

# Compliance Section

# Notes

# CHILD NUTRITION SCHOOL CONTACT INFORMATION

**REGIONAL PROGRAM SPECIALIST:** *Program Specialist are available to provide in-person technical assistance to Child Nutrition Programs (CNP) personnel.*

<b>VACANT</b>	Craig—18 Nowata—53 Ottawa—58 Tulsa (1/2)—72 Washington—74	<b>LEIGHANN RAUSCH</b> 405-301-5786  LeighAnn.Rausch@sde.ok.gov	Canadian—09 Oklahoma (1/4)—55
<b>BECKY GILBERT</b> 405-301-7838  Becky.Gilbert@sde.ok.gov	Beaver—04 Cimarron—13 Custer—20 Dewey—22 Ellis—23 Garfield—24 Harper—30 Major—44 Texas—70 Woodward—77	<b>MONA KING</b> 405-219-9015  Mona.King@sde.ok.gov	Cherokee—11 Delaware—21 Mayes—46 Wagoner—73
<b>JERI BUCHANAN</b> 405-246-8342  Jeri.Buchanan@sde.ok.gov	Beckham—05 Comanche (1/2)—16 Cotton—17 Greer—28 Harmon—29 Jackson—33 Kiowa—38 Roger Mills—65 Tillman—71 Washita—75	<b>NIKKI ASSAD</b> 405-248-8365  Nikki.Assad@sde.ok.gov	Cleveland—14 Oklahoma (1/4)—55
<b>JILL HARDIN</b> 405-239-0598  Jill.Hardin@sde.ok.gov	Choctaw—12 LeFlore—40 McCurain—48 Pushmataha—64	<b>PAULINE GRESHAM</b> 405-834-2962  Pauline.Gresham@sde.ok.gov	Caddo—08 Comanche (1/2)—16 Grady—26 McClain—47
<b>KAREN WALKER</b> 405-301-7689  Karen.Walker@sde.ok.gov	Atoka—03 Bryan—07 Coal—15 Hughes—32 Murray—50 Pontotoc—62 Seminole—67	<b>RHONDA STEVENS</b> 405-219-9637  Rhonda.Stevens@sde.ok.gov	Creek—19 Rogers—66 Tulsa (1/2)—72
<b>KATHY KUCK</b> 405-249-7918  Kathy.Kuck@sde.ok.gov	Blaine—06 Kingfisher—37 Logan—42 Oklahoma (1/4)—55	<b>SANDY BULLARD</b> 405-246-5648  Sandy.Bullard@sde.ok.gov	Lincoln—41 Oklahoma (1/4)—55 Pottawatomie—63
<b>KRISTEN SCHOELING</b> 405-249-0274  Kristen.Schoeling@sde.ok.gov	Alfalfa—02 Grant—27 Kay—36 Noble—52 Osage—57 Pawnee—59 Payne—60 Woods—76	<b>VACANT</b>	Carter—10 Garvin—25 Jefferson—34 Johnston—35 Love—43 Marshall—45 Stephens—69
		<b>TAMMY FLUTE</b> 405-249-0964  Tammy.Flute@sde.ok.gov	Adair—01 Haskell—31 Muskogee—51 Sequoyah—68
		<b>TINA BRANSCUM</b> 405-394-4425  Tina.Branscum@sde.ok.gov	Latimer—39 McIntosh—49 Okfuskee—54 Okmulgee—56 Pittsburg—61
<b>State Agency Telephone Number: 405-521-3327</b> <b>Fax Number: 405-521-2239</b> <b>CARS website: <a href="https://cnp.sde.ok.gov/oknslp/">https://cnp.sde.ok.gov/oknslp/</a></b>			

**SCHOOL DEPARTMENT AT OSDE:** *(All listed below assist with application approval and questions)*

<b>BECKY GRAY</b>	Program Manager, Schools	Becky.Gray@sde.ok.gov
<b>KAREN DAVIS</b>	FSMC & Audit Specialist	Karen.Davis@sde.ok.gov
<b>ALICIA YOUNG</b>	Claims and CEP/Provision Specialist	Alicia.Young@sde.ok.gov
<b>RHONDA STEVENSON</b>	Equipment Grant & FFVP Specialist	Rhonda.Stevenson@sde.ok.gov

**REIMBURSEMENT RATES  
SCHOOL BREAKFAST PROGRAM (SBP),  
NATIONAL SCHOOL LUNCH PROGRAM (NSLP),  
SPECIAL MILK PROGRAM (SMP), AND  
AFTER-SCHOOL SNACK PROGRAM (ASSP)**

The United States Department of Agriculture (USDA) has announced the Child Nutrition Programs' (CNP) reimbursement rates. Reimbursement rates are revised annually to account for changes in the Consumer Price Index (CPI). The following rates are effective **July 1, 2025**.

**Reimbursable Lunches Served to Students**

Free Lunches	\$4.43
Reduced-Price Lunches	4.03
Full-Price Lunches	.42

Schools that served 50 percent or more of their lunches free or at a reduced price in second preceding school year (2023-2024)

Free Lunches	\$4.45
Reduced-Price Lunches	4.05
Full-Price Lunches	.44

*Above Rates Do Not Include the Additional Incentive Payment (\$.09)*

**Reimbursable Breakfasts Served to Students**

Free Breakfasts	2.17
Reduced-Price Breakfasts	2.07
Full-Price Breakfasts	.39

**Commodities Per Student Lunch**

\$ .450

**Severe Need Breakfasts**

Free Breakfasts	\$2.84
Reduced-Price Breakfasts	2.54
Full-Price Breakfasts	.69

School sites within a district that served 40 percent or more of their lunches free or at a reduced price in second preceding school year (2023-2024)

**Special Milk Program**

Nonpricing Program	\$ .2700
Option 1 Pricing Program	NA
Option 2 Pricing Program	.2700

Per half-pint served  
Per full-price half-pint served and average cost of free half-pint served  
Per half-pint served

**After-School Snack Program**

Free Snack	\$ 1.21
Reduced-Price Snack	.60
Full-Price <i>Not Eligible</i> Snack	.11

# REPORTING DATES CHECKLIST

The following reports are to be submitted electronically in the CARS system to the State Department of Education, hereinafter referred to as the *State agency*, on or before the denoted date of each year.

Date Due	Report	Date Submitted
Before Application Renewal Approval	<b>Food Safety Inspection Report</b>	
Before Renewal Application Approval	<b>Paid Lunch Equity (PLE) Tool</b> (Paid student prices for Schedule B) <i>Information must be submitted to CNP.</i>	
Available on or after July 1st	<b>Renewal Application, Agreement, Policy Statement, and changes to the Permanent Policy Statement</b> in CARS.	
Tenth of Each Month	Monthly Claim for Reimbursement (Cannot claim until Renewal Application is approved by CNP.	
August 1st (if applicable)	<b>Provision 1, 2, or 3 Application</b> (Only for sites participating) <i>Application located in Other Documents</i>	
August 4 or when available by The WAVE	<b>Direct Certification</b> is accessible Online at <a href="https://sde.ok.gov/wave-system">https://sde.ok.gov/wave-system</a> . SFAs must pull direct certification at least 3 times annually	
July 1 - August 26, 2025	<b>Fresh Fruit and Vegetable Program (FFVP) Application</b> in CARS	
Fifteenth of Each Month	Monthly Claim for Reimbursement—Fresh Fruit and Vegetable Program (FFVP) Grant	
October 1st	<b>Verification Process</b> to begin	
October 31st	<b>Civil Rights Checklist: page C-12</b> (Keep on file at the SFA)	
Opens After October Claim Has Been Processed	<b>Low-Income Student Count Report</b> (Must be completed prior to submission of November claim) <i>Submit a copy signed by the Superintendent to CNP.</i>	
November 15th	<b>Verification Process</b> to be completed	
Before December Claim Can Be Submitted	<b>Verification Summary Report</b>	
January	Registration for Summer Food Service Program training	
February 1st	<b>On-Site Reviews</b> (Only for schools with more than one eating site; a review must be completed for each lunch site and 50 percent of breakfast sites): <b>pages C-54-61</b> Keep on file at the SFA	
Week of April 6th	Print Direct Certification list from the WAVE for CEP	
April 30th	<b>Summer Food Service Program (SFSP) Application</b> must be submitted	
May 15th	<b>Seamless Summer Option Application</b> must be submitted in CARS	
June 30th (if applicable)	<b>Community Eligibility Provision (CEP) Application</b> Located in Other Documents	
June 30th	<b>Food Service Management Company (FSMC) Contract Renewal Form.</b> Must use OSDE's renewal form in Other Documents. <i>Submit to Karen Davis</i>	
July - August	<b>ABVM or District-Wide Provision ABVM Training</b> ( <i>one person from each district is required to attend or complete</i> ) If not taken in-person, it is available on OSDE Connect.	

The following reports must be completed, if applicable to your district. These are to be maintained at the SFA:		<input type="checkbox"/>
Twice a Year:	On-Site Review for <b>After-School Snacks</b> (only for sites participating) : <b>page C-121</b> (First review must be conducted in the first 4 weeks of operation and the second anytime during operation)	<input type="checkbox"/>
Annually	SFA must complete <b>Food Service Management Company</b> monitoring form	

## LIST OF CHILD NUTRITION AND RELATED ACRONYMS

ADA	Average Daily Attendance	LEA	Local Education Agency
ADM	Average Daily Membership	LWP	Local Wellness Policy
AF	Attendance Factor	NCLB	No Child Left Behind
AR	Administrative Review	NSLA	National School Lunch Act
ASSP	After-School Snack Program	NSLP	National School Lunch Program
CACFP	Child and Adult Care Food Program	OCAS	Oklahoma Cost Accounting System
CARS	Claiming, Application, and Review System	OMB	Office of Management and Budget
CEP	Community Eligibility Provision	OSDE	Oklahoma State Department of Education (also known as the <i>State Agency</i> )
CFDA	Catalog of Federal Domestic Assistance	OvS	Offer vs Serve
CN	Child Nutrition	PLE	Paid Lunch Equity
CNA	Child Nutrition Act	PFS	Product Formulation Statement
CNP	Child Nutrition Programs	RCCI	Residential Child Institution
CPI	Consumer Price Index	RDA	Recommended Dietary Allowance
DGA	Dietary Guidelines for Americans	RFP	Request for Proposal
DHS	Department of Human Services	SA	State Agency (also known as the State Department of Education)
DoD	Department of Defense	SBP	School Breakfast Program
EC	Early Childhood	SFA	School Food Authority
EPA	Environmental Protection Agency	SFSA	School Food Service Account
ESSA	Every Student Succeeds Act	SFSP	Summer Food Service Program for Children
FBG	Food-Buying Guide	SMP	Special Milk Program
FDA	Food and Drug Administration	SNAP	Supplemental Nutrition Assistance Program (formerly Food Stamp)
FDPIR	Food Distribution Program on Indian Reservations	SNB	Severe Need Breakfast
FFVP	Fresh Fruit and Vegetable Program	SOP	Standard Operating Procedures
FNS	Food and Nutrition Service (USDA)	SWRO	Southwest Regional Office
FSIA	Family-Size and Income Application	SY	School Year
FSIS	Food Safety and Inspection Service (USDA)	TANF	Temporary Assistance to Needy Families
FSMC	Food Safety Management Company	USDA	United States Department of Agriculture
FY	Fiscal Year	WGR	Whole-grain Rich
HACCP	Hazard Analysis of Critical Control Points (USDA)	WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
ICN	Institute of Child Nutrition		
IEG	Income-Eligibility Guidelines		
IEP	Individual Educational Plan		
IFB	Invitation for Bid		
ISP	Identified Student Percentage		

**INTERACTIVE FORMS AND CNP RESOURCES ARE LOCATED IN OTHER DOCUMENTS IN CARS.**

<https://cnp.sde.ok.gov/oknslp/PrintDocuments.aspx>

*(Login access is not required for Other Documents)*

## CHARTER SCHOOL PROCEDURES FOR CHILD NUTRITION PROGRAMS (CNP)

- A. A charter school is treated as its own LEA or school district for all federal programs, including Child Nutrition. **NOTE: If the charter is operating as an RCCI, all requirements must continue to be met. Go to *pages C-91-98*.**
1. The charter school is assigned a county/district code. The charter school completes its own application/agreement policy statement with the CNP Section of the State agency.
  2. The charter school is responsible for the distribution and collection of the free/reduced-price applications, the approval of these applications, Direct Certification activity, and any issuance of benefits for the charter school students. **NOTE: If the charter is also operating as an RCCI, the Statement of Facts form will suffice as documentation of eligibility (see *page C-94*).**
  3. The charter school can operate its own child nutrition program (self-operating) or it can contract for its meal services:
    - a. Every meal claimed for reimbursement must meet minimum meal pattern requirements.
    - b. A charter school may contract its meals with a school district participating in the National School Lunch Program (NSLP)/School Breakfast Program (SBP) that is **NOT** under any food service management company (FSMC) contract—in this case, a simple contract, ***National School Lunch/School Breakfast Programs Agreement to Furnish Food Service***, (located in *Other Documents under the Procurement Section*) can be used. The charter school is not obligated to bid this service competitively as long as the service is provided by a school district that is self-operating.
    - c. A charter school is not allowed to contract its meals/food services with a school district that is **NOT** participating in the NSLP/SBP unless these services are bid competitively. Further, a charter school is not allowed to contract its meals/food services with a school district that **IS** participating in the NSLP/SBP that **IS** under an FSMC contract. This would cause a **SUBSTANTIVE** change to the FSMC contract that would require the school district to have to rebid its FSMC contract.
    - d. A charter school may contract its food service operations with an FSMC—in this case, the ***Food Service Management Company (FSMC) Request for Proposal (RFP)/Contract*** prototype **must** be used.
    - e. A charter school may contract for food delivery only (not preparation) with an outside entity—in this case, the National School Lunch/School Breakfast Programs ***Agreement to Furnish Food Service*** located in *Other Documents under the Procurement Section* may be used. This service must be procured under federal procurement regulations.
  4. The charter school will collect all of its own meal counts and eligible counts each month to report on its own claim for reimbursement. The federal reimbursement from its claim will be deposited into whatever bank account the charter school has set up with the State agency. However, all State Match funds will be deposited into the sponsor's account.
  5. The charter school is responsible for establishing and implementing the following policies and plans:
    - a. Wellness Policy
    - b. Hazard Analysis Critical Control Point (HACCP) Plan
    - c. Procurement Plan

6. The charter school is responsible for the submission of all CNP reports:
  - a. Claim for reimbursement
  - b. Food safety inspection report
  - c. Low-income report
  - d. Verification report
  - e. PLE (Paid Lunch Equity)

**B. Additional Two-Cent Reimbursement**

An LEA, in the second preceding year, that served 60 percent of its lunches to students who qualified for free or reduced-price meals will automatically receive an additional \$.02 for each lunch claimed. This means that a new charter LEA must be in its third year of participation before the additional reimbursement is paid.

**C. Severe Need Breakfast (SNB)**

Each site under a charter LEA **MAY** receive additional reimbursement for breakfast. A site, in the second preceding year, that served 40 percent of its lunches to students who qualified for free or reduced-price meals will receive additional funding for each breakfast claimed. This means a new charter school site must be in its third year of participation before it would qualify for the additional breakfast funding.

**D. USDA Foods—Commodities**

Once a charter school LEA has been approved to participate in CNP for a full school year, the meal counts from that LEA will be sent to the Department of Human Services (DHS) to determine the USDA Foods allocation for the **FOLLOWING** school year. This means that the charter LEA will participate in CNP for one year before USDA Foods are received. Once the charter school begins to receive USDA Foods, if it is contracting its meals with another school district, the charter school must allow the district to have the USDA Foods and the rate per **LUNCH** that the charter school is paying the district will be reduced by the USDA Foods rate.

**E. Procurement**

CNP funds are federal, therefore, charter schools must follow federal procurement regulations when purchasing anything acquired with CNP funds. Procurement information is located in the Procurement section of the Training Manual.

**F. Child Nutrition staff from the State agency will conduct a review of each SFA once every 5 years.**

**G. Record Maintenance**

1. All records pertaining to CNP must be maintained for a period of three years after the fiscal year has ended.
2. Records involved in a state or federal review or audit must be maintained until the review/audit issues are resolved.



## CIVIL RIGHTS

United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) delineates the civil rights requirements for participants in Child Nutrition Programs (CNP). The following is required at the local school food authority (SFA) level.

### A. Public Information Responsibilities

1. Ensure that all forms of communication and printed program information that are disseminated include the following nondiscrimination statement. If material is too small to permit the full statement, **this institution is an equal opportunity provider *will be included at a minimum in print size no smaller than the text.***

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

2. Inform parents or guardians of students in sites participating in the CNP, as well as local minority and grass roots organizations, of the availability of program benefits and services, the nondiscrimination policy, and all significant changes in existing requirements that pertain to program eligibility and benefits.
3. Display in a prominent place, where meals are served, the nondiscrimination poster developed by USDA. The poster is required to measure 11 inches x 17 inches.
4. Make available to the public, and to participants and potential participants upon request, information about program requirements and the procedures for filing a complaint in English and/or in the appropriate translation to non-English-speaking persons.

## B. Data Collection

1. Develop a method for collection of data. Methods include a determination of the information by voluntary self-identification by an applicant on the Application for Free and Reduced-Price School Meals.
2. Maintain information on file for three years.
3. Establish procedures to ensure that the information is made available only to authorized state and federal personnel during reviews or as a part of federal- or state-approved surveys.
  - a. The nondiscrimination statement must be included on all of the forms that sites send to parents. The public release will satisfy the provisions of Item A2 (previous page).
  - b. A Civil Rights Compliance Checklist is included on **page C-12**. This checklist, which is to be completed by each school site by October 31 of each year and maintained by each SFA, furnishes an overview of the requirements.

## C. Civil Rights Complaints

1. All written or verbal complaints alleging discrimination on the basis of race, color, national origin, age, disability, and sex (including gender orientation and gender identity), shall be processed within 90 days upon receipt in the manner prescribed by this instruction.
2. The Office of Minority Affairs (OMA) has been delegated the authority to determine the manner in which all civil rights complaints, investigations, preliminary inquiries, and compliance reviews are to be handled. Regardless of the administrative or operational level of the CNP where a civil rights complaint is filed, it must be forwarded in accordance with Item D2 (below) to the Office of the Assistant Secretary for Civil Rights (CR) Division, for submission to the OMA. The OMA will prepare and issue letters of acknowledgement to the complainant(s).
3. A preliminary inquiry or an investigation will be conducted on all valid complaints to substantiate or refute the allegations.

## D. Procedure for Filing Complaints of Discrimination

1. ***Right to File a Complaint:*** Any person alleging discrimination based on race, color, national origin, age, disability, and sex (including gender orientation and gender identity) has a right to file a complaint ***within 180 days*** of the alleged discriminatory action. Under special circumstances, this time limit may be extended by OMA.
2. ***Acceptance:*** All complaints must be in writing and signed by the complainant. All complaints shall be accepted by the SFA, the State agency, or Food and Nutrition Service Regional Office (FNSRO). The complaints will be forwarded at once to the CR Division. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed and to indicate the possibility of a violation. Please see a Civil Rights Complaint Form on **page C-13-14**. The person who has allegedly been discriminated against must complete and sign the form.

*Complaints based on age (or a combination of age and other bases) must ALL be forwarded to FNS Civil Rights Division within 5 working days of receipt regardless of the complaint procedure. Civil Rights complaints must be maintained in a log separate from other program complaints. Confidentiality is extremely important.*

E. Required Civil Rights Staff Training

1. Annual training on civil rights is required for **ALL SFA employees involved or assisting with Child Nutrition activities**. Training information can be accessed through CARS in Other Documents.
2. Documentation with names of participants must be maintained at the SFA to validate all staff training.
  - Sign-In Sheets
  - Training Certificates
  - Professional Development Tracking Tool

F. Civil Rights Compliance Checklist

Each site must have a checklist completed every year by October 31st. The form is located on **page C-12**. **Use the student information system to determine race and ethnicity**. Do not use visual observation.

