
Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$	15,350
Cost of Nonprogram Food	$	4,650

Step 3. Determining Non-Program Food Costs

Total Food Costs

Once the Cost for Reimbursable Meal Food and Cost of Non-Program Food have been entered, the tool will add both figures together and auto-fill the Total Food Costs field.

Elementary School A's Total Food Costs of $20,000 is shown below:

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	
Cost of Nonprogram Food	$ 4,650	
Total Food Costs	$ 20,000	

Step 3. Determining Non-Program Food Costs

Determining the Non-Program Food Revenue

Prior to moving forward with the tool, the SFA must determine the **non-program food revenue**, or all funds accumulated to the NSFSA associated with the sale of non-program foods.

To find the revenue for each non-program food item sold during the reference period, the SFA must take the total number of items sold multiplied by that individual item's purchase price set by the SFA.

- For example, Elementary School A sold 300 extra milks priced at $0.50 each. Therefore, 300 multiplied by $0.50 is $150.00. Based on this calculation, the non-program food revenue from the sale of the extra milks during October was $150.00.

Step 3. Determining Non-Program Food Costs

Adding the Revenue

Elementary School A has taken the time to evaluate each individual item's revenue and has found the results shown below:

- A la carte items = **$2,100.00**
    - Chicken sandwich (500 sold at $3.00 each) = $1,500.00
    - Fruit and yogurt parfait (100 sold at $3.50 each) = $350.00
    - Baked chips (250 sold at $1.00 each) = $250.00
        - $1,500.00 + $350.00 + $250.00 = $2,100.00

- Extra milks (300 sold at $0.50 each) = **$150.00**

- Adult lunches (1,000 sold at $3.75 each) = **$3,750.00**

- $2,100.00 + $150.00 + $3,750.00 = **$6,000.00 total**

Elementary School A has added each individual non-program food's revenue together and found that the total revenue for non-program foods in October was $6,000.00.

Step 3. Determining Non-Program Food Costs

Total Non-Program Food Revenue

The next figure on the tool is Total Non-Program Food Revenue.

Elementary School A found this figure by calculating the revenue in the example on the previous slide. Their Total Non-Program Food Revenue for October was $6,000.00 as entered below:

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	
Cost of Nonprogram Food	$ 4,650	
Total Food Costs	$ 20,000	
Total Nonprogram Food Revenue	$ 6,000	

Step 3. Determining Non-Program Food Costs

Total Revenue

Now, the SFA must determine their total revenue, or all funds accrued to the NSFSA. This includes, but is not limited to, all reimbursement funds, all student meal sales and all non-program food revenues.

Elementary School A's Total Revenue for October was $25,000.00 as entered below:

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	
Cost of Nonprogram Food	$ 4,650	
Total Food Costs	$ 20,000	
Total Nonprogram Food Revenue	$ 6,000	
Total Revenue	$ 25,000	

When determining an SFA's total revenue, what must be included?

A) Reimbursement funds and all student meal sales
B) Non-program food revenue
C) Program food revenue
D) All funds accumulated to the NSFSA

When determining an SFA's total revenue, what must be included?

A) Reimbursement funds and all student meal sales
B) Non-program food revenue
C) Program food revenue
D) **All funds accumulated to the NSFSA**

The total revenue must include all funds received by the NSFSA. This includes all answers above; however, it is important to ensure that all funds which have been added to the NSFSA are included in this figure. All SFAs operate differently and must evaluate their own revenues.

Step 4. Interpreting the Results

Step 4. Interpreting the Results
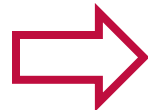
Ensuring Compliance in the Results

While interpreting the results of the *Non-Program Food Revenue Tool* in Step 4, the SFA must ensure that the non-program food revenue that is available supports the production of reimbursable meals and is not subsidized by revenues from program foods.

Step 4. Interpreting the Results

Minimum Portions

Based on the amounts the SFA has entered, the tool will calculate the minimum portion of revenue required from non-program funds.

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	
Cost of Nonprogram Food	$ 4,650	
Total Food Costs	$ 20,000	
Total Nonprogram Food Revenue	$ 6,000	
Total Revenue	$ 25,000	
Minimum portion of revenue from nonprogram funds	23%	

Step 4. Interpreting the Results

The Percent of Minimum Portions

The Minimum Portion of Revenue from Non-Program Funds is the minimum percentage of non-program revenue to total revenue needed for compliance. The percentage is calculated by dividing the cost of non-program food by the total food cost.

- For example, Elementary School A had $4,650.00 for Cost of Non-Program Food and $20,000 for Total Food Costs. Therefore, they would divide $4,650.00 by $20,000.00 to get the Minimum Portion of Revenue from Non-Program Funds Percentage of 0.2325 or 23.25%.

Step 4. Interpreting the Results

Minimum Revenue Required from Non-Program Foods

The Minimum Revenue Required from the Sale of Non-Program Foods is the minimum amount of non-program food revenue needed for compliance. This amount is calculated by taking the Total Revenue and multiplying it by the Minimum Portion of Revenue From Non-Program Funds Percentage.

- For example, Elementary School A had a Minimum Portion of Revenue from Non-Program Funds Percentage of 23.25% and Total Revenue of $25,000.00. Therefore, $25,000.00 multiplied by 23.25% would give them Minimum Revenue Required from the Sale of Non-Program Foods of $5,813.00.

Step 4. Interpreting the Results

Minimum Revenue

The next figure on the tool is Minimum Revenue Required from the Sale of Non-Program Foods.

Elementary School A's Minimum Revenue Required from the Sale of Non-Program Foods for October was $5,813.00 as entered below:

Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	$ 15,350	
Cost of Nonprogram Food	$ 4,650	
Total Food Costs	$ 20,000	
Total Nonprogram Food Revenue	$ 6,000	
Total Revenue	$ 25,000	
Minimum portion of revenue from nonprogram funds	23%	
Minimum Revenue Required from the Sale of Nonprogram Foods	$ 5,813	

Step 4. Interpreting the Results

Minimum Revenue Less Than Total Revenue

If the Minimum Revenue Required from the Sale of Non-Program Foods is equal to or less than the Total Non-Program Food Revenue, the SFA is compliant with revenue from non-program food requirements.

- For example, Elementary School A had a Minimum Revenue Required from the Sale of Non-Program Foods of $5,813.00, and a Total Non-Program Revenue of $6,000.00. Therefore, Elementary School A met revenue from non-program food requirements.

Minimum Revenue Required from the Sale of Nonprogram Foods	$	5,813

Total Nonprogram Food Revenue	$	6,000

Step 4. Interpreting the Results

Minimum Revenue More Than Total Revenue

If the Minimum Revenue Required from the Sale of Non-Program Foods is greater than the Total Non-Program Food Revenue, the SFA is not compliant with revenue from non-program food requirements.

- For example, Elementary School B had Minimum Revenue Required from the Sale of Non-Program Foods of $6,975.00 and Total Non-Program Revenue of $5,000.00; therefore, Elementary School B was not in compliance with the revenue from non-program food requirements.

Total Nonprogram Food Revenue	$	5,000
Total Revenue	$	30,000
Minimum portion of revenue from nonprogram funds		23%
Minimum Revenue Required from the Sale of Nonprogram Foods	$	6,975
Additional Revenue Needed to Comply	$	1,975

Step 4. Interpreting the Results

Correcting Noncompliance

If the Minimum Revenue Required from the Sale of Non-Program Foods is greater than the Total Non-Program Food Revenue, the SFA will need to either:

- add non-Federal funds to the NSFSA; or

- revise its non-program food pricing structure to increase the Total Non-Program Food Revenue.

Step 4. Interpreting the Results

Example: Elementary School B

When the Minimum Revenue Required from the Sale of Non-Program Foods is greater than the Total Non-Program Food Revenue, the SFA is required to ensure compliance with the revenue from the non-program food requirement. Please refer to the example below to understand how to correct noncompliance:

- For example, Elementary School B had Minimum Revenue Required from the Sale of Non-Program Foods of $6,975.00 and Total Non-Program Food Revenue of $5,000.00; therefore, Elementary School B will need to either add $1,975.00 in non-Federal funds to its NSFSA or revise its non-program pricing structure to generate an additional $1,975.00 in order to meet revenue from non-program food requirements.