G. Complaint Filing Form

If someone has a Civil Rights complaint, the Civil Rights Complaint Filing form needs to be completed and sent to USDA. The form is located on **page C-13-14**.

# CIVIL RIGHTS COMPLIANCE CHECKLIST

## SCHOOL YEAR \_\_\_\_\_

United States Department of Agriculture (USDA) regulations outline each site's responsibility with regard to civil rights compliance in the Child Nutrition Programs (CNP). The following checklist furnishes a quick overview of requirements.

	YES	NO	NA*
1. Does the letter to households include:			
a. The required nondiscrimination statement?			
b. Where a complaint may be filed?			
2. Is a USDA/Food and Nutrition Service (FNS)-approved poster displayed in a prominent place and visible to recipients?			
3. Is the correct nondiscrimination statement included on appropriate program materials?			
4. Has the school food authority (SFA) sent out a public release to community/grassroots organizations?			
5. Are foreign language translations available when a significant number of persons speaking only a foreign language are in the population?			
6. Are procedures established to receive complaints alleging discrimination?			
a. Have there been any written or verbal complaints alleging discrimination?			
b. If <b>YES</b> , have these complaints been reported to the State Department of Education (the <b>State agency</b> )?			
7. Do admission procedures used restrict enrollment by minority persons?			
8. Are incorrectly denied Applications for Free and Reduced-Price Meals disproportionately composed of minority applications?			
9. Are disabled students provided program benefits as prescribed by regulations (including special dietary needs), as appropriate?			

\*Not Applicable

	ENROLLMENT	NUMBER APPROVED FOR FREE AND REDUCED- PRICE MEALS/ FREE MILK	NUMBER DENIED
<b>ETHNICITY:</b>			
• Hispanic or Latino			
• Not Hispanic or Latino			
<b>TOTAL STUDENTS BY ETHNICITY</b>			
<b>RACE:</b>			
• American Indian or Alaska Native			
• Asian			
• Black or African American			
• Native Hawaiian or Other Pacific Islander			
• White			
<b>TOTAL STUDENTS BY RACE</b>			

This form should be duplicated and completed by October 31 of each year by each site within the SFA and retained in your CNP files. The completed form will be reviewed during the AR.

## U.S. Department of Agriculture USDA Program Discrimination Complaint Form

Complainant Information				
First name		Middle Initial	Last Name	
Mailing Address				
Primary Phone Number		Alternate Phone Number		Email
Best way to reach you:      Mail                      Phone                      Email                      Other				
Representative Information				
Do you have a representative? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have written authorization from representative? If so, please attach. <input type="checkbox"/> Yes <input type="checkbox"/> No	
First name			Last Name	
Mailing address				
Phone		Email		
Complaint Information <i>(attach additional pages and supporting documentation as needed)</i>				
1. Provide the name of the program you applied for (if known/applicable).				
2. Select the USDA agency that conducts the program or provides Federal financial assistance for the program. <input type="checkbox"/> FNS <input type="checkbox"/> FS <input type="checkbox"/> FSA <input type="checkbox"/> RD <input type="checkbox"/> NRCS <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown				
3. Date of recent alleged discrimination (mm/dd/yyyy)			4. Location and/or address of the office where discrimination occurred	
5. Who do you believe discriminated against you? Include the name(s) of person(s) involved in the alleged discrimination (if known).				
6. What happened to you? (please include dates of each allegation)				
7. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex (including gender identity and expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs). Reprisal is prohibited based on prior civil rights activity.  I believe I was discriminated against based on:				
Remedies				
8. How would you like to see this complaint resolved?				
9. Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?				
10. If yes, with what agency or court did you file?			11. If yes, when did you file? (mm/dd/yyyy)	

Complainant Signature \_\_\_\_\_

Date \_\_\_\_\_

Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

## INSTRUCTIONS

**PURPOSE:** This form may be used if you believe you have experienced discrimination in any USDA program or activity, and you wish to file a complaint of discrimination. The form can be used to file a complaint of discrimination based on race, color, national origin, religion, sex (including gender identity and expression), sexual orientation, disability, age, marital status, family/parental status, income derived from public assistance program and political beliefs. If you need assistance filling out the form, you may call any of the telephone numbers listed at the bottom of the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter it must contain all of the information requested in the form and be signed by you or your authorized representative.

We must have a signed copy of your complaint. Incomplete information or an unsigned form will delay the process of your complaint

**FILING DEADLINE:** A program discrimination complaint must be filed within 180 days from the date you knew or should have known of the alleged discrimination unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the complaint letter differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaint documentation or Complaint Forms sent by fax or mail will be considered filed on the day the complaint is faxed or mailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period;
2. You were seriously ill or incapacitated; or
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

**USDA POLICY:** Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex (including gender identity and expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs).

USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified in the complaint and in the programs indicated in the complaint. Reprisal that is based on prior civil rights activity is prohibited.

**OFFICE LOCATION WHERE DISCRIMINATION OCCURED:** List the location and/or address of the office where discrimination occurred. If not known, this part of the form can be left blank.

**WHERE TO FILE YOUR COMPLAINT:** You may submit your completed form or letter to USDA by:

**Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence, Ave, SW, STOP 9410, Washington, DC 20250-9410;  
**Fax:** 1 (833) 256-1665 or (202) 690-7442; or  
**e-Mail:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

You may also visit our [website](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>.

## LEGAL INFORMATION

**CONSENT:** This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974 (5 U.S.C. §552a), and is used to solicit information for processing complaints of discrimination. The United States Department of Agriculture's Office of the Assistant Secretary for Civil Rights (OASCR) requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint, the information collected during the investigation will be used to process your program discrimination complaint.

**REPRISAL (RETALIATION) PROHIBITED:** No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or who participates in any manner in an investigation or other proceeding raising claims of discrimination.

## PRIVACY ACT STATEMENT( 5 U.S.C. § 552a)

**AUTHORITIES:** Collection of this information is authorized by Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); and Sections 504 and 508 of the Rehabilitation Act of 1973 (29 U.S.C. §§ 790-790f) and any other anti-discrimination statutes, rules and regulations.

**PURPOSE:** The information solicited on this form is used for processing complaints of discrimination under the statutes listed in the "Authorities" section of this notice. Any information obtained from this form will be maintained in our system of record.

**ROUTINE USES:** To respond to requests from individuals and agencies outside the Department (*such as the White House, Congress, and the Equal Employment Opportunity Commission*) regarding the status of a complaint. More information on the routine uses for the system can be found in the System of Records Notice USDA-2021-0007 records maintained by the OASCR.

**DISCLOSURE:** Providing this information is voluntary. Failure to complete this form may lead to a delay in processing of the complaint or rejection of the complaint due to an inadequate information to continue processing.

## PAPERWORK REDUCTION ACT STATEMENT

The Paperwork Reduction Act of 1995 (*44 U.S.C. 3501 et seq.*) requires us to inform you that this information is being collected to ensure that your complaint contains all the information required to process it fully. The Office of the Assistant Secretary for Civil Rights will use the information to process your discrimination complaint.

Response to this request is voluntary. The information you provide on this form will only be shared with persons who have an official need to know, and will be protected from public disclosure pursuant to the provisions of the Privacy Act, (5 U.S.C. § 552a(b)). The estimated time required to complete this form is 60 minutes. You may send comments regarding the accuracy of this estimate and any suggestions for reducing the time for completion of the form to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, Mail Stop 9410, Washington, DC 20250. An agency may not conduct or sponsor, nor is a person required to respond to, a collection of information unless it displays a currently valid OMB Control Number. **The OMB Control Number for this form is 0508-0002.**

## FINANCIAL MANAGEMENT

### A. Cash Management Improvement Act—Electronic Funds Transfer

The Office of the State Treasurer and the Legislature have established provisions to comply with the Cash Management Improvement Act (CMIA), Public Law 101-453. Therefore, no paper warrants can be issued for Child Nutrition Programs (CNP) reimbursement.

### B. Oklahoma Cost Accounting System (OCAS)

1. CNP funds are to be deposited into a separate appropriated fund (Fund 22) or into the General Fund account (Fund 11). Fund 22 is a special revenue fund reserved exclusively for the receipt of CNP funds, including state revenue, federal revenue, and local collections. This fund is under the auspice of the SFA treasurer. CNP funds shall be used only for the benefit of the CNPs. ***NOTE: The Activity Fund (Fund 60) can be used to deposit CNP revenues. These revenues can then be transferred to Fund 22 or Fund 11 at the end of the school year.***
2. The beginning fund balance each year, combined with all actual revenues, including collected and estimated revenues, must be appropriated before being expended. Purchase orders shall be issued against available appropriations; and once goods and services have been received, either payable or nonpayable warrants shall be issued in payment of all purchase orders. Fund 22 shall be reported as a separate appropriated fund in all the financial reports of the SFA, including the Estimate of Needs and Financial Statement.
3. Federal, state, and local funds may be appropriated on temporary appropriations based on 100 percent collections from last year. The budget for September will give the SFA full authority to spend these funds. A supplemental appropriation for cash collections will need to be filed on Form 150. If state and federal reimbursements exceed the estimated amount, a supplemental appropriation may be filed under Form 307.
4. ***The amount that may be appropriated by such temporary appropriations shall in no event exceed the entire amount that the governing board making the application estimates will be available for the entire fiscal year for each purpose for which a temporary appropriation is requested.***
5. Nonpayable warrants may be written, and blanket purchase orders for supplies, etc., may be established.
6. SFAs may elect to have a single bank account for all their funds, tracking them through fund codes; or they may elect to have a separate bank account for CNP funds. The State agency only requires the CNP Fund account to be appropriated and warrants issued through the SFA treasurer, whether using Fund 22 or Fund 11.
7. By resolution of the District School Board, an SFA may opt to establish a bank account in the local area for local collections ***ONLY***. The only checks issued will be to deposit those funds with the SFA treasurer. At the end of the fiscal year, the balance in that account will be closed. ***No other checks may be issued from this account except refunds for students who leave the district.*** This will ease the problem of districts utilizing the services of a county treasurer and daily district travel for deposits (62 O.S. 1991, §516.5 requires that all funds received are deposited daily). It will allow sites to clear checks written to their district and process insufficient checks back through the system before the funds are deposited into the appropriated account. This will be done as a school activity subaccount, and the custodian will need to be bonded for this subaccount.



8. This will be presented to the Board, along with other school activity fund subaccounts, listing income as local collections and ***expenses as checks written to the treasurer*** for payment of obligations. Even if SFAs elect this option, state and federal reimbursements will still be electronically transferred to the local or county SFA treasurer.
9. OCAS regulations prohibit the use of appropriated funds to pay for services not yet rendered.
10. School laws of Oklahoma only allow for one encumbrance clerk and one treasurer. A district may elect to have an assistant treasurer who could have the full capability of the SFA treasurer. One person may not be the encumbrance clerk and the treasurer. Those offices must be held by two separate individuals.
11. Auditors require a segregation of duties by two separate individuals whenever money is collected and deposited. Therefore, the CNP needs to have a minimum of two people counting and depositing the monies for CNP.
12. The CNP Fund custodian can become the SFA's CNP Fund specialist, acting in the same capacity as the Title I coordinator or any special area administrator. They can complete requisitions, balance their budgets, make local collection deposits if the district elects to establish a local account for local collections only, and fulfill all duties as the coordinator of this project. The only difference will be that the purchase orders must be completed by the encumbrance clerk and the SFA treasurer must register the warrants and pay for them.
13. SFAs may appropriate funds from the General Fund to cover some expenses of the CNPs if special revenue funds are not sufficient to cover the cost of the program.
14. ***Even though Oklahoma statutes do not allow sites to loan funds (Article 10 of the Constitution), USDA does allow transfer of funds as long as a bona fide loan agreement exists at the time the funds are transferred.*** A bona fide loan agreement ***MAY*** be made between a General Fund and the CNP Fund July 1 or prior to the funds being transferred if CNP operations cannot begin without this loan. USDA prohibits SFAs from retroactively designating a transfer of local funds as a loan to the school food service account.

**A loan agreement must be board-approved for the exact amount that is borrowed and must be repaid on or before June 30 of each year.** Prior years' obligations must not be paid with current year funds. Do not borrow more money than can be paid back. If CNP costs exceed revenues, then those costs become a General Fund expense. Refer to **page C-34** for a copy of the Loan Agreement for Food Service Deficits.

15. All warrants on CNP funds must be issued in order of sequence, beginning with No. 1, during each fiscal year.
16. CN financial transactions shall be coded in fund dimension as a Special Revenue Fund Code **22** or General Fund Code **11**. All CN expenditures and revenues must be coded to Program Code 700. Each CNP has its own Project Reporting Code in the 700 series. The 700 series under the Project Reporting Codes represents ***federal funds*** (which is what CNPs are). Because the Teachers' Retirement System requires a ***MATCH*** to be paid on any salaries paid from federal funds, ***a district using federal funds (Project Reporting Codes 763, 764, 765, 766, 768, and 769) to pay its employees must also pay a match to the Teachers' Retirement System as per Oklahoma Statute (O.S.) 715:10-13-7.*** This rule only applies to those employees who qualify for Teachers' Retirement. The required match is a legitimate expense under CNP. Refer to **pages C-18-20** for OCAS codes.



17. OCAS Codes and Food Service Management Companies (FSMC)

If a district contracts with an FSMC, the FSMC must break down each invoice to provide the district with itemized lists of services. The SFA will then code the FSMC invoice according to the OCAS Codes on **Page C-20**.

**CHILD NUTRITION**  
**OKLAHOMA COST ACCOUNTING CODES (OCAS)**  
**Fund 22, Fund 11, or Fund 60—Program Code 700**

<b>REVENUE</b>		
<i><b>Project Reporting Code:</b></i>	<i><b>Revenue Code:</b></i>	<i><b>Program Code:</b></i>
<b>FEDERAL</b>	<b>FEDERAL</b>	<b>FEDERAL</b>
763 Lunches (includes ASSP and SSO) 764 Breakfasts (includes SSO) 765 Special Milk 766 Summer Food Service Program 767 Professional Standards 768 Fresh Fruit/Vegetable 769 Child and Adult Care Food Program 770 Farm to School 791 Equipment Grant  757 Local Foods for Schools Grants 759 Supply Chain Assistance Funds (SCA)  <i><b>NOTE: There is no federal revenue for à la carte sales.</b></i>	4710 Lunches, Snacks 4720 Breakfasts 4730 Special Milk 4740 Summer Food Service Program 4750 Child and Adult Care Food Program 4760 Fresh Fruit/Vegetable 4780 Equipment Grant 6110 Carryover From Previous Fiscal Year	700 Child Nutrition Program
<b>STATE</b>	<b>STATE</b>	<b>STATE</b>
332 Flex Benefits (Support Staff Without Health) 335 Flex Benefits (Support Staff With Health) 385 State Match Revenue	3250 Education Flexible Benefit Allowance 3710 State Reimbursement <i><b>NOTE: Not available at this time.</b></i> 3720 State Matching 6110 Carryover From Previous Fiscal Year	700 Child Nutrition Program
<b>LOCAL</b>	<b>LOCAL</b>	<b>LOCAL</b>
000-299	1310 Interest Earnings 1710 Student Lunches, Breakfasts, Snacks, Special Milk ( <i><b>Reimbursable Meals</b></i> ) 1720 À la Carte or Catering Revenue 1730 Adult Lunches, Breakfasts, Snacks 1740 Summer Food Service Adult Revenue 1760 Contract Lunches, Breakfasts, Milk, and Snacks 1790 Other District Revenue (CN)—Gifts and Donations 1794 Commodity Rebates 1795 Promotional Rebates 5120 Cash or Change 5150 Reimbursement From Another Fund 5300 Insufficient Funds 5600 Correcting Entry 6110 Carryover From Previous Fiscal Year	700 Child Nutrition Program

**CHILD NUTRITION**  
**OKLAHOMA COST ACCOUNTING CODES (OCAS)**  
**Fund 22, Fund 11, or Fund 60—Program Code 700**

<b>EXPENDITURE</b>		
<i>Project Reporting Code:</i>	<i>Function Code:</i>	<i>Program Code:</i>
<b>FEDERAL</b>	<b>FEDERAL</b>	<b>FEDERAL</b>
763 Lunches (includes ASSP and SSO) 764 Breakfasts (includes SSO) 765 Special Milk 766 Summer Food Service Program 767 Professional Standards 768 Fresh Fruit/Vegetable 769 Child and Adult Care Food Program 770 Farm to School 791 Equipment Grant  757 Local Foods for School Grant 759 Supply Chain Assistance Funds	1550 Worker's Compensation 2318 Audit Services 3120 Direct Labor/Benefits 3130 Food and Supplies/Delivery Services 3140 Other Direct and/or Related CNP Srvc; Equipment Grant; FSMC 3150 Food and Milk Purchases for Students <i>(Reimbursable Meals)</i> 3160 Nonreimbursable Services 3180 Nutrition Education and Staff Development 3190 Other CNP Operations 5200 Fund Transfers 5400 Indirect Costs for CNP 5600 Other Refunds (Lost Lunch Tickets)	700 Child Nutrition Program
<b>STATE</b>	<b>STATE</b>	<b>STATE</b>
332 Flex Benefits (Support Staff Without Health) 335 Flex Benefits (Support Staff With Health) 385 State Match Revenue	1550 Worker's Compensation 2318 Audit Services 3120 Direct Labor/Benefits 3130 Food and Supplies/Delivery Services 3140 Other Direct and/or Related CNP Srvc; Equipment Grant; FSMC 3150 Food and Milk Purchases for Students <i>(Reimbursable Meals)</i> 3160 Nonreimbursable Services 3180 Nutrition Education and Staff Development 3190 Other CNP Operations 8100 Restricted Repayment Funds	700 Child Nutrition Program
<b>LOCAL</b>	<b>LOCAL</b>	<b>LOCAL</b>
000-299	2318 Audit Services 3110 Food and Milk Purchases for À la Carte/ Catering 3120 Direct Labor/Benefits 3130 Food and Supplies/Delivery Services 3140 Other Direct and/or Related CNP Srvc; Equipment Grant; FSMC 3150 Food and Milk Purchases for Students <i>(Reimbursable Meals)</i> 3155 Food and Milk Purchases for Adult/ Contract Meals Only 3160 Nonreimbursable Services 3180 Nutrition Education and Staff Development 3190 Other CNP Operations 5600 Other Refunds (Lost Lunch Tickets)	700 Child Nutrition Program

FOOD SERVICE MANAGEMENT COMPANY OCAS CODES			
EXPENDITURE	PROJECT REPORTING CODE	FUNCTION	OBJECT
Student Meals—Lunch	763, 385, or 000	3140	570
Student Meals—Breakfast	764, 385, or 000	3140	570
Adult Meals—Both Breakfast and Lunch/Contract,	000	3155	570
À la Carte	000	3110	570
Catering	000	3110	570
Special Events	000	3110	570
Concessions	000	3110	570
Vending Machines	000	3110	570

*Refer to the OCAS Manual*

## SFSP/EQUIPMENT/FFVP/CACFP/BANQUETS/CATERING/ADULT KITCHENS OCAS CODES

EXPENDITURES	REVENUE
<p><b>Fund:</b> 22 or 11</p> <p><b>Project Reporting:</b>  Summer Food Serving Program—766  Fresh Fruit and Vegetable—768  Equipment Grant—791  Child and Adult Care Food Program—769  Banquets/Catering/Adult Kitchens—000-299  (SFA assigns this number)</p> <p><b>Functions:</b>  Suggested Codes:  SFSP/CACFP—3190  FFVP—3120-3190  Equipment Grant—3140  Food Service Management Company - 3140  Banquets/Catering/Adult Kitchens—3160  Refund of Equipment Grant to State Agency—8100  (Object Code—900)</p> <p><b>Object:</b> Anything that meets the need  <b>Program:</b> 700</p> <p><b>Subject:</b> 0000 (does not apply to CNP)</p>	<p><b>Fund:</b> 22 or 11</p> <p><b>Project Reporting:</b>  Summer Food Serving Program—766  Fresh Fruit and Vegetable—768  Equipment Grant—791  Child and Adult Care Food Program (CACFP)—769  Banquets/Catering/Adult Kitchens—000-299 (SFA assigns this number)</p> <p><b>Source of Revenue:</b>  SFSP Federal Reimbursement—4740  FFVP Federal Reimbursement—4760  Equipment Grant—4780  CACFP Federal Reimbursement—4750  Banquets/Catering/Adult Kitchens—1790</p> <p><b>Program:</b> 700</p> <p><b>Operational Unit:</b> 0000  (does not apply to CNP)</p>

### C. Child Nutrition Funds: Revenues and Expenditures (SP-07-2015)

1. Federal Child Nutrition (CN) funds can only be used for the operation and/or improvement of the school food service operations. Expenditures should never exceed revenues reported by each project reporting code.
2. Funds for the operation of the NSLP, SBP, and SMP may be used to subsidize any other CNP; i.e., the CACFP and/or the SFSP. The same bank account may be used for all CNPs as long as a separate audit trail is maintained using the applicable OCAS codes for each program.
3. Penalty: Section 10 of Public Law 95-627 prescribes the criminal penalty for the misuse of funds, assets, or property in connection with federal feeding programs. Under this provision, anyone, whether administering the programs or receiving their benefits, who knowingly misuses funds, assets, or property, is subject to state and federal penalties.
4. CN Expenditures:
  - a. **The costs must be necessary and reasonable for the services rendered and meet the requirements of 2 CFR §200.**
  - b. Costs must be treated as direct or indirect.
  - c. Allowable costs
    1. Salaries and wages/benefits
      - a. ***The cost must conform to written established policies of the governmental or private nonprofit organization.*** Fringe benefits must be granted based on written policies. Additionally, a governmental unit is defined as ***an entire state, local, or federally recognized tribal government, including any component thereof.*** Components of governmental units may function independently of the governmental unit in accordance with the terms of the award. Applications of this definition that satisfy the criteria include, but are not limited to, the following:
        - The bonuses or fringe benefits represent an integral part of the personnel compensation policy of the SFA, city, town, or other local governmental entity. In this respect, the bonuses or fringe benefits need not be available to all classes of the governmental unit's employees; their availability to any class of employees must simply represent official policy.
        - The school board or other elected governing body has budgeted for the fringe benefit. Such an official action would make the fringe benefit a ***de facto*** element of the SFA's personnel compensation policy.
        - An official responsible for the school food service organization has the discretionary authority to award the fringe benefit or bonus.
      - b. ***Costs must be charged in relation to benefits received.*** Revenues received by the nonprofit SFSA may only be used for the operation or improvement of such food service. Consequently, no charges may be made to the nonprofit SFSA for salaries, fringe benefits, or bonuses which are not related to the time these employees have worked on behalf of that account.
      - c. ***Costs must be applied uniformly to federal and nonfederal activities.*** A school food service operation may encompass both federal and nonfederal activities.

The nonfederal activities may include catering, à la carte, adult meals, vending, concessions, etc. So long as any fringe benefits or bonuses are applied uniformly to employees for their federal and nonfederal activities, this requirement would be met.

2. Travel
3. Training and staff development
  - OMB Circular A-87 states that CNP funds may be used for professional development. This includes registration fees, travel, lodging, and per diem for attendance at professional meetings related to CNPs. However, individual membership dues of professional organizations are prohibited from being paid with CNP funds. CNP funds must be used to benefit the SFA and not an individual.
4. Meetings and conferences
  - CNP funds may be used to pay expenses for meetings where technical information relating to the CNP is disseminated. This means that CNP funds may be used to provide informational materials and light refreshments in conjunction with a site's annual open house that would include a cafeteria open house. A CNP employee must be present, and information about the CNP must be provided. Production records documenting foods used must be completed for the occasion and filed with other monthly records. Additional documentation must include the type of activity, CNP employee present, informational materials provided and topic discussed, and number of persons attending. Refer to **page C-46-47** Item O: Concession Stands, Catering, and Banquets.
5. Printing and publications
6. Food service
  - The purchase of tea and/or coffee using CNP funds is an allowable expense as long as the tea and/or coffee is offered to the students. If these items are not available for the students, then they must be purchased as a banquet or catered item.
7. Child Nutrition office and business supplies
8. Computer Software and Technology Purchases
  - The acquisition of automatic data processing equipment, whether by outright purchase, rental-purchase agreement, or other method of purchase, is an allowable use of CNP funds. OMB Circular A-87, Appendix B, 19 states that the State agency must approve all purchases using CNP funds that are more than \$5,000. The State agency is granting approval for all automatic data processing purchases made by SFAs with CNP funds, as long as the purchases are specifically for CNP. Therefore, individual approvals are no longer necessary.
9. The purchase of materials to improve participation and/or cafeteria appearance.
- d. Allowable costs with prior State agency approval—Capital Expenditures
  - Capital expenditures (equipment purchases, etc.)—Any item with an acquisition cost of **\$10,000** or more if not on the State agency approved equipment located in the Procurement Section on **page P-49**.

- This means if **ONE** piece of equipment (i.e., oven, mixer) costs \$10,000 or more, and is not listed on the approved equipment list, prior approval is required. It does not mean that if the total amount of the invoice or purchase order (PO) is \$10,000 or more that the SFA needs approval. Further, it does not mean SFAs must gain approval for kitchen equipment **REPAIRS that cost \$10,000 or more.**

e. Unallowable costs

1. Items not used by Child Nutrition but spent with CNP funds

Examples of unallowable expenses:

- Using child nutrition funds to feed children during the summer, but the district is not participating in any child nutrition programs like SSO or SFSP.
- Using child nutrition funds to pay for the entire district's cell phone bill and no one in child nutrition has a school cell phone.
- Using child nutrition funds to buy a defibrillator and there is not one anywhere in or near the cafeteria.

2. Alcoholic beverages

3. Entertainment

4. Costs of general government lobbying

5. Contribution to contingency funds

6. Uncollectible meal charges

7. Late payment charges

- Late payment charges may not be charged to the nonprofit SFSA, which includes all funds in that account, both state and federal funds. Consequently SFAs must use other sources to pay any late charges. The late charges may not be paid from the nonprofit SFSA, however represented, whether as a percentage of the late payment or otherwise. (Reference USDA Policy Memo 2002-SP-03)

8. Construction, Building or Land

- Funds cannot be used to purchase land or buildings or to construct buildings. The interpretation of the term construction of buildings has been revised to allow the expansion of existing facilities with State agency written approval, but NOT the construction of new buildings. (Reference §210.14[a])

f. SFAs must document expenditures in OCAS accurately.

g. All expenditures must be supported with source documents; i.e., canceled checks, paid bills.

5. CN Revenue

a. All REVENUES received by the CNP in any participating SFA shall be used only for the operation or improvement of such CNP.

- Regulations define revenue as all monies received by or accruing to the CNP including, but not limited to, children's payments, earnings or investments, other local revenues, state revenues, and federal cash reimbursements. This means that if CNP funds are used totally or in part for investment purposes, the interest earned from such investments must accrue to the CNP and may be used only for authorized program purposes.



- b. The chart on **page C-35** is provided for SFAs to calculate how much income per meal is received.
  - c. Revenue for all Child Nutrition will consist of meal count reimbursement, State Match, local collections, and funds generated by fundraisers or interest.
  - d. SFAs must document revenues in OCAS accurately.
6. By September 1 of each year, each school district must report total expenditures/revenues to the OCAS office. The figures reported for Child Nutrition activity will be used by the State agency to verify compliance that CN funds were used and coded in accordance with CN regulations. For RCCIs and boarding schools, a Year-End Expenditure Report on **pages C-32-33** should be completed.

## EXPENDITURES VERSUS REVENUES FORMULA

A.	B.	C.	D.	E.
County/District Code	SFA Name	Total CNP Revenue (Program Code: 700; PR Code 759, 763, 764, 765, 385, 331, 332, 334, 335, 800, 000-299)	Total CNP Expenditures (Program Code: 700; PR Code 000-299, 331, 332, 334, 335, 385, 591*, 759, 763, 764, 765, 800)	Revenues Exceed Expenditures <b>YES/NO</b> (C is = to or greater than D <b>YES = Compliance)</b>

\* Project Reporting Code 591 represents impact aid funds which are unrestricted, and schools may use them at their discretion.

7. Carryover Funds
- a. Carryover funds from one fiscal year to another—Because CNP funds are now coded by the various federal, state, or local project reporting codes, if there are any carryover funds at the end of the year (June 30), each must be coded to the specific project reporting code originally assigned. ***Example: If there are carryover funds in Project Reporting Code 763, then these funds must be coded specifically to Project Reporting Code 763 as cash forward. This coding would be Project Recording Code 763/Source of Revenue Code 6110.***
  - b. The total of all CNP funds (federal, state, and local) that are carried over from one fiscal year to the next is what is used to ensure the SFA has not exceeded its three-month operating balance.
  - c. ***The operating balance as of June 30 for any fiscal year must be carried over into the next fiscal year (Revenue Code 6110) and is counted toward the operating balance of the following fiscal year. The carryover funds must be coded to the specific Project Reporting Code (i.e., 763, 764, 765, 385).***

### D. Nonprofit School Food Service Account

1. SFAs shall maintain a nonprofit school food service. (7 CFR §210.14[a])
2. Unlike other federal programs, CNP can have a carryover as of June 30 of each year. This carryover could be used for food for the new school year. Three-month operating balance:



USDA regulation §210.14(b) requires an SFA to limit its net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service. The State agency uses OCAS records to determine if an SFA has exceeded its three-month operating balance requirement. Total Child Nutrition (Program Code 700/Project Reporting Codes 759, 762, 763, 764, 765, 385, 331, 332, 334, 335, 800, and 000-299) expenses are divided by 9 (months) and multiplied by 3 (months) to obtain an average 3-month operating balance. If the SFA's operating balance as of June 30 exceeds the 3-month operating balance, the SFA is out of compliance. The formula is below.

3. If the district has any sites that are nonpricing or Provision, the district **MUST** pay back the nonprofit school food service account when the overall nonprofit school food service account activity is insufficient to cover Program costs. The District must pay the difference from a non-Federal source. (USDA Provision 2 Guidance page 50)
4. If Child Nutrition is to be paid back funds, the district will use **Program Code 700 and create a local Project Reporting code such as 001 dedicated to show the district is paying back Child Nutrition** (*Do not use Project code 763, 764, 769, etc*). This will only be used if the district is not using Fund 22.

### FORMULA FOR CALCULATING AVERAGE THREE-MONTH OPERATING BALANCE

A.	B.	C.	D.	E.	F.	G.	H.
County/ District Code	SFA Name	Total CNP Revenue (Program Code: 700; PR Code: 762, 763, 764, 765, 385, 331, 332, 334, 335, 791, 800, 000- 299)	Total CNP Expenditures (Program Code: 700; PR Code: 000-299, 331, 332,334, 335, 385, 591*, 759, 763, 764, 765, 791, 800)	Total Expenditures Divided by 9 Multiplied by 3 = Average 3-Month Operating Balance	Child Nutrition Revenue Minus Child Nutrition Expenditures = Operating Balance as of June 30 (C - D = Operating Balance)	District Exceeds 3-Month Operating Balance— <b>YES/NO</b> (F is greater than E)	Amount Exceeded, If Any

\* Project Reporting Code 591 represents impact aid funds which are unrestricted, and schools may use them at their discretion.

#### E. Nonprogram Food Expenditures/Revenues Report—Healthy, Hunger-Free Act of 2010, Section 206 (Reference USDA Policy Memo SP-39-2011)

1. The purpose of the revenue from the nonprogram foods provision is to ensure that revenues from the sale of nonprogram foods generate at least the same proportion of SFA revenues as they contribute to SFA food costs.
2. For the purposes of this provision, a nonprogram food is a food (including beverages) that is sold in a participating school other than a reimbursable meal and is purchased using funds from the school food service account of the school.  
These include, but are not limited to:

- À la carte items sold in competition with school meals.
  - Adult meals.
  - Contract meals.
  - Items purchased for fundraisers, vending machines, school stores, etc.
  - Items purchased for catering and vended meals.
3. Revenue is all money that is provided to the nonprofit school food service account. This includes, but is not limited to:
    - Federal reimbursement.
    - State or local funds such as per meal subsidies and state revenue matching funds.
    - Children’s payments for reimbursable meals and à la carte sales.
    - Payments for items purchased for fundraisers, vending machines, etc.
    - Income from contract, catering, adult meals, vended meals, etc.
  4. The cost to obtain a nonprogram food includes only the cost of the food. If a nonprogram food is made from scratch, the SFA would determine the price of ingredients to calculate the food cost. The SFA should not include labor or other costs in this calculation.

This same principle applies to calculating program food costs for the purpose of this provision.

5. The SFA **MUST** determine its total food cost and the proportion of that total that is nonprogram food. The SFA would then calculate the share of total revenue generated from nonprogram food sales over the same period. If the second figure is at least as great as the first figure, then the SFA is generating sufficient revenue from nonprogram food costs. The State agency tracks the nonprogram food costs and revenues using OCAS codes. See the formula on the following page.
6. An SFA can price some nonprogram foods lower than their actual cost as long as the total revenue generated from all nonprogram food sales meets the proportional requirement described above.
7. The SFA uses the revenue and costs for a school year to calculate revenue targets. For the current school year, the revenue and costs for the previous school year are used.
8. The Nonprogram Food Report for each SFA is received by the CNP OCAS each year. If the proportion of revenue is equal to or greater than the proportion of the food costs, no additional action is needed. If not, the SFA must review the prices charged for nonprogram foods and make necessary adjustments. **If a district is using a food service management company (FSMC), the FSMC is required to give this information to the district. The FSMC cost is located on the Attachment M.**
9. If a district is not charging enough for the adult meals or à la carte and the district does not want to raise prices, then the district **MUST** charge some of its **FOOD** purchases to the General Fund (Project Reporting Code 000, Function Codes 3110 and 3155).
10. If a district is paying for all Child Nutrition **UTILITIES** from the General Fund in an effort to show it is paying for **ADULT** meals, this will **NOT** work with OCAS coding. The district needs to pay for the **adult/à la carte food** from the General Fund (Project Reporting Code 000/ Function Code 3155/Object Code 630). The Child Nutrition Fund could then be coded to pay the **UTILITIES** up to that amount. This way, the General Fund is not paying **any more** than it was to begin with, but the Nonprogram Food Report would be in compliance. (Reference **page C-45**)

11. Child Nutrition OCAS Code Expenditure Worksheet—To assist districts in knowing how to break down invoices of food/beverage purchases, this worksheet can be used. See **page C-30-31** for a copy of this worksheet.

## NONPROGRAM FOOD REPORT FORMULA

A.	B.	C.	D.	E.	F.	G.	H.	I.
County/ District Code	SFA Name	All Food Expenditures (Program Code: 700; PR Code 000-299, 385, 591, 763, 764, 765, 766, and 800; Function Code: 3110, 3150, and 3155; Object Code 570 and 630)	Nonprogram Food Expenditures (Program Code: 700; PR Code: 001-299, 591*,and 800; Function Code: 3110 and 3155; Object Code: 570 and 630)	% Of Nonprogram Food to All Food Expenditures	All Food Revenue (Program Code: 700; PR Code: 000-299, 385, 759, 763, 764, 765, 766 and 800; Revenue Source Code: 1710, 1720, 1730, 1760, 1790, 3720, 4710, 4720, 4730, 6110, 6130, and 6140)	Nonprogram Food Revenue (Program Code: 700; PR Code: 000-299 and 800; Revenue Source Code: 1720, 1730, and 1760)	% Of Nonprogram Food Revenue to All Revenues	Meets USDA Requirements: E is Equal to or Less Than <b>YES/NO</b>  <b>YES =</b> Compliance

\* Project Reporting Code 591 represents impact aid funds which are unrestricted, and schools may use them at their discretion.

### F. Direct Costs/Indirect Costs

1. **Direct Costs**—Incurred ***SPECIFICALLY*** for a program or other cost objective; clearly identifiable.

Examples:

- Wages and salaries of food service workers
- Cost of food purchased
- Food service supplies
- Food service equipment purchases
- Prorated Direct Costs that would usually be charged as Indirect Costs; i.e., prorated utility costs

2. **Indirect Costs**— 2 CFR 200.56 describes as an incurred for the benefit of multiple programs, functions, or other cost objectives not readily identifiable. Any cost that cannot be pinpointed to an exact dollar amount, a percentage will be used to determine how much can be charged to CNP and other federal programs. The percentage can be found in Single Sign or OSDE website as the Indirect Cost rate. *(This rate changes every year)*

Examples:

- Payroll services
- Human resources
- Worker's compensation

- Electricity
  - Gas from town or city
  - Trash
- a. SFAs who are charging Indirect Costs to Child Nutrition (Memo SP 60-2016) must:
- (1) Have an approved Indirect Cost statement with the State agency showing the approved Indirect Cost rate. (It can be found on the OSDE Website. This rate changes every year)
  - (2) Allowable Indirect Costs (as well as Direct Costs) must be identified in a consistent manner.
  - (3) An SFA must identify Indirect Costs by using the same methodology to allocate certain shared costs across the entire spectrum of its federal programs.
  - (4) The SFA must not charge Indirect Costs previously paid by the General Fund.  
It is unallowable to bill the nonprofit food service account for indirect costs that were previously paid from the general fund unless an agreement exists to show that the district had been “loaning” the Nonprofit food service account funds to cover the indirect costs in one or more prior years.
  - (5) The district cannot charge Child Nutrition as both directly and indirectly for the same item.
  - (6) Any Direct Costs prorated for Child Nutrition (i.e., utilities) that would normally be considered an Indirect Cost must be subtracted from the Indirect Cost rate charged to Child Nutrition if the district is applying Indirect Cost to Child Nutrition

#### G. Audits

##### 1. Type A Audits (\$1,000,000 or more in federal award funds expended)

Oklahoma statutes allow SFAs an 11 months time line after the close of the school year for the completion and submission of an annual audit (70 O.S. 2001 §22-108). However, 2 CFR 200, states:

“The audit shall be completed and submitted within the earlier of 30 days after receipt of the auditor’s report(s) or nine months after the end of the audit period unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.”

Therefore, any Type A audits (\$1,000,000 or more in federal award funds expended, including the value of USDA Foods, reference USDA Policy Memo No.: FD-104 Feb. 18, 2010) are due in the Auditing Section’s office no later than March 31 of each year. Federal funds will be withheld on any Type A audits not received by March 31 of each year and will only be released upon notification of receipt of the audit(s) by the agency’s Auditing Section.

##### 2. Type B Audits (less than \$1,000,000 in federal award funds)

For SFAs receiving less than \$1,000,000 in total federal funds, an audit conducted in accordance with Sections 452 through 461 of the School Laws of Oklahoma shall be submitted to the State agency Auditing Section no later than May 31. Failure to submit such required audit shall result in the withholding of CNP reimbursement until the audit is received.

#### H. Claim for Reimbursement

1. CNPs are performance-based reimbursement programs (entitlement programs). The SFA reports all meals (breakfasts, lunches, and/or snacks) served by site on a monthly reimbursement claim.

The claim for reimbursement reports the number of meals served by category (free, reduced-price, or full-price) multiplied by the applicable reimbursement rates. SFAs participating in the Special Milk Program (SMP) will provide the number of half-pints of milk served to split-session preprimary or kindergarten students multiplied by the applicable reimbursement rates. If an SFA participates in the Seamless Summer Program, a separate claim must be submitted.

2. In order to submit a claim, the SFA must have a completed and approved renewal application, agreement, and policy statement. Each claim must include meals served by category, adult meals, and contract meals. Each claim is submitted by site and each month.
3. SFAs must maintain free and reduced-price eligibles of currently enrolled students, as well as categorical meal counts by school site. District totals show on “View Claim Summary” report.
4. Claims are to be submitted by the tenth of the month following the month covered by the claim. Although the State agency may accept claims for reimbursement or claim revisions as late as 60 days following the end of the month that the claim covers, claims submitted later than 60 days cannot be paid unless an exemption is requested and approved by the State agency. (Each district can have one exemption every 36 months). A copy of the claim for reimbursement is on **page C-36**.
5. The district or institution has 60 calendar days following the last day of the claim month. This date may change depending on the number of days in February.