## Step 4. Interpreting the Results

Documentation for Non-Program Revenue

The *Non-Program Food Revenue Tool* is not required to be submitted to ADE unless requested at the time of the Administrative Review. However, it is important to keep all completed tools on file for a minimum of five years.

If the tool shows that the SFA is not in compliance with the revenue from Non-Program Foods requirements at the time of review and non-Federal funds have not been added to the NSFSA, the SFA will be required to revise its non-program pricing structure and recomplete the tool to show compliance.

Technical Assistance

If you have any questions about the Non-Program Food Revenue Tool, contact your HNS Specialist.
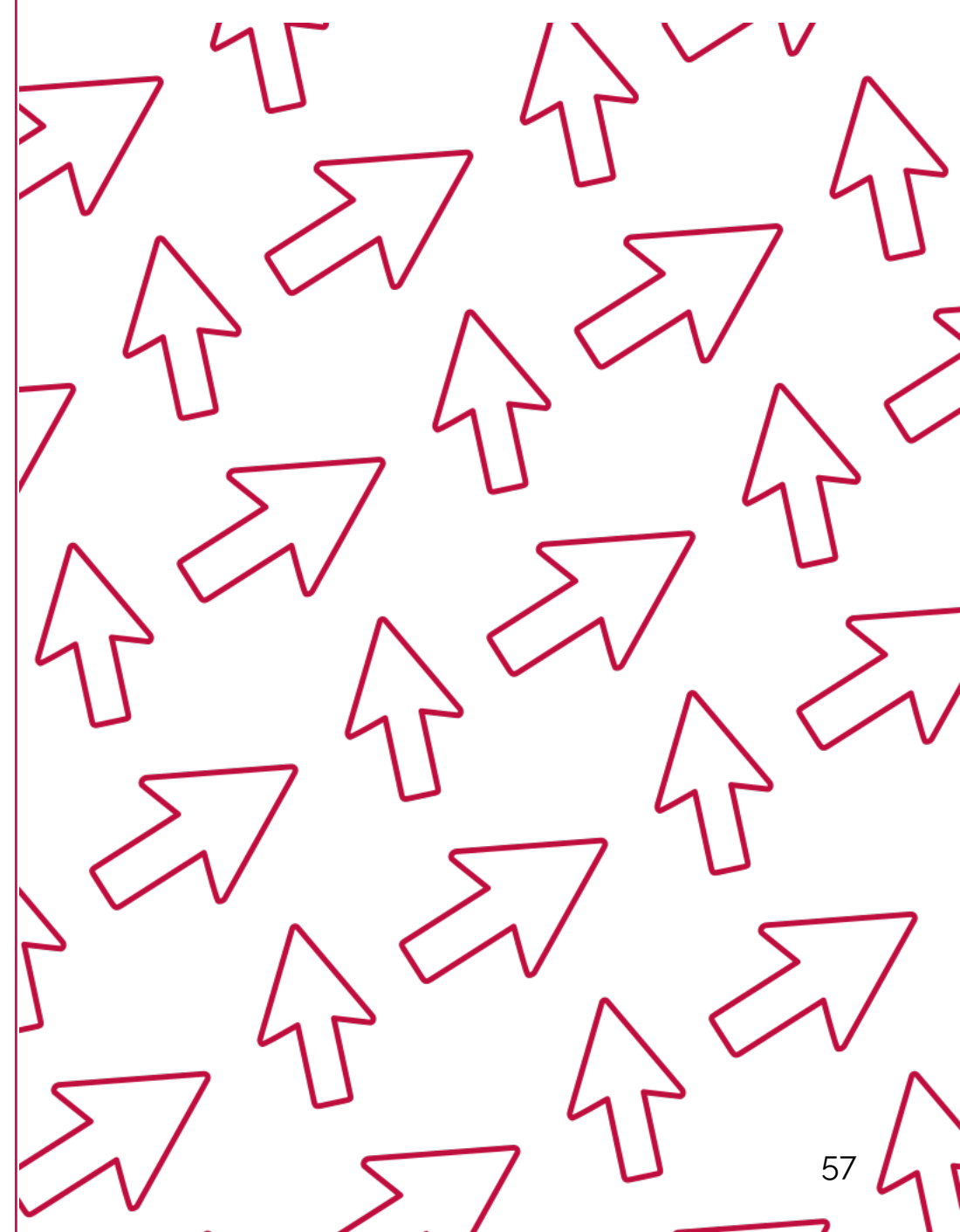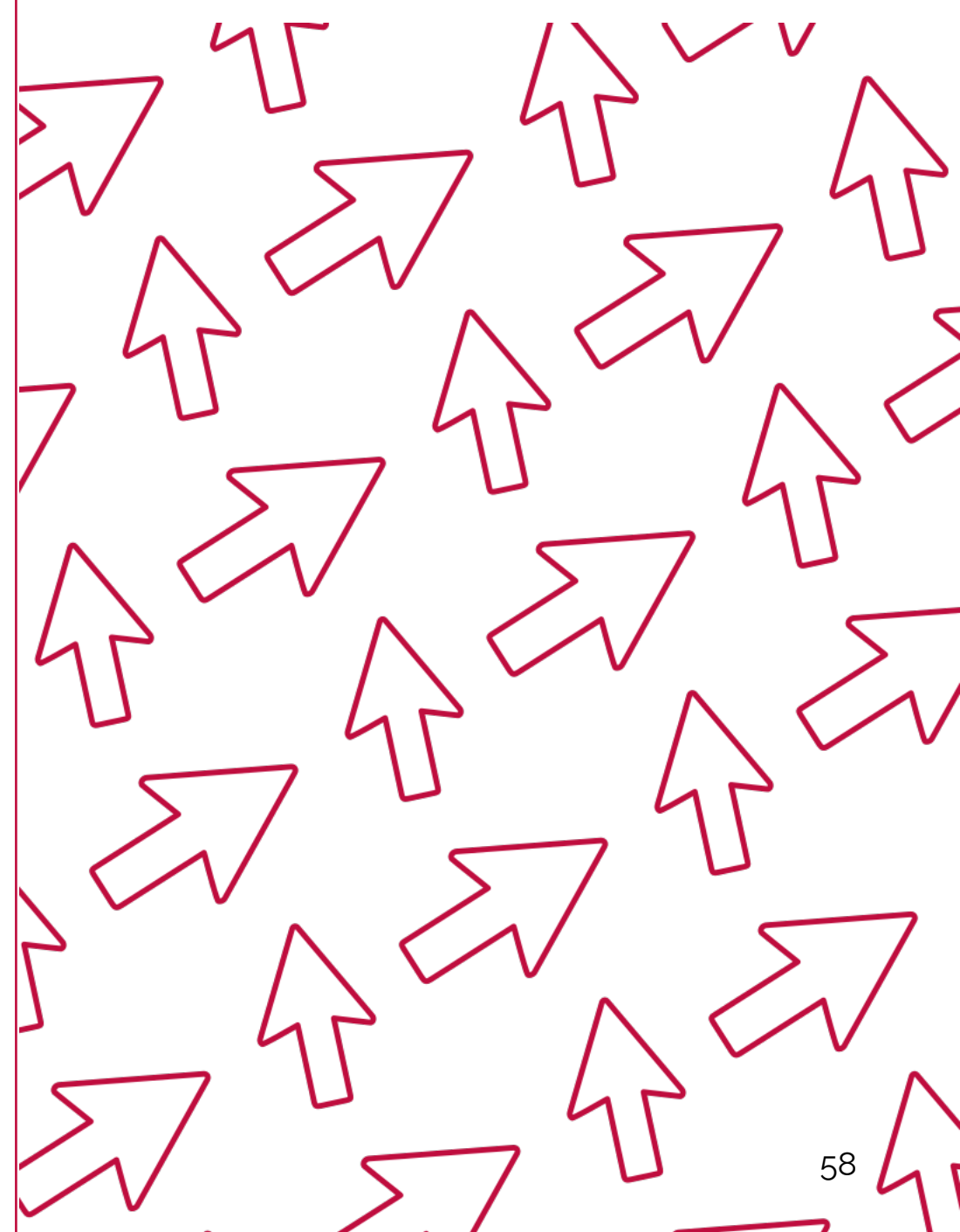
Congratulations

You have completed the Step-by-Step Instruction: ***How to Complete the Non-Program Food Revenue Tool***

In order to count this training towards 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:** How to Complete the Non-Program Food Revenue Tool
- **Learning Code:** 3320, 3350
- **Key Area:** 3000 – Administration
- **Length:** 45 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from SurveyMonkey.