The claim month and the final date that it may be submitted.

Based on 28 Days in February		Based on 29 Days in February	
January Claim	April 1st	January Claim	March 31st
February Claim	April 29th	February Claim	April 29th
March Claim	May 30th	March Claim	May 30th
April Claim	June 29th	April Claim	June 29th
May Claim	July 30th	May Claim	July 30th
June Claim	August 29th	June Claim	August 29th
July Claim	September 29th	July Claim	September 29th
August Claim	October 30th	August Claim	October 30th
September Claim	November 29th	September Claim	November 29th
October Claim	December 30th	October Claim	December 30th
November Claim	January 29th	November Claim	January 29th
December Claim	March 1st	December Claim	February 29th

## OCAS CODING AND CHILD NUTRITION HOW TO BREAK DOWN FOOD/BEVERAGE EXPENDITURES SEPARATELY ON INVOICES

School districts only need to enter information requested in the **GREEN** boxes.

**Green Box 1:** Enter the district's total expenditures for the previous year for CNP, using Program Code 700 for Project Recording Codes 000, 385, 759, 763, 764, and 765. **DO NOT UTILIZE PROJECT REPORTING CODES 766, 767, 768, 769, 770, OR 791 IN THIS REPORT.**

**Green Box 2:** Enter the district's total expenditures for the previous year for CNP Employee **LABOR**, using Function Code 3120.

**Green Boxes 3-7:** Enter the district's expenditures for each **Function Code** listed, if applicable, for the previous school year. Refer to the OCAS Codes in the Child Nutrition Manual Compliance Section to identify the individual Function Codes.

**Green Boxes 8-21:** Enter the district's revenues for each Revenue Source Code, if applicable, for the previous school year. Refer to the OCAS Codes in the Child Nutrition Manual Compliance Section to identify the individual Revenue Source Codes.

**Green Boxes 22-23:** Enter the total number of **LUNCH** meals served to the **STUDENTS**, and then enter the total number of **LUNCH** meals served to **ADULTS** during the previous school year. (Reference: All claims for reimbursement for the previous school year)

**Green Boxes 24-25:** Enter the total number of **BREAKFAST** meals served to the **STUDENTS**, and then enter the total number of **BREAKFAST** meals served to **ADULTS** during the previous school year. (Reference: All claims for reimbursement for the previous school year)

**Save the data entered above so that it does not have to be reentered each time.**

**Green Box 26:** Enter the total amount of one **FOOD/BEVERAGE** invoice, **FOOD/BEVERAGE** invoices added together for one month, or **FOOD/BEVERAGE** invoices added together for the entire year.

**Once the invoice amount is entered, the coding will show up at the bottom of the document.**

**NOTE:** Labor and Other Direct can be coded to Project Reporting Code 000, 385, 763, or 764, Function Codes 3120 and 3140. It is recommended that all State Match funds (Project Reporting Code 385) be used for Other Direct (Function Code 3140). Districts do need to be aware that any LABOR coded to a Federal Project Reporting Code (763, 764, or any other Project Reporting Code in the 700 series) must pay Teachers' Retirement a matching amount on any salaries of employees who are members of Teachers' Retirement.



# CHILD NUTRITION OCAS CODE EXPENDITURES WORKSHEET

## FOOD/BEVERAGE EXPENDITURES ONLY

### CHILD NUTRITION OCAS CODING FOR EXPENDITURES

Enter the district's total expenditures for the previous year for Child Nutrition Programs, using PROGRAM CODE 700 FOR PROJECT REPORTING CODES 000, 385, 759, 763, 764, AND 765. **DO NOT UTILIZE PROJECT CODES 766, 767, 768, 769, 770, OR 791 FOR THIS REPORT.**

<b>Total Expenditures for <i>Last Year</i></b>		\$ 1	-	To Be Completed by the Institution
<b>Total Labor Expenditures for Child Nutrition</b>		\$	-	
Function Code	3120	\$ 2	-	To Be Completed by the Institution
<b>Less Total Amount of Other Direct Costs</b>		\$	-	
Function Code	3130	\$ 3	-	
Function Code	3140	\$ 4	-	
Function Code	3160	\$ 5	-	
Function Code	3180	\$ 6	-	
Function Code	3190	\$ 7	-	

#### A la Carte Revenue Calculation

<b>Total Revenue From <i>Last School Year</i></b>		\$	-	To Be Completed by the Institution
Revenue Source Code	1310	\$ 8	-	
Revenue Source Code	1710	\$ 9	-	
Revenue Source Code	1720	\$ 10	-	
Revenue Source Code	1730	\$ 11	-	
Revenue Source Code	1760	\$ 12	-	
Revenue Source Code	1790	\$ 13	-	
Revenue Source Code	3720	\$ 14	-	
Revenue Source Code	4710	\$ 15	-	
Revenue Source Code	4720	\$ 16	-	
Revenue Source Code	4730	\$ 17	-	
Revenue Source Code	4740	\$ 18	-	
Revenue Source Code	4750	\$ 19	-	
Revenue Source Code	4760	\$ 20	-	
Revenue Source Code	6110	\$ 21	-	

**Percentage of À la Carte Revenue** 0

<b>Total Expenditures Less Labor and Other Direct Costs</b>		\$	-	To Be Completed by the Institution
<b>Total Food/Beverage Expense Less À la Carte %</b>		\$	-	
<b>Total Meals Served From <i>Last School Year</i></b>		0	-	
<b>Number of Lunches Served</b>		0	-	
Student	22	0	-	
Adult	23	0	-	
<b>Number of Breakfast</b>		0	-	
Student	24	0	-	
Adult	25	0	-	
<b>Percentage of Lunch</b>		0	\$	
<b>Percentage of Student</b>		0	\$	
<b>Percentage of Adult</b>		0	\$	
<b>Percentage of Breakfast</b>		0	\$	
<b>Percentage of Student</b>		0	\$	
<b>Percentage of Adult</b>		0	\$	

#### Invoice Breakdown Calculations

<b>Invoice Amount</b>		\$26	-	To Be Completed by the Institution
Meal Type	Coding	Breakdown		
À la Carte	Reporting Code 000, Function Code 3110	\$	-	
Student Lunch	Reporting Code 000, 385, <b>OR</b> 763	\$	-	
Adult Lunch	Reporting Code 000, Function Code 3150	\$	-	
Student Breakfast	Reporting Code 000 <b>OR</b> 764, Function Code 3150	\$	-	
Adult/Contract Breakfast	Reporting Code 000, Function Code 3155	\$	-	

**NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM/  
AFTER-SCHOOL SNACK PROGRAM  
YEAR-END EXPENDITURE/REVENUE REPORT  
(July 1 - June 30)  
INSTRUCTIONS**

This form is to be completed using data from the National School Lunch, School Breakfast, and After-School Snack Programs for each July 1 through June 30 time period.

**NOTE:** *Figures reported should only include expenditures and revenues from the applicable National School Lunch Program, School Breakfast Program, and After-School Snack Program in which your institution participates. If your institution served more meals than this (i.e., supper), all expenditures must be prorated to only reflect Child Nutrition expenses.*

Detention Centers and boarding schools serve more meals than what can be claimed for reimbursement through Child Nutrition Programs. If this is the case and Child Nutrition expenditures/invoices are not separated, the institution will need to prorate the expenses of Child Nutrition Program meals using the formula below.

- A. TOTAL NUMBER OF MEALS SERVED AT INSTITUTION FOR ONE WEEK:** \_\_\_\_\_
- B. TOTAL NUMBER OF MEALS CLAIMED FOR REIMBURSEMENT BY THE INSTITUTION:** \_\_\_\_\_
- C. B DIVIDED BY A = PERCENT TO PRORATE ALL EXPENSES, INVENTORY, ETC.**

**Example:** The boarding school serves 28 meals per week. It serves breakfast, lunch, snack, and supper every day, seven days a week. The boarding school claims 15 meals per week for reimbursement under Child Nutrition Programs. It claims breakfasts, lunches, and snacks Monday through Friday. Therefore, the formula would look like this:

15 meals per week are claimed divided by 28 meals per week served equals 53 percent of all meals served are claimed for reimbursement. This would be the percentage the boarding school would use when completing this form. It would apply the 53 percent to the **TOTAL** food and beverage expenditures, as well as to the **TOTAL** salaries, **TOTAL** inventory, **TOTAL** equipment purchases, etc.

1. The amounts listed shall reflect the expenditures for the school year (July 1 - June 30). **Do not include expenditures from special functions such as banquets or from supper meals.**
  - (a) Enter the amounts of food and milk purchased and received for student meals only for the school year. Include the Commodity Distribution Assessment Fee. Refunds from vendors shall be deducted. **Do not include expenditures for special functions or supper meals.**
  - (b) Enter the amounts of food and milk purchased and received for institution employee meals only for the school year. Include the Commodity Distribution Assessment Fee. Refunds from vendors shall be deducted. **Do not include expenditures for special functions or supper meals.**
  - (c) Enter the gross amount paid for salaries to food service workers. Include employee benefits such as health insurance, retirement funds, and matching social security. Only include the employees' time for the preparation/service of meals claimed for reimbursement under Child Nutrition Programs.
  - (d) Enter the cost for nonfood items such as paper goods, supplies, equipment repairs (less than \$5,00 per repair), equipment rental, and extermination spent for Child Nutrition Program meals only.
  - (e) Enter the amount of each piece of equipment with an acquisition cost less than \$5,000 **purchased during the school year.**
  - (f) Enter the depreciated amount of each piece of equipment with an acquisition cost of \$5,000 or more. Prorate the amount for Child Nutrition only.
  - (g) Enter all expenditures that are not an allowable cost for reimbursement purposes (i.e., bank charge of bounced checks, lost commodities, etc.) for Child Nutrition purposes only.
  - (h) Total expenditures.
2.
  - (a) Enter the total value of the purchased food and milk for meals claimed under Child Nutrition on the first day of the school year. This amount will be the same figure as the ending inventory for the previous school year.
  - (b) Enter the dollar amount recorded in 2a above.
  - (c) Add or deduct inventory adjustments. Deduct value of food for Child Nutrition only lost, stolen, or spoiled. Add value of food misplaced and not previously inventoried for Child Nutrition only.
  - (d) Total food and milk available equals sum of (a), (b), and (c).
  - (e) Deduct ending inventory on hand the last day of the school year. This amount will be the beginning inventory for the next school year for Child Nutrition Programs only.
  - (f) Food and milk used equals (d) less (e).
3.
  - (a) Enter the amount of federal reimbursements received from the State Department of Education Child Nutrition Programs.
  - (b) Enter the amount of State Match reimbursement received from the State Department of Education Child Nutrition Programs.
  - (c) Enter the amount of revenue collected from à la carte sales/adult meals.
  - (d) Enter other revenue collected.
  - (e) Enter total revenue received.



## CHILD NUTRITION PROGRAMS

### National School Lunch Program/School Breakfast Program/ After-School Snack Program Year-End Expenditure/Revenue Report (July 1 - June 30)

Name of SFA/RCCI/Boarding School: \_\_\_\_\_

County/District Code: \_\_\_\_\_

1. CHILD NUTRITION EXPENDITURES (EXPENSES)	FOOD SERVICE ACCOUNT
(a) Food and Milk for Students Only . . . . .	\$ _____
(b) Food and Milk for Institution Employees Only . . . . .	\$ _____
(c) Direct Labor and Benefits . . . . .	\$ _____
(d) Other Direct . . . . .	\$ _____
(e) Expendable Equipment . . . . .	\$ _____
(f) Nonexpendable Equipment . . . . .	\$ _____
(g) Nonreimbursable Expenses . . . . .	\$ _____
(h) TOTAL EXPENDITURES. . . . .	\$ _____

2. CHILD NUTRITION INVENTORY OF PURCHASED FOOD AND MILK	FOOD SERVICE ACCOUNT
(a) Beginning Inventory (Last year's ending inventory). . . . .	\$ _____
(b) Add Food and Milk Purchased. . . . .	\$ _____
(c) Add or Deduct Inventory Adjustments for the Year (Please identify adjustments with a + or -). . . . .	\$ _____
(d) Total Food and Milk Available . . . . .	\$ _____
(e) Deduct Ending Inventory as of the Last Day of the School Year. \$	_____
(f) Food and Milk Used for the Year . . . . .	\$ _____

3. REVENUE	FOOD SERVICE ACCOUNT
(a) Federal Reimbursement Received . . . . .	\$ _____
(b) State Match Reimbursement Received . . . . .	\$ _____
(c) Income From À la Carte/Adult Meals . . . . .	\$ _____
(d) Other Income . . . . .	\$ _____
(e) TOTAL REVENUES. . . . .	\$ _____

# LOAN AGREEMENT FOR FOOD SERVICE DEFICITS

This contract and agreement, made and entered into the \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ , by and between the General Fund, and Child Nutrition Programs (CNP) account, with \_\_\_\_\_ school district:

The General Fund contracts and agrees to furnish Child Nutrition the cost of an amount not to exceed \$ \_\_\_\_\_ as a contingent liability subject to repayment as funds become available from Child Nutrition. This loan agreement must ensure that Child Nutrition will use these funds only for the operation and improvement of the nonprofit CNP for children. This loan agreement may include items such as utilities, indirect costs/overhead, and the coverage of end-of-year shortfalls; i.e., salaries, inventory, etc.\*

Child Nutrition agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before June 30, \_\_\_\_\_ .

It is further mutually agreed between the parties hereto, as follows:

1. Any change in services or cost of services shall be made by mutual agreement of each of the parties hereto in writing by attaching a copy of such change or changes to this contract as an addendum thereto.
2. Rights and obligations of the parties hereto shall be governed by the United States Department of Agriculture (USDA) Policy Memo 93-SP-23 and federal and state laws.
3. This contract and all provisions hereto shall be binding upon the successors and assigns of the parties hereto insofar as the parties may bind their successors and assigns under the laws of the state of Oklahoma.

Witnesses

\_\_\_\_\_  
Clerk/Board of Education  
(General Fund Manager)

\_\_\_\_\_  
Child Nutrition Authorized Representative

Sworn in on \_\_\_\_\_ , \_\_\_\_\_

My commission expires \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\*If utilities and indirect costs/overhead are to be paid from the CNP account, it must be a part of this contract.

## INCOME SOURCES FOR MEALS

### AVERAGE INCOME RECEIVED FOR LUNCH/SNACKS (Including Seamless Summer Lunches, Snacks, and Suppers)

Source	Free Student	Reduced-Price Student	Full-Price Student		Adult
			Elementary	Secondary	
<b>Meal Charges</b>		\$	\$	\$	\$
<b>Federal Reimbursement (Total Per Meal)</b>					
<b>State Reimbursement</b>					
<b>TOTAL INCOME</b>	\$	\$	\$	\$	\$

### AVERAGE INCOME RECEIVED FOR BREAKFAST (Including Seamless Summer Breakfasts)

Source	Free Student	Reduced-Price Student	Full-Price Student		Adult
			Elementary	Secondary	
<b>Meal Charges</b>		\$	\$	\$	\$
<b>Federal Reimbursement (Total Per Meal)</b>					
<b>State Reimbursement</b>					
<b>TOTAL INCOME</b>	\$	\$	\$	\$	\$

Additional sources of income for all meals include:

- Commodity entitlements (lunch only)
- Local funds; i.e., à la carte

# How to Submit an NSLP Claim


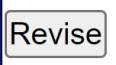
**Step 1:** Select the applicable claim that will be submitted for reimbursement.

## Staff Quick-Picks

Jul - 2022	Aug - 2022	Sep - 2022	Oct - 2022	Nov - 2022	Dec - 2022
Jan - 2023	Feb - 2023	Mar - 2023	Apr - 2023	May - 2023	Jun - 2023

**Step 2:** Click the Select button. After doing this, the district's school sites will appear under the View Claim Summary button.

## SFA Parent Claim for Month and Year Requested




Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
		9	2022		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

**Step 3:** Select the applicable site that will be submitting a claim for reimbursement.

[View Claim Summary](#)


## Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Subn
		ES (105)		\$0.00	
		HS (715)		\$0.00	
		MOBILE SITE (M01)		\$0.00	
1					

**Step 4:** Choose NSLP in the Site Claim Data droplist.


## Site Claim Data

SELECT CLAIM TYPE ▾  
 SELECT CLAIM TYPE  
 NSLP  
 FFVP  
 SSO




**Step 5:** The school site's claim will appear. Enter the information required (ex: number of days operated, enrollment, F/R/P numbers, meal counts, etc.). Save and certify the claim. After doing this, a time stamp will appear at the bottom and the save/certify button will be disabled out.

 Save NSLP Site Claim

 Certify NSLP Site Claim

Unsubmit Site Claim

 Save NSLP Site Claim

 Certify NSLP Site Claim

For step-by-step instructions on how to submit a claim, detailed instructions are located in Other Documents under the CNP Documents section.

## I. Low-Income Student Count Report (*RCCIs Not Required to Complete*)

1. In a continuing effort to reduce paperwork, the low-income report has been developed for reporting free and reduced-price meal eligibility information that has previously been reported on several different forms.
  - a. **Title I Allocations**—Districts must report by size the number of enrolled students aged 5 through 17 eligible for free or reduced-price meals.
  - b. Public Law 104-193—Provides that SFAs must disclose the names of the elementary sites where 50 percent or more of enrolled students are eligible for free or reduced-price meals.
  - c. Public Law 105-336—Provides that SFAs may claim snacks free for those sites operating an after-school educational or enrichment program in which 50 percent or more of enrolled students are eligible for free or reduced-price meals.
  - d. **E-rate Information**—Provides for Internet discounts from the U.S. Department of Libraries.
2. CNP must process the October claim for reimbursement before it will allow the SFA to submit the Low-Income Report. Example on **page C-38**. The district **MUST** print out the form from the Checklist in CARS, have it signed and dated by the Superintendent, and fax or email to CNP by **December 4, 2025**.
  - a. The report represents the highest number of free and the highest number of reduced-price eligibles of currently enrolled students for the entire month of October (the last number of Column 6 [for free] and the last number of Column 10 [for reduced-price] from each site's Edit Check Worksheet added together). So—even if the district has its October enrollment figures from Accreditation, it **may not** have its **HIGHEST** free and reduced-price eligible figures until the end of October. Every accredited site **MUST** be included. If an SFA has an unaccredited site (i.e., Head Start, alternative site, four-year-old site), those currently enrolled students should be counted at the accredited site where they would attend in the future or the accredited site they should currently be attending. Adult education students, out-of-home placement students, off-site virtual students, or students three years of age (preprimary) and under (unless they are enrolled) are **NOT** included in the number of free and/or reduced-price eligibles reported on the monthly claim for reimbursement or the Low-Income Student Count Report.
  - b. The **TOTAL** free and **TOTAL** reduced-price eligible counts (of current enrolled students) **for your entire SFA** must match the total counts for the free and reduced-price eligibles as reported on the **OCTOBER** CNP claim for reimbursement for your district. All numbers submitted on this report are subject to audit. Be aware that if the Low-Income Student Count Report is revised, the October claim for reimbursement **MUST** also be revised and vice versa.
3. **CNP Reports Time Line:**
  - Step 1: Once the October claim is submit and certify your, the Low-Income report will be unlocked.
  - Step 2: Once the Low-Income is approved by the State Agency, the November claim will be unlocked.
  - Step 3: After the November claim is submitted and certified, the Verification Summary Report will be unlocked.
  - Step 4: Once the Verification Summary Report is approved by the State Agency, the December claim will be unlocked.

# EXAMPLE LOW-INCOME STUDENT COUNT REPORT

(NOTE: RCCIs are not required to complete this form.)

County/District Code: \_\_\_\_\_ District Name: \_\_\_\_\_

1. Site	2. Grade	3. Total	Free: Reduced:	4. Under 5 Years	5. 5 to 17 Years	6. 18 and Over	Totals	<u>Edit</u>	<u>Delete</u>
Happy ES (105) Y	EC 06	526	Free: Reduced:	48 0	462 0	0 0	510 0	<u>Edit</u>	<u>Delete</u>
Healthy ES (195) Y	EC 06	500	Free: Reduced:	25 0	100 0	0 0	125 0	<u>Edit</u>	<u>Delete</u>
- Select One - v	Low: NA v		Free: Reduced:					<u>Insert</u>	
	High: NA v								

## INSTRUCTIONS FOR SUBMISSION:

- Once your October claim is locked, click on the Low-Income Report—On-Site Students Only (enrolled students who have access to a meal) (including on-site virtual students). Once opened, complete the information required for each accredited site under your district by clicking on the drop down box and filling in the numbers that represent your school district. Once the site information is completed, be sure to save.
- Once the report is **SAVED** and the numbers on the report added together match your October claim for reimbursement, you will be able to certify your Low-Income Report.
- Once the report is certified, print out a copy, sign it, and fax to 405-521-2239.

By signing this report, the superintendent is stating that the number of students counted on this report are **ONLY** students who are **CURRENTLY ENROLLED** and have access to a meal at the district during the month of **OCTOBER**. This report **MUST NOT** include any seniors who graduated last May, any students who left the district **PRIOR** to **OCTOBER 1**, or any students who do not have access to a meal service.

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

# LOW-INCOME REPORT—ON-SITE STUDENTS

## INSTRUCTIONS

- **School Site Information:** Complete the form for each accredited site. When entering the information on the Web site, verify that the site numbers and names are correct. **PLEASE** contact 405-521-3327 if there are any discrepancies. Include the Grade Span that will be the lowest grade to the highest grade for each site. Valid grades are: Early Childhood (EC), kindergarten (KG), and 1 through 12. If OPENING a new site, contact the Accreditation Section at 405-521-3333 before adding the new site to this form.
- **Site Code:** Counts must be reported by accredited site number; i.e., 105, 705. If one cafeteria serves more than one school site, report each school separately—not as one. Every accredited school site must be included. Nonaccredited sites must not be included.
  1. **Site:** Site Name (Site Code)
  2. **Grade (Low to High):** You will enter the lowest grade (Low) and the highest grade (High) that is included at this site).
  3. **Total Enrollment Ages 5-17:** Enrollment of ALL students at this site, ages 5-17 as of October 1.
  4. **Site Enrollment Under 5 Years (Age 4 and Under):** Enter number of enrolled students, 4 years of age and younger, who are eligible for free and reduced-price meals.
  5. **Site Enrollment Ages 5 through 17:** Enter number of enrollment student, 5 to 17 years of age, who are eligible for free and reduced-price meals.
  6. **Site Enrollment Ages 18 and Over:** Enter number of enrollment students, 18 years of age and older, who are eligible for free and reduced-price meals.

### STUDENTS ELIGIBLE FOR FREE MEALS

- **Under 5 Years (Age 4 and Under):** Enter the highest number of **CURRENTLY ENROLLED** students, 4 years of age and younger, who are **ELIGIBLE** for **FREE** meals as of October 31st.
- **Age 5 Through 17:** Enter the highest number of **CURRENTLY ENROLLED** students, 5 through 17 years of age, who are **ELIGIBLE** for **FREE** meals as of October 31st.
- **Age 18 and Over:** Enter the highest number of **CURRENTLY ENROLLED** students, 18 years of age and older, who are **ELIGIBLE** for **FREE** meals as of October 31st.
- **Total:** Total number of **CURRENTLY ENROLLED** students **ELIGIBLE** for **FREE** meals. This figure will be calculated by the system.

### STUDENTS ELIGIBLE FOR REDUCED-PRICE MEALS

- **Under 5 Years (Age 4 and Under):** Enter the highest number of **CURRENTLY ENROLLED\*** students, 4 years of age and younger, who are **ELIGIBLE** for **REDUCED-PRICE** meals as of October 31st.
- **Age 5 Through 17:** Enter the highest number of **CURRENTLY ENROLLED\*** students, 5 through 17 years of age, who are **ELIGIBLE** for **REDUCED-PRICE** meals as of October 31st.
- **Age 18 and Over:** Enter the highest number of **CURRENTLY ENROLLED\*** students, 18 years of age and older, who are **ELIGIBLE** for **REDUCED-PRICE** meals as of October 31st.
- **Total:** Total number of **CURRENTLY ENROLLED\*** students **ELIGIBLE** for **REDUCED-PRICE** meals. This figure will be calculated by the system.

Note: If a student turned 5 in the month of October, count that student in the 5- to 17-year-old group. If a student turned 18 in the month of October, count that student in the 5- to 17-year-old group.

### 3. Special Instructions for Provision 2, 3, and Community Eligibility Provision (CEP)

Sites that are Provision 2 or 3 or CEP are handled differently than other sites for the Low-Income Student Count Report. In mid-December, the State agency will receive enrollment numbers from the Accountability Division for each site participating in Provision 2, Provision 3, or CEP. Once the enrollment is entered by the State agency, the district will be notified. After this is complete, the district can fill out the Low-Income Report. The new free/reduced-price and paid eligibility figures for the current school year appear for that site. Once the site receives the new free/reduced-price and paid eligibility figures, the site will then take these numbers and determine the number of children 4 years and-under and the number of 18-and-over students by using current year percentages and applying them to current year

Note: Provision schools cannot complete the low-income report until enrollment numbers are received from Accountability Division and updated in CARS by the State agency.

### EXAMPLE FOR PROVISION 2 AND PROVISION 3 SITES LOW-INCOME REPORT

Elementary Site:	Current Enrollment—80	High School Site:	Current Enrollment—110
	Free Eligibles—60		Free Eligibles—64
	Reduced-Price Eligibles—10		Reduced-Price Eligibles—12

This data can be found on the claiming system. Click on Provision 2 or Provision 3 link, then click on View Details. Then locate the Current Year Information Provision 2 Schools. You will see Current Site Enrollment and Current Year Eligibles. Use eligibles for the month of October. Provision 3 schools will use Current Site Enrollment as well as the Free Eligibles and Reduced Eligibles. Note: This information will be updated by the State agency mid-December. Once Child Nutrition receives the enrollment information from the Accountability Division.

\*Note: The enrollment in #5 will be entered by the State Department.

1. The district will need to know its current 4-year-olds and-under count at the elementary site.

Figure the current percentage of free eligible students from the current elementary enrollment (60 divided by 80 = 75%)

Figure the current percentage of reduced-price eligible students from the current elementary enrollment (10 divided by 80 = 13%)

Apply the 75% to the number of 4-year-olds and-under the site currently has to get the free eligible count for the Under 5 column.

Apply the 13% to the number of 4-year-olds and-under the site currently has to get the reduced-price eligible count for the Under 5 column.

2. Use this same formula for the mid-high/high school site(s) to figure the 18-year-olds and-over free and reduced-price eligibility numbers.
3. Once the free and reduced-price eligible numbers are obtained for the 4-year-olds and-under students at the elementary and the 18-year olds and-over at the mid-high/high school, the remaining students who are free or reduced-price would be reported in the 5- to 17-year-old category. (Total Free Eligibles minus 4-year-olds and-under free OR 18-year-olds and-over free equals 5-to-17-year-old free)



4. To get the 5- to 17-year-old **ENROLLMENT** in Column 3, the district should take the current site enrollment for the elementary and subtract out all of the students who are currently 4-year-olds and-under at the elementary site. If a student turned 5 in the month of October, count that student in the 5- to 17-year-old group. Likewise, the district should take the current site enrollment for the mid-high/high school and subtract out all of the students who are 18-year-olds and-over at the mid-high/high school site. If a student turned 18 in the month of October, count that student in the 5- to 17-year-old group.

## COMMUNITY ELIGIBILITY (CEP) LOW-INCOME REPORT

The current data can be found in **CEP Current Year Information** in CARS. This link provides data from the previous April for all sites that are on CEP. To find the **October 1 Site Enrollment** for any particular site, click on **View Details** for that site. You will use the October 1 enrollment when completing Column 3 of the Low-Income Report. You will also see the **Free Percentage** and the **Number of Free Eligibles** for that site. You will need the Free Eligibles for each of your CEP sites to complete the Low-Income Report. For sites that have students who are 4-and-under or 18-and-over, you will also need the Free Percentage. See below for instructions on how to come up with the numbers you will enter for those sites:

1. The district will need to know its current 4-and-under count at the elementary site (or sites). Then, apply the site's Free Percentage to the number of 4-and-under the site currently has to get the free eligible count for the 4-and-under.
2. The mid-high/high school site (or sites) will need a similar count of the 18-and-overs. Again, the site's Free Percentage will be applied to the 18-and-over count to figure the number of 18-and-over free eligibles.
3. Once the free eligible numbers are obtained for the 4-and-under students at the elementary(ies) and the 18-year-olds and over at the mid-high/high school, the remaining students who are free would be reported in the 5- to 17-year-old category. (Total Free Eligibles minus 5-and-under free **OR** 18-and-over free equals 5-to-17-year-old free)
4. To get the 5- to 17-year-old **ENROLLMENT** in Column 3, the district should take the current (October 1) site enrollment for the elementary and subtract out all of the students who are currently 4-and-under at the elementary site. Likewise, the district should take the current (October 1) site enrollment for the mid-high/high school and subtract out all of the students who are 18-and-over at the mid-high/high school site.

**Note: If a student turned 5 in the month of October, count that student in the 5- to 17-year-old group. If a student turned 18 in the month of October, count that student in the 5- to 17-year-old group.**

## J. Student Meal Prices

1. The prices charged by SFAs often require school board approval. Unfortunately, many people do not understand the financial responsibility of SFAs and do not realize that the costs involved are much like those paid by commercial restaurants. Factors to be considered when establishing prices include:
  - a. Actual cost of producing and serving the food
  - b. Present prices charged and rates of reimbursement
  - c. Economic situation at the time
  - d. Reasons for needing to increase prices
  - e. What competitors are charging—commercial and other nearby SFAs
  - f. When the price was last increased
  - g. Whether the price increase can be justified publicly (in media)
  - h. Whether reducing costs has been considered
  - i. Reduction in participation or sales that usually follows price increases
  - j. What the customer considers fair value
2. Paid Lunch Equity Requirement
  - a. Schools are required to charge students for paid meals at a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement rates. This provision is for lunch only.
  - b. Schools that are currently charging less are required to gradually increase their prices over time until they meet the requirements (10¢ per year). Schools may choose to cover the difference in revenue with nonfederal funds instead of raising paid meal prices. SFAs may vary paid lunch prices by school as long as the average revenue requirement is met across the SFA. ***If a school chooses to use Nonfederal funds to recover the cost of Paid meals, it MUST use the formula for Using Nonfederal Fund Sources form to determine how much the district will have to spend in order to pay back CNP. The form is located on the following page.***
  - c. Schools are required to submit their student-paid lunch prices (what they charge their paying students) to the State agency with their Renewal Application
  - d. ***The SFA is required to complete the Paid Lunch Equity Tool unless the district has a zero or positive balance in child nutrition as of June 30, 2024.*** Once completed, this tool will show the SFA how much its student-paid lunch meal price must be increased for the following school year or the amount of funds necessary to subsidize its CNP.
  - e. New SFAs, Nonpricing schools, or Provision schools that are going to start charging students in the district, must charge paying students the required maximum amount (the difference between the free reimbursement rate and the paid reimbursement rate). (Reference USDA Memo SP-39-2011 [Revised])
  - f. Financial support from nonfederal sources must be cash for direct support for paid lunches, including, but not limited to:
    - Any portion of state revenue matching funds that exceeds the minimum requirement established in 7 CFR §210.17 and that is provided for paid lunches.
    - Per-meal nonfederal reimbursement for ***ANY PAID*** meal (breakfast, lunch, etc.).
    - Any funds provided by organizations for ***ANY PAID*** meal.
    - Any proportion attributable to ***PAID MEALS*** from direct payments made from school district funds to support lunch service. (See the formula on the next page.)

Examples of ***UNALLOWABLE*** nonfederal support are:

- Any payments, including additional per-meal reimbursements, provided to the SFA for support of the SBP or other CNP.
- Any payments, including additional per-meal reimbursements, provided specifically to support free and reduced-price meals.
- Any à la carte revenues.

# FORMULA FOR USING NONFEDERAL FUND SOURCES FOR PAID MEALS (Reference USDA Memos SP-39-2011 and SP-34-2013)

District Name: \_\_\_\_\_

County/District Code: \_\_\_\_\_

<b>STEP ONE:</b>	÷ <i>Divided by</i>		= <i>Equals</i>	X 100
<b>A</b> <b>Total STUDENT PAID MEALS</b> <b>(Lunches, Breakfasts)</b> <b>Claimed in Previous Year</b>		<b>B</b> <b>Total STUDENT MEALS</b> <b>(Lunches, Breakfasts)</b> <b>Claimed in Previous Year</b>		<b>C</b> <b>% of STUDENT PAID MEALS</b>
<b>STEP TWO:</b>				
Total Dollar Amount of Expenditures From Fund 11 Through Fund 60/Program Code 700/Project Reporting Code 000/Function Codes 3120, 3130, 3140, and 3150 = \$ _____				
<b>D</b> <b>Nonfederal Fund Sources From Current Year</b>				
<b>STEP THREE:</b>	X <i>Multiplied by</i>		= <i>Equals</i>	
\$ <b>D</b> <b>Nonfederal Fund Sources (Step Two)</b>		<b>C</b> <b>% of STUDENT PAID MEALS (Step One)</b>		<b>E</b> <b>TOTAL AMOUNT OF NONFEDERAL SOURCE FUNDS FOR PAID STUDENT MEALS</b>

K. Adult Meals, Teachers on Duty, and Pricing (Reference FNS Instruction 782-5 [6/6/98])

1. Any location in the school used only for adult meal preparation and/or meal service where the foods prepared/served are only for adult consumption and **NOT** student consumption is unallowable. Records must reflect that all foods are purchased without the procurement power of the cafeteria. USDA Foods must not be used for these meals. CNP funds may be used to purchase the food; however, the total cost of the meal must be recovered. A separate project reporting code must be used to track expenditures and revenues
2. Revenue from the NSLP and SBP **CANNOT** be used to subsidize adult meals. If adults are charged less than the minimum amount required, the General Fund must cover the difference. SFAs report their adult meal prices during the renewal application process. Contact OCAS for information on correct procedures to do this. Refer to **page C-45** to determine how much of the General Fund must be used to subsidize adult meals if the SFA is not charging what is required. If the LEA is absorbing the cost, food for these adult meals should be coded to Project Reporting Code 000/Function Code 3155.

State agency and federal regulations state that the adult must be charged:

- Adult lunch charge equals the free reimbursement rate for lunch plus the additional incentive payment plus the value of USDA Foods  
*Note: Adult prices can be found in the application and agreement in CARS. Go into the checklist under SCHEDULE B - MEAL PRICES at the top of the page. (Prices change every July)*
- Adult breakfast charge equals free reimbursement rate for regular breakfast.
- Adult snack charge equals free reimbursement rate for snack.
- The size of the adult meal or snack cannot be no larger than the largest portions allotted to students at that site.

3. Adult meals other than CNP employee meals cannot be served free of charge. CNP employees are adults who are directly involved in the operation and administration of the school nutrition programs. Child Nutrition must be stated in the employees contract, and the required professional development hours are to be obtained as required by USDA.

**Teachers on Duty:** Teachers who are on duty at the school do not qualify for free meals using CNP funds. Teachers are not considered Child Nutrition employees as it is not stated in their teacher's contract they are support staff, and they are not obtaining the required number of Child Nutrition professional development hours. If the district would like teachers to receive a free meal, it can be paid for out of General Fund and needs to be included as a fringe benefit in their contract. It is also required for the Adult Cost vs Charge form be maintained to ensure Child Nutrition is properly subsidized. This form is located on **page C-45**.

If the LEA is absorbing the cost, food for these adult meals should be coded to Project Reporting Code 11 (or 22)/Function Code 3155. General Fund is not required to subsidize the cost of CNP employee meals. This is an allowable use of CNP funds.

4. **Adult salad bars and cafeterias:** The definition of an adult cafeteria is any location in the school used only for adult meal preparation and/or meal service where the foods prepared/served are only for adult consumption and **NOT** student consumption. **An example of this is an adult only salad bar. Feeding only adults should be set up as a catering account.** Records must reflect that all foods are purchased without the procurement power of the cafeteria. USDA Foods must not be used for these meals. CNP funds may be used to purchase the food; however, the total cost of the meal must be recovered. A separate project reporting code must be used to track expenditures and revenues.
5. Meals served to any adults may **NOT** be claimed for reimbursement or counted toward the donated foods (USDA Foods) entitlement. The determination of individuals, positions involved, and the degree to which their services are attributed to the nonprofit food service program operations are left to local officials.
6. The Nonprogram Food Expenditures/Revenues Report will indicate if an SFA is charging enough to cover its cost for adult meals.

L. State Matching Reimbursement

# AVERAGE ADULT LUNCH/BREAKFAST COST VERSUS ACTUAL ADULT LUNCH/BREAKFAST CHARGE FORMULA

## **Lunch:** Step 1

$$\begin{array}{l} \$ \underline{\hspace{2cm}} - \$ \underline{\hspace{2cm}} \\ \text{Free Reimbursement Rate} \quad \text{Actual Adult Lunch} \\ \text{for Lunch Plus Additional} \quad \text{Charge} \\ \text{Incentive Payment Plus the} \\ \text{Value of USDA Foods} \\ \\ \$ \underline{\hspace{2cm}} \\ \text{Lunch Difference} \end{array}$$

**Step 2** Record the number of adult lunch meals at a charge lower than the free reimbursement rate plus additional incentive payment plus the value of USDA Foods. Multiply by the difference as calculated in Step 1.

## **Breakfast:** Step 1

$$\begin{array}{l} \$ \underline{\hspace{2cm}} - \$ \underline{\hspace{2cm}} \\ \text{Free Reimbursement Rate} \quad \text{Actual Adult Breakfast} \\ \text{for Breakfast} \quad \quad \quad \text{Charge} \\ \\ \$ \underline{\hspace{2cm}} \\ \text{Breakfast Difference} \end{array}$$

**Step 2** Record the number of adult breakfast meals at a charge lower than the free reimbursement rate. Multiply by the difference as calculated in Step 1.

LUNCH MEALS MONTH	# OF ADULT MEALS	LUNCH X DIFFERENCE	= \$ VALUE
JULY		\$	\$
AUGUST		\$	\$
SEPTEMBER		\$	\$
OCTOBER		\$	\$
NOVEMBER		\$	\$
DECEMBER		\$	\$
JANUARY		\$	\$
FEBRUARY		\$	\$
MARCH		\$	\$
APRIL		\$	\$
MAY		\$	\$
JUNE		\$	\$
TOTAL LUNCH		\$	\$

BREAKFAST MEALS MONTH	# OF ADULT MEALS	BREAKFAST X DIFFERENCE	= \$ VALUE
JULY		\$	\$
AUGUST		\$	\$
SEPTEMBER		\$	\$
OCTOBER		\$	\$
NOVEMBER		\$	\$
DECEMBER		\$	\$
JANUARY		\$	\$
FEBRUARY		\$	\$
MARCH		\$	\$
APRIL		\$	\$
MAY		\$	\$
JUNE		\$	\$
TOTAL BREAKFAST		\$	\$

Note: The total in the **\$ Value** column of both breakfast and lunch **MUST** be added together. This sum is the amount that will be taken into consideration in the Nonprogram Foods calculation for the SFA's adult meals.

Each school year USDA requires the state of Oklahoma to appropriate revenues to be used for NSLP purposes at the local level. Since some SFAs are operating on a **YEAR-ROUND** basis, state matching reimbursement is calculated on the total lunches served in the previous school year. The state matching reimbursement is paid in two payments per year, processed in January and May.