This will not appear in your Event Management System (EMS) Account.

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

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

- Training Title: **Step-by-Step Instruction: How to Complete the Non-Program Food Revenue Tool**
- Professional Standards Learning Code: **3320, 3350**
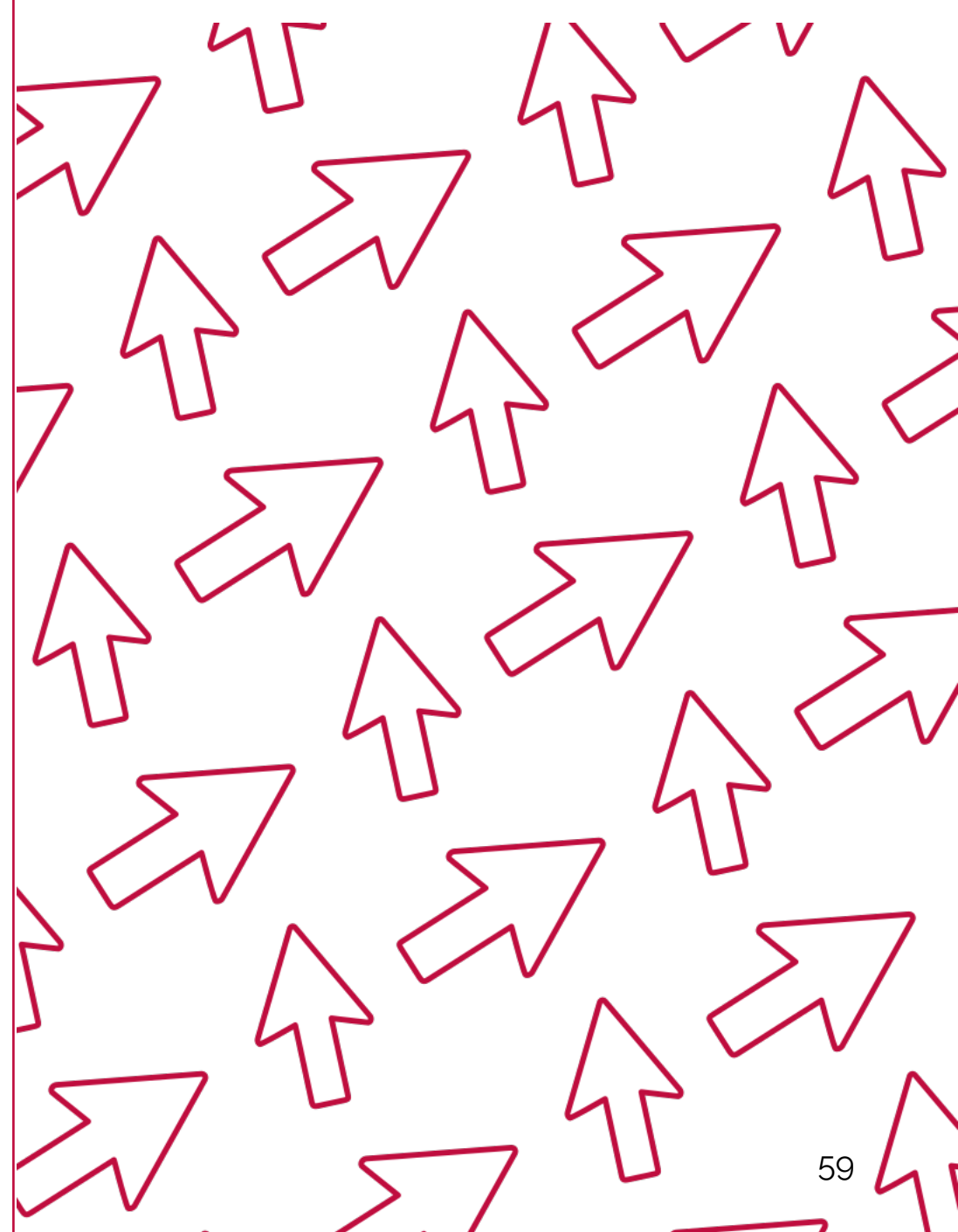
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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

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