#### M. Reduced-Price Meal Charge

The Omnibus Reconciliation Act of 1981 mandated that the **maximum** amount which can be charged for a reduced-price:

- Lunch is 40¢.
- Breakfast is 30¢.
- Snack is 15¢.

While these are the maximum amounts that may be charged, districts may elect to charge less for either lunch, breakfast, or snacks. Districts may also choose to provide meals at no cost to their reduced-price eligible students. The expenditures associated with covering the reduced-price student payments may be funded from the nonprofit school food service account. (Reference USDA Memo SP-17-2014) Reduced-price meals must always be claimed at the reduced-price rate of reimbursement, whether the district charges the maximum amount, lesser amount, or not at all.

#### N. Nonpricing Programs

Any site participating in the NSLP/SBP/ASSP that does not charge its students for any meals and/or snacks is considered a **nonpricing program**. Any site has the option of not charging its students for meals/snacks served and claimed for reimbursement. Sites may want to use the Income Sources for Meals form on **page C-35** to determine if a nonpricing program is feasible.

Nonpricing sites must make sure that all students are claimed in the correct eligibility category (free, reduced-price, or paid), even though all meals are served free. SFAs implementing nonpricing at all their sites are not required to do the Paid Lunch Equity Tool. Written notice of denial for denied free or reduced-price applications is **NOT** required since all meals are provided at no cost.

***\*Note: If the district has any sites that are nonpricing, the district MUST pay back the nonprofit school food service account when the overall nonprofit school food service account activity is insufficient to cover Program costs. The District must pay the difference from a non-Federal source.***

#### O. Concession Stands, Catering, and Banquets (Memo SP 13-2014 and SP 20-2016)

Child Nutrition can enter into an agreement with an outside entity or organization to prepare food for concession stands, catering, and banquets. The SFA should have an agreement in place regarding costs and all other terms and conditions, including a stipulation that all risk relating to revenue losses must be covered by the outside organization and not the school food service. Child nutrition must be paid back in full for all cost incurred from these meals. ***USDA Foods cannot be used for concession, catering, or banquet meals.***

***Example:*** The school food service can have an agreement with a sports team wishing to hold a fundraiser during a sporting event. The sports team would pay the school food service for the full cost of food purchased through an existing food service contract. This includes any labor incurred in ordering the extra food (and any other role the school food service may play, e.g., preparing food). The sports team can then sell the food at the sporting event and keep any revenue from those sales.

P. Equipment Depreciation for Nonexpendable Equipment (See FNS Instruction 796-2 Rev.4)

Q. Contracting Meal Prices

1. An SFA that contracts meals to other institutions must charge, *at a minimum*:
  - Contract lunch charge equals the free reimbursement rate for lunch plus the additional incentive payment plus the value of USDA Foods.
  - Contract breakfast charge equals the free reimbursement rate for regular breakfast.
  - Contract snack charge equals the free reimbursement rate for snack.
  - The size of the adult meal should be no larger than the largest portions allotted to the students.

**Note: Contract meal prices can be found in CARS in the application checklist under SCHEDULE B - MEAL PRICES. Contract/Adult Meals pricing at the top of the page.**  
Prices change every July when the new rates are available

2. A copy of the written contract, *Agreement to Furnish Food*, found in Other Documents under the Procurement section, must be kept on file for review.
3. If an SFA is contracting with an institution for which USDA Foods are allocated, the SFA should **NOT** include the commodity allocation rate in the formula when figuring the minimum amount to charge for contract lunches.



# MEAL-COUNTING AND MEAL-CLAIMING PROCEDURES

Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, site personnel (not students) must accurately count, record, and claim the number of meals actually served to students by category; i.e., full-price, reduced-price, and free. Additionally, the number of meals served free and reduced-price and claimed for reimbursement must have adequate documentation on file to support the claim. (Refer to **page C-50** for the Acceptable Meal-Counting System Checklist.) *No child can be required to take a meal.*

## A. Point of Service

1. ***Point of service*** is defined as that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or full-price meal has been served to an eligible student. The meal-counting and meal-claiming procedures used by the SFA are a local decision. When establishing and evaluating a system for acceptability, always keep in mind the following requirements. ***Attendance records, classroom counts, and/or tray counts cannot be used as an acceptable point of service count. Students cannot be required to take a tray.***
2. The meal-counting system chosen must provide a ***point of service*** count:
  - Of reimbursable meals served showing only one per eligible student per meal service.
  - By type (free, reduced-price, or full-price).
  - Each day for every meal service.
  - Without overtly identifying students' eligibility categories. Codes used on rosters or other forms of exchange, such as tickets or debit cards, must not overtly identify the eligibility category of the student. Use of the following terms or codes are ***NOT*** allowed:
    - (1) Free, reduced-price, full-price, or paid
    - (2) F, R, or P
    - (3) One-digit numbers
3. **Unallowable** point of service methods
  - Teacher count before the meal service
  - Attendance records
  - Any list generated from the classroom
  - Tally sheets without a roster
  - Tray Counts
  - Student signing a roster without supervision
  - Using a food item taken by students to determine meal counts

## B. Edit Check

1. Before submitting a monthly claim for reimbursement, each SFA shall compare each accredited site's daily count against data that assists in the identification and correction of counts in excess of the number of reimbursable lunches served each day by category (free, reduced-price, and full-price). An Edit Check Worksheet must be completed for each school site eating at a specific cafeteria. Each Edit Check must contain the current year Attendance Factor.

Example: If the district has one cafeteria but three accredited sites, elementary, middle school, and high school. The SFA ***MUST*** keep a separate Edit Check Worksheet for each sites.

2. Edit Check Worksheet to be completed ***DAILY*** for BOTH breakfast and lunch for each accredited site.

3. SFAs are allowed to use a locally designed Edit Check Worksheet if it is equal to or better than the worksheet on **page C-53** as to the information obtained.

4. Obtaining the Attendance Factor

- a. ADA represents an average of the total number of students in attendance on any particular day in a site.
- b. ADM represents an average of the total number of students currently enrolled on any particular day in a site. This number fluctuates as students come and go. When a student checks out of a site, the student is immediately dropped from membership. If a student is absent ten consecutive school days, the student is automatically dropped from membership. (Refer to Section 232 of Public School Laws Records of Attendance)

c. The district can use the highest Attendance Factor: State or District

- How to Obtain: **DISTRICT ATTENDANCE FACTOR**

Step 1: Go to: <https://oklahoma.gov/education/services/state-aid/district-funding-and-yearly-detailed-reports/average-daily-membership-adm-and-average-daily-attendance-ada.html>

Step 2: SELECT the last Full Year ADM & ADA ; FIND your District.

Step 3: Take the ADA number and divide it by the ADM number.  
( $ADA \div ADM = \text{The Attendance Factor}$ )

- How to Obtain: **STATE ATTENDANCE FACTOR**

Step 1: Go to: [https://sdeweb01.sde.ok.gov/OCAS\\_Reporting/Districts.aspx](https://sdeweb01.sde.ok.gov/OCAS_Reporting/Districts.aspx)

Step 2: SELECT your district; CLICK on DISTRICT IMPACT AID LETTER.

Step 3: State Attendance Ratio = The Attendance factor

C. Annual On-Site Review—Required for lunch and breakfast (SP 56-2016)

Every school year each SFA with more than one school (**eating site**) shall perform no less than one on-site review for each site operating the NSLP and 50 percent of sites operating the SBP. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a site's meal-counting or meal-claiming procedures, the SFA shall ensure that the site develops and implements a corrective action plan. Within 45 calendar days of the review, it shall be the SFA's responsibility to conduct a follow-up on-site review to determine that the corrective action plan resolved the problems. Each on-site review shall ensure that the site's claim for reimbursement is based on a *point of service* meal count system and that the meal count system yields the actual number of reimbursable free, reduced-price, and full-price meals served for each day of operation. **Pages C-54-61** have sample forms for on-site reviews. The on-site review should be conducted by someone with knowledge of program regulations. This requirement may be contracted with an outside source. However, this review must not be conducted by the FSMC if the FSMC is in charge of the meal-counting and -claiming system. (Reference 7 CFR §210.8 [a] and FSMC Guidance for SFAs, page 17)

# DO YOU HAVE AN ACCEPTABLE MEAL-COUNTING SYSTEM AT THE POINT OF SERVICE?

<input type="checkbox"/>	Lunch
<input type="checkbox"/>	Breakfast

Answer the following questions about your counting system. If the answer to any of these questions is **YES**, your counting system is **NOT** acceptable and must be revised (unless approved as an alternative system by the State Department of Education [the **State agency**]).

- |     |                          |    |                          |   |
|-----|--------------------------|----|--------------------------|---|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 1. Are claims based only on meal counts taken in the morning in the classroom or at any other location before the meal is served?   |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 2. Are claims based on attendance records?  |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 3. Are meal counts based on the number of tickets or tokens sold and distributed or the number of meals paid in advance?  |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 4. Is the number of free and reduced-price meals claimed based on the number of students eligible to receive such meals?  |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 5. Are meal counts by category taken at the beginning of the serving line without checking that the meals served are reimbursable?  |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 6. Are meal counts by category based on visual identification of students with no backup system available for persons not familiar with the students; e.g., checklists?                 |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 7. Are meal counts based on tray or plate counts?   |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 8. Are back-out systems used that subtract one number (e.g., number of free and reduced-price meals) from the total count to get another number (e.g., the number of full-price meals)? |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 9. Are the students who are eligible for meal benefits overtly identified?  |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | 10. Is this a system that does <b>NOT</b> yield a reliable, accurate count of meals served by category?   |

# SITE/SCHOOL FOOD AUTHORITY (SFA) EDIT CHECK WORKSHEET

## INSTRUCTIONS

All students must be enrolled and have access to meal services in order for the SFA to distribute and approve free and reduced-price applications.

Edit Check Worksheets must be completed by all accredited sites eating at that particular cafeteria. It must be completed separately for both the breakfast and lunch meal services. Indicate which meal service it is for at the top of the page.

1. Site: Record the name of the accredited school site.
2. Month: Record the month and year.
3. Current Year Attendance Factor (AF): Record the AF for the school food authority (SFA).
4. Total Daily Enrollment: This is the sum going across Columns 6, 10, and 14 on any given day. If the SFA needs a total monthly enrollment, use the last day of the month.
5. Day of Month: Locate the day of the month, and begin recording on the corresponding line. The site may wish to highlight any weekends, holidays, or professional days when the site is closed.
6. Highest Enrolled Free Eligibles for Claim: Record the current number of enrolled students eligible for free meal benefits who have meal access on the first serving day of the month. Each day, add any newly enrolled students who are eligible for free meal benefits and who have meal access. Do not deduct any students who withdraw during the month since this column is used to determine the highest number of free eligibles for the overall month. The number of enrolled free eligibles who have meal access on the last day of the month is to be reported on the claim for reimbursement. On-site virtual students who have access to a meal service should be included. If a student is dropped during any month, that student has already been reported as free for the entire month; therefore, he or she must not be counted again if the student reenrolls during the same month.

(Students enrolled in adult education courses, off-site virtual students, or out-of-home placement students are not to be reported on the claim. Adult education classes are those conducted for the following purposes or groups: General Educational Development [GED], Temporary Assistance for Needy Families [TANF], English as a second language [ESL], family literacy, life skills, etc.).

**Columns 6, 10, and 14:** *Any students who withdrew during this month need to be dropped after the last serving day of this month before starting next month's Site/School Food Authority (SFA) Edit Check Worksheet. This number should reflect the number in Column 7 at the beginning of next month.*

7. Daily Free Eligibles: Record the number of on-site students eligible for free lunches each day. This will include enrolled students as well as students who are not enrolled; i.e., visiting students, preprimary children under the age of four, adult education students, out-of-home placement, and virtual students. Daily, add any new students eligible for free lunches and drop any students as they withdraw during the month. Do not include children who are eligible for free benefits but do not participate in lunch as this is a daily check of lunch eligibles; i.e., Special Milk participants who do not eat lunch, Head Start co-ops who do not eat lunch.
8. Daily Free Eligibles X AF: Multiply the number in Column 7 by the attendance factor recorded on Number 3.  
**DO NOT ROUND UP.**
9. Free Meals Claimed: Record the total number of reimbursable free lunches served/claimed each day to students.
10. Highest Enrolled Reduced-Price Eligibles for Claim: Record the current number of enrolled students eligible for reduced-price meal benefits who have meal access on the first serving day of the month. Each day, add any new enrolled students who are eligible for reduced-price meal benefits and who have meal access. Do not deduct any students who withdraw during the month because this column is used to determine the highest number of reduced-price eligibles for the overall month. The number of enrolled reduced-price eligibles who have meal access on the

## SITE/SCHOOL FOOD AUTHORITY (SFA) EDIT CHECK WORKSHEET

### INSTRUCTIONS continued

last day of the month is to be reported on the claim for reimbursement. On-site virtual students who have access to a meal service should be included. (Adult education or out-of-home placement students are not included.) If a student is dropped during any month, that student has already been reported as reduced-price for the entire month; therefore, he or she must not be counted again if the student reenrolls during the same month.

**NOTE:** *Any students who withdrew during this month need to be dropped after the last serving day of this month before starting next month's Site/School Food Authority (SFA) Edit Check Worksheet. This number should reflect the number in Column 11 at the beginning of the next month.*

11. Daily Reduced-Price Eligibles: Record the number of on-site students eligible for reduced-price lunches each day. This would include enrolled students as well as students who are not enrolled; i.e., visiting students, preprimary children under the age of four, adult education students, out-of-home placement students, and virtual students. Daily, add any new students eligible for reduced-price benefits who do not have access to lunch.
12. Daily Reduced-Price Eligibles X AF: Multiply the number in Column 11 by the attendance factor recorded on Number 3. **DO NOT ROUND UP.**
13. Reduced-Price Meals Claimed: Record the total number of reimbursable reduced-price lunches served to students and claimed each day.
14. Paid Eligibles: Record the total number of on-site enrolled students who are not approved for free or reduced-price meal benefits and who have meal access. **Never subtract out of this column until the first day of the following month.** **NOTE:** *Any students who withdrew during this month need to be dropped after the last serving day of this month before starting next month's Site/School Food Authority (SFA) Edit Check Worksheet.*
15. Daily Paid Eligibles X AF: Multiply the number in Column 14 by the attendance factor recorded on Number 3.
16. Paid Meals Claimed: Record the total number of reimbursable paid lunches served to students and claimed each day.
17. Total Meals Claimed Daily: Add together the number of lunches served to students and claimed each day. Add the totals going across in Columns 9, 13, and 16.
18. Average Daily Attendance: Each site has one of two options to calculate the average daily attendance: (a) the actual daily attendance may be obtained each day from the school office and used to compare to the total claimed or (b) the average daily attendance may be calculated by multiplying the attendance factor in Number 3 by the sum of Columns 6, 10, and 14.
19. Comments: Record any comments necessary to explain variations in meal service.
20. Monthly Totals: Add the numbers going down in Columns 9, 13, 16, and 17. Record the totals of the free, reduced-price, full-price, and total meals at the bottom of each column.
21. Signature: The person completing the form must sign the form and accept responsibility for the form's accuracy.
22. Date: The person completing the form must record the date.

**NOTE:** *The last box in Columns 6 and 10 will be used to report the highest number of free and reduced-price eligibles who have meal access on the claim for reimbursement each month. The last box in Column 14 will be used to report the number of paid eligibles on the claim for reimbursement each month. SFAs with multiple eating sites will need to consolidate the number of free, reduced-price, and paid eligibles from all eating sites.*

EDIT CHECK WORKSHEET

1. Site: \_\_\_\_\_ 3. Current Year Attendance Factor (AF): \_\_\_\_\_ ☐ Lunch ☐ Breakfast

2. Month/Year: \_\_\_\_\_ 4. Total Daily Enrollment is the sum of Columns 6, 10, and 14 on any given day.

5. Day of the Month	6. Highest Enrolled Free Eligibles for Claim (Plus Only)	7. Daily Free Eligibles (Plus and / or Minus)	8. Daily Free Eligibles X AF	9. Free Meals Claimed	10. Highest Enrolled Reduced Eligibles for Claim (Plus Only)	11. Daily Reduced Eligibles (Plus and/ or Minus)	12. Daily Reduced Eligibles X AF	13. Reduced Meals Claimed	14. Paid Eligibles (Plus Only)	15. Daily Paid Eligibles X AF	16. Paid Meals Claimed	17. Total Meals Claimed	18. Average Daily Attendance	19. Comments
1														
2														
3														
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31														
20. Monthly Totals:														

21. Signature: \_\_\_\_\_ 22. Date: \_\_\_\_\_

Reminder: If the school is using a computerized roster, including the add/drop list, it must be printed at the end of every month. The numbers should match the last numbers in Column 6 and 10.

# SCHOOL FOOD AUTHORITY (SFA) *LUNCH* ON-SITE REVIEW CHECKLIST

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year prior to February 1, each SFA with more than one school (as defined by 7 CFR Part 210.2 to include residential child care institutions [RCCIs]) must perform no less than one on-site review of the meal-counting and -claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50 percent of schools operating the SBP under its jurisdiction,

Each on-site review must ensure the school's claim is based on the counting and claiming system, as implemented, and yields the actual number of reimbursable free, reduced-price, and paid meals, respectively, served for each day of operation.

If the review discloses problems with a school's meal-counting and -claiming procedures or general review areas, the SFA must ensure that the school 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.

*The completed review must be maintained at the SFA level.*

School Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

SFA Reviewer: \_\_\_\_\_

The following questions are recommended, at a minimum, to complete the on-site review requirement:

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM	
		1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location[s] where complete meals are served to children.)	
		2. Is the point of service meal count used to determine the school's claim for reimbursement?	
		3. Is the person responsible for monitoring meals correctly identifying reimbursable meals?	
		4. Is the school correctly implementing policies for handling the following (as applicable):	
YES	NO	N/A	
			Incomplete meals?
			Second meals?
			Lost, stolen, misused, forgotten, or destroyed tickets, tokens, IDs, etc?
			Visiting student meals?
			Adult and nonstudent meals (and identifying program vs nonprogram)?
			À la carte?
			Student worker meals?
			Field trips?
			Charged and/or prepaid meals?
			Offer versus Serve
			Unpaid meal charges?
		5. Is there a method of identifying nonreimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals) and distinguishing them from reimbursable meals?	



YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM CONTINUED								
		6. Is someone trained as backup for the monitor and the meal counter?								
		7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?								
		8. Are daily counts correctly totaled and recorded?								
		9. If claims are aggregated, are the meal counts correctly totaled and consolidated?								
		<p><b>NOTE: The following two questions are for all SFAs EXCEPT for SFAs on Provision 2 or 3 in nonbase years, CEP, or RCCIs with only residential children.</b></p> <p>10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?</p> <p><i>Record today's meal counts by category, and compare to the total number of students eligible by category.</i></p> <table border="1"> <thead> <tr> <th>Number of Students Approved by Category</th> <th>Today's Meal Counts by Category</th> </tr> </thead> <tbody> <tr> <td>Free:</td> <td>Free:</td> </tr> <tr> <td>Reduced-Price:</td> <td>Reduced-Price:</td> </tr> <tr> <td>Paid:</td> <td>Paid:</td> </tr> </tbody> </table>	Number of Students Approved by Category	Today's Meal Counts by Category	Free:	Free:	Reduced-Price:	Reduced-Price:	Paid:	Paid:
Number of Students Approved by Category	Today's Meal Counts by Category									
Free:	Free:									
Reduced-Price:	Reduced-Price:									
Paid:	Paid:									
		11. Does the system prevent overt identification of children receiving free or reduced-price meals?								
YES	NO									
		12. Is a current eligibility list kept up-to-date and used by the meal-counting system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced-price, paid)?								
		13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced-price, and paid meals against the product of the number of children currently eligible for free, reduced-price, and paid meals, respectively, times an attendance factor (and any discrepancies accounted for)?								

**NSLP CORRECTIVE ACTION PLAN (for any *NO* answers):**

**SPECIFY DATE NSLP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_

YES	NO	READILY OBSERVABLE GENERAL AREAS	
		14. Were any issues readily observed in relation to resource management?	
YES	NO	N/A	
			Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19[a], 210.21)
			Paid Lunch Equity? (7 CFR 210.14[e])
			Revenue from Nonprogram Foods? (7 CFR 210.14[f])
			Indirect Costs? (2 CFR Part 200 and 7 CFR 210.14[g])
		15. Were any issues readily observed in other general areas?	
YES	NO	N/A	
			Free and Reduced-Price Process—including verification, notification, and other procedures (7 CFR Part 245)
			Civil Rights (7 CFR 210.23[b])
			Reporting and Record Keeping (7 CFR Parts 210, 220, and 245)
			Food Safety (7 CFR 210.13)
			Competitive Food Service (7 CFR 210.11 and 220.12)
			Water (7 CFR 210.10[a][1][i] and 220.8[a][1])
			Professional Standards (7 CFR 210.30)
			SBP and SFSP Outreach (7 CFR 210.12[d])
			Local School Wellness Policies (7 CFR 210.30)
			Other

**NSLP CORRECTIVE ACTION PLAN (for any *YES* answers above):**

**SPECIFY DATE NSLP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
SFA Reviewer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NSLP FOLLOW-UP VISIT** (must be conducted within 45 days if corrective action was required):

Date(s) of Follow-Up: \_\_\_\_\_

Observations of corrective action implementation:

SIGNATURE:

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
SFA Reviewer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## SCHOOL FOOD AUTHORITY (SFA) *BREAKFAST* ON-SITE REVIEW CHECKLIST

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year prior to February 1, each SFA with more than one school (as defined by 7 CFR Part 210.2 to include residential child care institutions [RCCIs]) must perform no less than one on-site review of the meal-counting and -claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50 percent of schools operating the SBP under its jurisdiction, **with every school within the SFA’s jurisdiction being reviewed at least once every other year.**

Each on-site review must ensure the school’s claim is based on the counting and claiming system, as implemented, and yields the actual number of reimbursable free, reduced-price, and paid meals, respectively, served for each day of operation.

If the review discloses problems with a school’s meal-counting and -claiming procedures or general review areas, the SFA must ensure that the school 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.

***The completed review must be maintained at the SFA level.***

**School Name:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**SFA Reviewer:** \_\_\_\_\_

The following questions are recommended, at a minimum, to complete the on-site review requirement:

YES	NO	<b>MEAL-COUNTING AND -CLAIMING SYSTEM</b>	
		1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location[s] where complete meals are served to children.)	
		2. Is the point of service meal count used to determine the school’s claim for reimbursement?	
		3. Is the person responsible for monitoring meals correctly identifying reimbursable meals?	
		4. Is the school correctly implementing policies for handling the following (as applicable):	
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			Incomplete meals?
			Second meals?
			Lost, stolen, misused, forgotten, or destroyed tickets, tokens, IDs, etc?
			Visiting student meals?
			Adult and nonstudent meals (and identifying program vs nonprogram)?
			À la carte?
			Student worker meals?
			Field trips?
			Charged and/or prepaid meals?
			Offer versus Serve
			Unpaid meal charges?
		5. Is there a method of identifying nonreimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals) and distinguishing them from reimbursable meals?	

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM CONTINUED								
		6. Is someone trained as backup for the monitor and the meal counter?								
		7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?								
		8. Are daily counts correctly totaled and recorded?								
		9. If claims are aggregated, are the meal counts correctly totaled and consolidated?								
		<p><b>NOTE: The following two questions are for all SFAs EXCEPT for SFAs on Provision 2 or 3 in nonbase years, CEP, or RCCIs with only residential children.</b></p> <p>10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?</p> <p><i>Record today's meal counts by category, and compare to the total number of students eligible by category.</i></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Number of Students Approved by Category</th> <th style="width: 50%;">Today's Meal Counts by Category</th> </tr> </thead> <tbody> <tr> <td>Free:</td> <td>Free:</td> </tr> <tr> <td>Reduced-Price:</td> <td>Reduced-Price:</td> </tr> <tr> <td>Paid:</td> <td>Paid:</td> </tr> </tbody> </table>	Number of Students Approved by Category	Today's Meal Counts by Category	Free:	Free:	Reduced-Price:	Reduced-Price:	Paid:	Paid:
Number of Students Approved by Category	Today's Meal Counts by Category									
Free:	Free:									
Reduced-Price:	Reduced-Price:									
Paid:	Paid:									
		11. Does the system prevent overt identification of children receiving free or reduced-price meals?								
<b>YES</b>	<b>NO</b>									
		12. Is a current eligibility list kept up-to-date and used by the meal-counting system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced-price, paid)?								
		13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced-price, and paid meals against the product of the number of children currently eligible for free, reduced-price, and paid meals, respectively, times an attendance factor (and any discrepancies accounted for)?								

**SBP CORRECTIVE ACTION PLAN (for any NO answers):**

**SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_

YES	NO	READILY OBSERVABLE GENERAL AREAS		
		14. Were any issues readily observed in relation to resource management?		
		YES	NO	N/A
				Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19[a], 210.21)
				Paid Lunch Equity? (7 CFR 210.14[e])
				Revenue from Nonprogram Foods? (7 CFR 210.14[f])
				Indirect Costs? (2 CFR Part 200 and 7 CFR 210.14[g])
		15. Were any issues readily observed in other general areas?		
YES	NO	N/A		
			Free and Reduced-Price Process—including verification, notification, and other procedures (7 CFR Part 245)	
			Civil Rights (7 CFR 210.23[b])	
			Reporting and Record Keeping (7 CFR Parts 210, 220, and 245)	
			Food Safety (7 CFR 210.13)	
			Competitive Food Service (7 CFR 210.11 and 220.12)	
			Water (7 CFR 210.10[a][1][i] and 220.8[a][1])	
			Professional Standards (7 CFR 210.30)	
			SBP and SFSP Outreach (7 CFR 210.12[d])	
			Local School Wellness Policies (7 CFR 210.30)	
			Other	

**SBP CORRECTIVE ACTION PLAN (for any *YES* answers above):**

**SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

School Representative

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

SFA Reviewer

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**SBP FOLLOW-UP VISIT** (must be conducted within 45 days if corrective action was required):

Date(s) of Follow-Up: \_\_\_\_\_

Observations of corrective action implementation:

SIGNATURE:

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
SFA Reviewer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## B. Alternate Methods of Meal Counting and Meal Claiming: **PROVISION**

*(Reference the Provision 2 USDA Guidance Manual and the CEP USDA Guidance Manual)*

### 1. Provision 1, 2, 3, and Community Eligibility (CEP)

- SFAs **MAY** implement provision to reduce their paperwork burden. SFAs interested in implementing any one of the provisions must contact the State agency.
- Contact Alicia Young at [Alicia.Young@sde.ok.gov](mailto:Alicia.Young@sde.ok.gov) to apply for Provision 1, 2, 3, or CEP.
- Since applications are not obtained by districts participating in provision after the base year, SFAs use base year percentages of children eligible for free or reduced-priced benefits applied to the total enrollment to determine how many students would qualify for free and reduced -priced meals. The percentages established in the base year would be brought forward each year and applied to the current school year's enrollment figures. These figures are calculated by the State agency once October enrollment data is collected.
- All children **EAT** for **FREE** but are claimed by **FREE, REDUCED, and PAID** rates even in **BASE** years.
- Direct Certification must be pulled at least **ONE** time per year.
- Verification report must be completed even in the years verification is not done at the district.
- SFA must pay the difference between Federal reimbursement and the cost of providing meals at no charge with non-federal funds if the operational costs are not covered by CNP Funds.
- Schools on provision will use the Economically Disadvantage form to determine State Aid, Title I, and Other Funding Formulas. ***Child Nutrition employees cannot send out or approve economically disadvantage forms as it is not a Child Nutrition form.***

The economically advantage form is located on the State Aid website: <https://oklahoma.gov/education/services/state-aid/economically-disadvantaged.html>

#### a. **Definitions**

**Base year** is the initial year when schools establish meal counts and eligibility determinations for free, reduced-price, and paid meals.. This is the year direct certification was used to determine CEP percentages, and the year applications and direct certification was used to determine percentages for Provision 2 or 3.

**Nonbase year** any year after the initial “base year” (year 1) when the school continues to offer meals to all children at no charge, without conducting application or direct certification processes.

#### b. Provision 1

- (a) SFAs of a site having at least 80 percent of its enrolled children determined eligible for free or reduced- price meals may, at its option, authorize the site to reduce annual certification and public notification for those children eligible for free meals to once every two consecutive school years.

(b) The following requirements apply:

- Site operating under Provision 1 must publicly notify parents of enrolled children who are receiving free meals once every two consecutive school years and shall publicly notify parents of all other enrolled children on an annual basis.
- The 80 percent enrollment eligibility for Provision 1 shall be based on the site's March enrollment data of the previous school year
- SFAs of a site operating under Provision 1 shall count the number of free, reduced-price, and full-price meals served to children in that site as the basis for monthly reimbursement claims.
- Before submitting a monthly claim for reimbursement, each SFA shall compare each site's daily count against data that assists in the identification and correction of counts in excess of the number of reimbursable lunches and breakfasts served each day by category (free, reduced-price, and full-price).

1. How to Apply for Provision 1:

SFAs **MUST** complete an application for **each site** wanting to participate in Provision. Contact the State agency to receive a copy of the application. Applications must be received by the State agency prior to August 1 of the base year.

## **b. PROVISION 2**

1. How Provision 2 Works

(a) SFAs may certify students for free or reduced-price meals for up to four consecutive school years if a site serves meals at no charge to all enrolled children in that site provided that public notification was done and eligibility determinations were made correctly in the base year. Sites must offer reimbursable meals to all students at no charge during the Provision 2 base year. The Provision 2 base year is the first year and is included in the four-year cycle.

(b) The following requirements apply

- **Free meals:** Participating sites shall serve reimbursable meals, as determined by a **point of service** count, to all participating children at no charge during all four years of the cycle (base year included). Application approval, benefit issuance, and verification take place in the base year only.
- **Cost differential:** The SFA of a site participating in Provision 2 shall pay, with funds from nonfederal sources, the difference between the cost of serving the meals at no charge to all participating students and federal reimbursement.
- **Meal counts:** During the base year, even though meals are served to participating students at no charge, sites must take daily meal counts of reimbursable meals by type (free, reduced-price, and full-price) at the point of service. During the nonbase years, participating sites must take total daily meal counts (not by type) of reimbursable meals at the point of service. For the purpose of calculating reimbursement claims in the nonbase years, monthly percentages shall be established.

## **2. Calculating Claiming Percentages for Provision 2**

(a) Monthly meal counts of meals served by type (free, reduced-price, and full-price) during the base year must be converted to monthly percentages for each meal type.

These percentages must be derived by dividing the monthly total number of meals served of one meal type (such as free) by the total number of meals served in the same month for all meal types (free, reduced-price, and full-price). The percentages for the reduced-price and full-price meal types are calculated in the same way.

- (b) The percentages calculated at the end of each month of the first school year (base year) shall be multiplied by the corresponding monthly meal count totals for all reimbursable meals served in the second, third, and fourth consecutive school years, and applicable extensions, in order to calculate reimbursement claims for free, reduced-price, and full-price meals each month. ***Provision 2 monthly percentage are not typically not the same each month.***

### 3. How to Apply for Provision 2

SFAs ***MUST*** complete an application for ***each site planning to participate in Provision 2 and must the application the State agency prior to August 1 of the base year.*** The district will contact the State agency to obtain a copy of the application or locate it in Other Documents under the CEP and Provision section.

### 4. Record-Keeping Requirements for Provision 2

- (a) Provision 2 sites are not required to take categorical counts, but meal counts at the point of service is required. Schools must ensure a child only receives one reimbursable meal. The district should either take meal counts by marking off a roster once a child receives a reimbursable meal or use a computer software system.
- (b) An edit check to document total meal counts is required. Refer to **page C-78** for a copy of a modified Edit Check Worksheet for both breakfast and lunch.
- (c) Sites implementing Provision 2 must retain base year records for as long as the entity is operating the provision. Failure to maintain sufficient records will result in the State agency requiring the site to return to standard meal-counting and meal-claiming procedures. Fiscal action may be assessed for the entire year in which records are not found.
- (d) ***Base year records*** must be retained during the entire period the provision is in effect, including all extensions, and three fiscal years after the submission of the last claim for reimbursement. If audit findings have not been resolved, base year records must be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.
- (e) ***Nonbase year records:*** SFAs must ensure nonbase year records pertaining to total daily meal count information, edit checks, and on-site review documentation are retained for sites under Provision 2. Such records must be retained for three years after submission of the final claim for reimbursement for the fiscal year. SFAs that are granted an extension of a provision shall retain records of the available and approved socioeconomic data that is used to determine the income level of the site's population for the base year and years in which extensions are made. Such records shall be retained at the SFA level during the period the provision is in effect, including all extensions, and three fiscal years after the submission of the last claim for reimbursement which employed base year data. If audit findings have not been resolved, records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.

- (f) Upon request, the SFA must make documentation that supports participation in the provision available at any reasonable time for monitoring and audit purposes.

#### 5. Continuing Provision 2: Getting Ready for the Next Fiscal Year

To continue Provision 2 with the established percentages for the following year, the following will need to be completed.

##### (a) In the month of **MAY**

- (1) Go to the current year CARS checklist, select the PROVISION 2 APPLICATION.
- (2) The list of schools participating in Provision 2 will show. Next, click VIEW DETAILS on a site.
- (3) Review the BASE YEAR, TOTAL NUMBER OF OPERATING DAYS, and the SITE ENROLLMENT listed at the top of the application.
- (4) Review the lunch meals counts, breakfast meal counts, and eligibles numbers per month, based on your site's base year.
- (5) Skip the Current Year Information section and Current Year Eligibles section. This information will be updated around mid-December once the October 1 enrollment numbers are released from Accountability.
- (6) If steps (2), (3), and (4) listed above are correct, CERTIFY the application at the bottom of the page. If they are *NOT CORRECT*, contact Alicia.Young@sde.ok.gov.

##### (b) After the Renewal Application has Been Approved

- (1) The State agency will approve and gold lock the site's Provision 2 application around mid-December once the October 1 enrollment numbers are released from Accountability.
- (2) Repeat steps (1) through (6) as stated above in (a) for each site participating in Provision 2.

#### 6. While Participating in Provision 2

- (a) **Applications *CANNOT* be collected or approved for meal benefits. However, the district must have a system in place to ensure a child only receives one reimbursable meal.** It is highly recommended to continue to use your computer software system.
- (b) Point of service meal counts are still required.
- (c) Continue to collect SNAP, Temporary Assistance to Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), direct certification - Medicaid (DC-M) list or information from households during the nonbase years for ***non-NSLP*** or ***non-SBP*** purposes, the applications may not be labeled as meal applications or give any indication that meal benefits are contingent upon a household returning the application.
- (d) Information about household income or information about participation in other assistance programs is not a requirement for NSLP or SBP purposes during nonbase years. Funds in the nonprofit school food service account (SFSA) may not be used to pay the costs associated with collecting and processing such information.

- (e) An SFA operating under Provision 2 must continue to conduct Direct Certification at least one time annually during the nonbase years. **An SFA operating under Provision 2 that collects and processes meal applications from households during ANY nonbase year MUST use the new applications during that school year.** If new applications are obtained, this becomes a new base year and new claiming percentages are established for the new cycle.

7. Extension to Provision 2

- (a) At the end of the initial cycle and each subsequent four-year cycle, the State agency will allow a site to continue under Provision 2 for another four years using the claiming percentages calculated in the t base year. If the SFA can certify that base year records are still available and can establish, through available and approved socioeconomic data, that the income level of the site's population, as adjusted for inflation, has remained stable, declined, or has had only negligible improvement (5 percent or less) since the base year.
- (b) Approved sources of socioeconomic data that may be used by SFAs to establish the income level of the site's population are:
- Local data developed or collected by city or county zoning and economic planning offices.
  - Unemployment data for the areas from which the site draws attendance, measuring the stability of the income level of the site's population.
  - Direct Certification: Show the percentage of enrolled students directly certified in the base year, and compare it to the percentage of enrolled students directly certified in the last year of the current Provision 2 cycle.
  - An SFA may collect free and reduced-price meal applications to develop socioeconomic data.
  - Note this is a data collection process to establish the socioeconomic level of the site's population and does not require meal counts.
  - The collection of free and reduced-price meal applications for extension purposes must be limited to the final school year in the Provision 2 cycle.
- (c) The SFA will be notified by the State agency when a site is in the last year of participation under Provision 2. This notification will be sent to the SFA in February of the fourth year. Documentation from the SFA to support extending participation must be received by the State agency no later than August 1 of that same year.
- Provision 2 approval cannot be made for any site that does not submit the required data by the August 1 deadline.**
- (d) The State agency will not approve an extension for Provision 2 for sites in which the socioeconomic data does not reflect the site's population; is not equivalent data for the base year and the last year of the current cycle; or shows over 5 percent improvement, after adjusting for inflation, in the income level of the site's population.
- (e) Sites ***Not Approved*** for a Provision 2 extension must:
- Return to standard meal-counting and meal-claiming procedures; or
  - Establish a new base year by taking new free and reduced-price applications, making new free and reduced-price eligibility determinations, and taking ***point of service*** counts of free, reduced-price, and full-price meals for the first year of the new cycle.

### c. PROVISION 3

#### 1. How Provision 3 works:

- (a) An SFA of a site on Provision 3 serves all enrolled students in that site reimbursable meals at no charge during any period for up to four consecutive school years may elect to receive federal cash reimbursement and commodity assistance for the same level as the total federal cash and commodity assistance received by the site during the last year that eligibility determinations for free and reduced-price meals are made and meals were counted by type—free, reduced-price, and full-price—at the point of service.
- (b) The following requirements apply:
  - Sites must offer reimbursable meals to all students during the Provision 3 base year. Application, benefit issuance, and verification take place in the base year only.
  - **Free meals:** Participating sites shall serve reimbursable meals as determined by a *point of service* count to all participating children at no charge during nonbase years of operation.
  - **Cost differential:** The SFA of a site participating in Provision 3 shall pay, with funds from nonfederal sources, the difference between the cost of serving the meals at no charge to all participating students and federal reimbursement.
  - **Meal counts:** Participating sites shall take daily meal counts of reimbursable meals served to participating students at the point of service during the nonbase years. Such meal counts shall be retained at the local level. In addition, SFAs must establish a system of oversight using the daily meal counts to ensure that participation has not declined significantly from the base year. If participation declines significantly, the SFA shall provide the site with technical assistance, adjust the level of financial assistance received through the State agency, or return the site to standard application and meal-counting procedures, as appropriate. Approved applications to conduct meal counting and meal claiming by type at the point of service.
- (c) Reimbursable meals may be offered to all students at no charge, or students eligible for reduced-price or full-price meal benefits, and may charge for meals during the Provision 3 base year. The Provision 3 base year immediately precedes, and is NOT included in, the four-year cycle.

#### 2. How to Apply for Provision 3

SFAs ***MUST*** complete an application for *each site planning to participate, and it must be sent to the State agency prior to August 1 of the base year*. The district will contact the State agency to obtain a copy of the application or locate it in Other Documents under the CEP and Provision section.

#### 3. Record-Keeping Requirements for Provision 3

- (a) Provision 3 sites are not required to take categorical counts, but meal counts at the point of service is required. Schools must ensure a child only receives one reimbursable meal. The district should either take meal counts by marking off a roster once a child receives a reimbursable meal or use a computer software system.



- (b) An edit check to document total meal counts is required. Refer to **page C-78** for a copy of a modified Edit Check Worksheet for both breakfast and lunch
- (c) Records must be retained at the SFA during the entire period the provision is in effect, including all extensions, and three fiscal years after the submission of the last claim for reimbursement which employed base-year data. If audit findings have not been resolved, records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.
- (d) Upon request, the SFA must make documentation which supports participation in the provision available at any reasonable time for monitoring and audit purposes.

#### 4. Continuing Provision 3: Getting Ready for the Next Fiscal Year

Complete the following to continue Provision 3 with existing base year information for the current year application in July.

##### (a) In the month of **MAY**

- (1) Go to the current year CARS checklist, select the PROVISION 3 APPLICATION.
- (2) The list of schools participating in Provision 2 will show. Next, click VIEW DETAILS on a site.
- (3) Review the Base Year, Highest Free and Reduced Eligibles in October of the base year, The Total Number of Operating Days, and Site Enrollment listed at the top of the application.
- (4) Review the lunch meals counts and breakfast meal counts by eligibles for the total year based on your site's base year.
- (5) Skip the Current Year Information section. This information will be updated in mid-December once the October 1 enrollment numbers are released from Accountability.
- (6) If steps (2), (3), and (4) listed above are correct, CERTIFY the application at the bottom of the page. If they are *NOT CORRECT*, contact Alicia.Young@sde.ok.gov.

##### (b) After the Renewal Application has Been Approved

- (1) The State agency will approve and gold lock the site's Provision 3 application in mid-December once the October 1 enrollment numbers are released from Accountability.
- (2) Repeat steps (1) thru (6) listed above in (a) for each site participating in Provision 3.

#### 5. While Participating in Provision 3

- (a) **Applications *CANNOT* be collected or approved for meal benefits. However, the district must have a system in place to ensure a child only receives one reimbursable meal.** It is highly recommended to continue to use your computer software system.



- (b) Meal counts by category (F/R/P) are taken in the base year and submitted to the SA electronically. Once the current school year enrollment is known, the current enrollment is compared to the base year enrollment. Whatever percentage the enrollment increased or decreased from the base year to the current year is applied to the total meal counts by category collected in the base year. Once a total meal count for each category is determined for the current year, a daily meal count is determined by dividing the number of operating days into the number of meals by category. Refer to **page C-78** for a copy of the Edit Check Worksheet for both breakfast and lunch.
- (c) Point of service meal counts are still required.
- (d) Any adjustments must be made for increases and decreases in enrollment of children with access to the programs. The annual adjustment of enrollment must be based on the site's base year enrollment as of October 1 compared to the site's current year enrollment as of October 1.
- (e) If the number of operating days in the current school year differs from the number of operating days in the base year, and the difference affects the number of meals, a prorated adjustment shall also be made to the base year level of assistance as adjusted by enrollment and inflation. These adjustment must occur by multiplying the average daily meal count by type (free, reduced-price, or full-price) by the difference in the number of operating days between the base year and the current year and subtracting that number from the meals claimed
- (f) Cash reimbursement and commodity assistance must be adjusted for each of the four consecutive school years based on a comparison of the site's enrollment in the base year and the site's enrollment in each consecutive year. The term **base year** means the last year for which eligibility determinations were made and meal counts by type were taken.
- (g) If an SFA operating under Provision 3 continues to collect income or SNAP/TANF/ FDPIR information from households during the nonbase years for **non-NSLP** or **non-SBP** purposes, the applications may not be labeled as meal applications or give any indication that meal benefits are contingent upon a household returning the application. Since information about household income or information is not a requirement for NSLP or SBP purposes during the nonbase years, funds in the nonprofit SFSA may not be used to pay the costs associated with collecting and processing such information.
- (h) An SFA operating under Provision 3 must continue to conduct Direct Certification at least one time annually during the nonbase years.

6. Extension of Provision 3:

- (a) At the end of the initial cycle and each subsequent four-year cycle, the State agency will allow a site to continue under Provision 3 for another four years using the information from the most recent base year if the SFA can certify that base year records are still available and establish, through available and approved socioeconomic data, that the income level of the site's population, as adjusted for inflation, has remained stable, declined, or has had only negligible improvement (5 percent or less) since the base year.

- (b) Approved sources of socioeconomic data that may be used by SFAs to establish the income level of the site's population are:
- Local data developed or collected by city or county zoning and economic planning offices.
  - Unemployment data for the areas from which the site draws attendance, measuring the stability of the income level of the site's population.
  - Direct Certification: Show the percentage of enrolled students directly certified in the base year, and compare it to the percentage of enrolled students directly certified in the last year of the current Provision 3 cycle.
  - SFAs may collect free and reduced-price applications to develop socioeconomic data of the site's population. Please note that this is a data collection process to establish the socioeconomic level of the site's population and does not require meal counts. The collection of free and reduced-price applications must be limited to the final school year in the Provision 3 cycle.
- (c) An SFA operating under Provision 3 may collect applications for meal benefits during nonbase years for the purpose of requesting an extension of the provision.
- (d) An SFA that collects and processes meal applications from households during *ANY* nonbase year *MUST* use the approved applications to conduct meal counting and meal claiming by type at the point of service during that school year. Essentially, this becomes a new base year and new claiming percentages are established for the new cycle.
- (e) The SFA will be notified by the State agency when a site is in the last year of participation under Provision 3. This notification shall be sent to the SFA in February of the last year of participation. Documentation from the SFA to support extending participation must be received by the State agency no later than August 1 of that same year.
- (f) The State agency will not approve an extension of Provision 3 procedures in those sites for which the available and approved socioeconomic data does not reflect the site's population; is not equivalent data for the base year and the last year of the current cycle; or shows over 5 percent improvement, after adjusting for inflation, in the income level of the site's population. Approval cannot be made for any site that does not submit the required data by the August 1 deadline.
- (g) Sites *not approved* for an extension shall:
- Return to standard meal-counting and meal-claiming procedures.
  - Establish a new base year by taking new free and reduced-price applications, making new free or reduced-price eligibility determinations, and taking point-of-service counts of free, reduced-price, and full-price meals for the first year of the new cycle.
- NOTE: All meals in the base year under Provision 3 are not required to be served free of charge to all participating students.***

#### d. Community Eligibility Provision (CEP)

##### 1. How it works:

- (a) SFAs are reimbursed for the total number of meals served from the percentage of Free students who are directly certified and enrolled at the district in the month of April.
- (b) Any sites, group of sites, or entire SFA participating must offer both breakfast and lunch, and all meals are served free of charge to all students.
- (c) Nonfederal source funds may be necessary to cover operating costs when the level of Federal reimbursement received under CEP does not cover the costs of serving free meals to all students. (See SP-08 2024 CEP)

##### 2. Calculating Claiming Percentages for CEP

- (a) For each site, groups of sites, or entire SFAs participating, the total number of reimbursable meals served by type at breakfast and lunch, will be divided by the percentage of directly certified students and then multiplied by 100. This will give the percentage of the ISP. **The ISP percentage will be multiplied by the 1.6 factor.** the ISP multiplied by the 1.6 factor will show the percentage of meals that will be paid at the free reimbursement rate. **The remaining meals will be paid at the paid reimbursement rate.**

—Enrollment includes only students who have access to a meal service.

—Identified directly certified student is any student who qualifies for free meal benefits without an application or documentation from a parent.

Use the **CEP Estimator** on **page C-76** or the excel form in Other Documents under the CEP and Provision section for formula assistance. Schools can determine projected reimbursement amounts and in detecting how much money could be lost, if any.

##### (b) Acceptable Documentation for directly certified students:

- The WAVE list with SNAP, TANF, and **Medicaid Free Only**  
(*Medicaid Reduced cannot be used*)
- Documentation from a State agency such as DHS or a Tribe
- Paperwork from DHS showing the child is a Foster child

##### (c) If individual sites, groups of sites, or entire SFAs reach **62.5 percent of directly certified students, all meals are paid at the free reimbursement rate.**

- It is recommended that sites, groups of sites, or entire SFAs be at 50 to 55 percent directly certified students in order to be financially viable.

##### (d) Each site, group of sites, or the entire SFA must be 25 percent or more directly certified students.

##### (f) The SFA will certify the data as true and correct if participation is desired.

## 2. How to Apply:

To apply for CEP, the district must fill out an application. The CEP application can be located in Other Documents under the CEP and Provision section. The application ***MUST*** be submitted to the State agency by ***June 30th***. The district will need a copy of all of the direct certification list(s) and a copy of all enrolled children as of the same time frame in April. The district's Regional Specialist will verify the district's direct certification percentage prior to beginning CEP.

## 3. Record-keeping Requirements

- (a) CEP sites are not required to take categorical counts, but meal counts at the point of service is required. Schools must ensure a child only receives one reimbursable meal. The district should either take meal counts by marking off a roster once a child receives a reimbursable meal or use a computer software system.
- (b) An edit check to document total meal counts is required. Refer to **page C-78** for a copy of a modified Edit Check Worksheet for both breakfast and lunch.
- (c) Districts must retain those records used in the development of the Identified Student Percentage (ISP) (e.g., records for the initial approval year and all records from the year any updates are made to the ISP) during the entire period the CEP is in effect. CEP records must be retained for three years after submission of the final claim for reimbursement. Records must continue to be retained if any audit findings from the period during which the records were in use remain outstanding. In any such case, records must be retained until all issues raised by the audit have been fully resolved.
- (d) State Agencies have established an array of processes for assessing the accuracy of an SFAs ISP(s). States opting to follow the Administrative Review procedures (i.e., Locate 10 percent, or a statistically valid sample, of identified student names on appropriate source documentation) must at a minimum, as part of the Administrative Review records, maintain the following ISP data for schools participating in CEP:
  - A list of all of the identified students, with their ISP classification, used to determine the ISP from all schools participating in CEP from each district;
  - Documentation for the total enrollment at all CEP schools;
  - The sample list of students the State agency used to verify the initial ISP; and
  - The ISP worksheet the school used to calculate the ISP(s) and submitted to the State agency with appropriate documentation.
- (e) **Schools must maintain source documentation used to validate the ISP for the entire time the school operates CEP.** If a school chooses to return to standard counting and claiming, the school must maintain the source documentation for three years after submission of the final Claim for Reimbursement for the last fiscal year of CEP.

## 4. Continuing CEP: Getting Ready for the Next Fiscal Year

To continue CEP with the established ISP percentages for the following year, the following will need to be completed in CARS.

(a) In the Month of **MAY**:

- (1) Go into the current year CARS checklist and click on the CEP Site Applications.
- (2) Verify the numbers and percentages listed, then SAVE and CERTIFY the CEP Site Applications. If the information is not correct, contact Alicia.Young@sde.ok.gov.
- (3) The State Agency will approve, and gold lock the CEP Site Applications for the district established percentage to roll over for the next fiscal school year. This information will be rolled over to the CARS checklist under CEP Current Year information.

(b) After the Renewal Application has been Approved

- (1) Go into the CARS Application for the NEW fiscal year, when available. Go to the CARS Checklist to the CEP Current Year Information and SAVE and CERTIFY the district information.
- (2) The district will have a green lock on the CEP Current Year Information application in the CARS Checklist.
- (3) There must be a green lock before the new application can be submitted.
- (4) The State Agency will approve, and gold lock the CEP Current Year Information Applications once the October 1 numbers are released in mid-December.

5. Duration of Participating in CEP

- (a) Each year by April 15th, the State agency will publish the number of directly certified students by site as indicated in the WAVE along with each site's enrollment. (Reference 7 CFR §245.9(f)(6))
- (b) **Applications *CANNOT* be collected or approved for meal benefits.** Categorical meal counts do not have to be maintained. *However, the district must have a system in place to ensure a child only receives one reimbursable meal.* It is highly recommended to continue to use your computer software system.
- (c) Point of service meal counts are still required.

5. Reapply for CEP

- (a) To reapply for CEP, the district must fill out an application. The CEP application can be located in Other Documents under the CEP and Provision section. The application **MUST** be submitted to the State agency by **June 30th**. The district will need a copy of all the direct certification list(s) and a copy of all enrolled children as of the same time frame in April. The district's Regional Specialist will verify the district's direct certification percentage prior to beginning CEP.
- (b) This percentage is used for the following four school years unless this site, groups of sites, or entire SFA's directly certified percentages increase as of April 1 in any of the four years. If an increase occurs, the site, groups of sites, or entire SFA may use the increased percentage. If the directly certified percentage decreases, then the initial percentage can be used for the entire four years.

- (c) In the fourth year, the site, groups of sites, or entire SFA must recalculate the directly certified percentage for the next four-year period. The percentage must be 25 percent or more for participants to continue, at which point the cycle would begin again.
  - (1) Sites, groups of sites, or entire SFAs are required to continue Direct Certification efforts during all four years of participation so that the fourth-year directly certified percentage will not fall below the 25 percent mark.
  - (2) **Grace Year** is if in the 4th year the ISP is under 25 percent but over 15 percent as of April 1, the school may continue to participate for a 5th year at the lower ISP. *The site cannot use the original ISP from year 1.*

#### 6. Other State and Federal Funding Under CEP:

- (a) **State Aid:** State Aid uses the October 1 enrollment numbers, Free and Reduced-priced Applications, the Economically Disadvantaged form, and Direct Certification data for meals to determine funding. Numbers from the annual Low Income Report are not used for State Aid. *School sites that participate on CEP need to make sure to obtain the Economically Disadvantaged form annually from parents. This form can be found on the OSDE website under State Aid*
- (b) **eRate:** The percentage of directly certified students as of April 1 in the base year by each site will be multiplied by the 1.6 factor. Whatever percentage this is will represent the percentage of **FREE** students on the Low-Income Report for October of the current year. The only difference will be that the percentage of **FREE** students (from April 1) is then compared to the **CURRENT YEAR** October 1 enrollment (rather than the April 1 enrollment) to determine the actual number of **FREE** students in each school. **NOTE: Even if a school district has groups of sites under CEP or is district-wide in its CEP participation, it will be each individual school site's percentage that is used for eRate, not the group or district-level percentage.**
- (c) **Title I:** The percentage of directly certified students as of April 1, by each site, will be multiplied by the 1.6 factor. This percentage will represent the percentage of **FREE** students on the Low-Income Report for October (Oklahoma's Economically Disadvantaged Statewide Report). The only difference will be that the percentage of **FREE** students (from April 1) is then compared to the **CURRENT YEAR** October 1 site enrollment (rather than the April 1 site enrollment) to determine the actual number of **FREE** students in each site.

*Even if a district has a group or groups of sites under CEP or is district-wide CEP, Each individual school site's percentage is used for eRate, NOT the group or district-wide percentage. Title I only uses eligibility data for ages 5-17 from the Low-Income Report.*

*For the large districts (over 20,000 in city population area), Title I funding is based on census data. For FY2026, this includes: Bartlesville, Bixby, Broken Arrow, Choctaw/ Nicoma Park, Claremore, Deer Creek, Duncan, Edmond, Enid, Guthrie, Jenks, Lawton, Moore, Muskogee, Mustang, Midwest City/Del City, Norman, Oklahoma City, Owasso, Piedmont, Ponca City, Putnam City, Sand Springs, Sapulpa, Shawnee, Stillwater, Tahlequah, Tulsa, Union, and Yukon.*

- (d) **Fee Waivers, Reductions, and Discounts:** Students eligible for free or reduced-price meals may receive fee waivers or reductions for Advanced Placement (AP) exams, the Scholastic Aptitude Test (SAT), and/or the American College Testing (ACT) exam. The College Board and ACT have policies to ensure low-income students enrolled in CEP



schools are eligible to receive exam fee waivers and/or reductions. (CEP Guidance Manual , February 2024)

(i) **AP Exam Fee Reduction:** Students enrolled in CEP schools are eligible for an AP Exam fee reduction on all AP Exams that they take in a given school year if:

- Their family's income is at or below 185 percent of the Federal Poverty Level; or
- They are an "identified student" due to:
- Their participation (or a household member's participation) in SNAP, TANF, or FDPIR;
- Their participation in Head Start; or
- Their status as a foster, homeless, or migrant child.

(ii) **SAT and ACT Fee Waivers:** SAT and ACT fee waivers are available to low-income 11th and 12th grade students. SAT Subject Test fee waivers are available to low-income 9th and 12th graders. Students enrolled in CEP schools are eligible for an SAT or ACT fee waiver if:

- Their household income is at or below 185% of Federal Poverty Level;
- They are enrolled in a Federal, State, or local program for low-income students (e.g., Federal TRIO programs such as Upward Bound);
- Their family receives public assistance;
- They live in federally subsidized public housing;
- They live in a foster home;
- They are homeless; or
- They are a ward of the State or an orphan

e. Students Transferring From a Provision Site or District to a *Non* Provision Site or District

***Transferring within the same LEA***

If a student transfers from a Provision school to a non-Provision school within the same LEA and the student is not otherwise eligible for free meals, the receiving LEA must provide free meals to the transfer student for up to 30 operating days or until a new eligibility determination is made, whichever comes first.

***Transferring between LEAs***

If a student transfers from a Provision school to a non-Provision school in a different LEA, the receiving LEA must provide free meals to the transfer student for up to 30 operating days or until a new eligibility determination is made, whichever comes first.



# Community Eligibility Provision (CEP) Monthly Federal Reimbursement Estimator

Use to estimate the level of federal reimbursement received under the CEP

District Name: \_\_\_\_\_

Step 1: Calculating the Identified Student Percentage (ISP)	
If grouping schools, use the grouping calculator to assist in determining 1.1 and 1.2	
Enter the number of identified students and enrolled students that is reflective of April 1st in 1.1 and 1.2	Click to define: Identified Students
1.1) Enter the number of identified students	
1.2) Enter the TOTAL student enrollment	
ISP Base Number, rounded to 4 decimal places	0
Percentage of identified students =	0.00%
<b>**This percentage must be at least 40 percent to be eligible**</b>	
Percentage of meals reimbursed at the federal FREE rate =	0.00%
Percentage of meals reimbursed at the federal PAID rate =	0.00%
Step 3: Monthly Meal Data	
Enter the number of LUNCHES and/or BREAKFAST served in 3.1 and 3.2	
3.1) Enter the total number of LUNCHES served in a month:	0
3.2) Enter the total number of BREAKFAST served in a month:	0
Total numbers of MEALS served in a month:	0

Step 4: Anticipated Participation	NSLP	SBP
Change due to serving all FREE meals (for example, enter 2 for 2 percent):		

Total number of LUNCHES reimbursed at FREE rate =	0
Total number of LUNCHES reimbursed at the PAID rate =	0
Total number of BREAKFASTS reimbursed at the FREE rate =	0
Total number of BREAKFASTS reimbursed at the PAID rate =	0

CEP Difference:

This section displays the estimated difference between operating CEP and the current federal reimbursements and student payments (if applicable). If the differences boxes are green, then CEP will generate the same or more federal revenue; if the box is red, then current procedures generate higher federal revenue.

**Step 2: Federal Reimbursement Rates**

Select the current reimbursement rates used for each program (without the incentive).

The additional incentive is applied in the next box.

	Lunch	Breakfast
Free	0 ▼	0 ▼
Paid	0 ▼	0 ▼
	\$- ▼	

Estimated CEP Monthly Federal Reimbursements	
Reimbursement for LUNCH =	\$0.00
Reimbursement for BREAKFAST =	\$0.00
Total Reimbursement Level =	\$0.00
Federal Reimbursement per LUNCH =	\$0.00
Federal Reimbursement per BREAKFAST =	\$0.00

**Optional Comparison: Enter current monthly federal reimbursements and student payment revenue.**

LUNCH =	
BREAKFAST =	

LUNCH Difference =		Total Difference
BREAKFAST Difference =		

## EDIT CHECK FOR PROVISION 3

Accredited Site: \_\_\_\_\_ Attendance Factor: \_\_\_\_\_

Month: \_\_\_\_\_ Total Enrollment as of First Day of Month: \_\_\_\_\_

**(1) Total Daily Meals Claimed per CARS**

<b>(2) Day of Month</b>	<b>(3) Actual Daily Total Meal Count</b>	<b>(4) Average Daily Attendance</b>	<b>(5) Comments</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
<b>TOTALS</b>			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Take the total meals claimed for the month divided by the number of operating days.
2. Day of Month: Locate the date of the month, and begin recording on the corresponding line. The site may wish to highlight any weekends, holidays, or professional days when the site was closed.
3. Actual Total Lunch/Breakfast Count: Record actual daily total meal count as taken by the SFA.
4. Average Daily Attendance: The average daily attendance is calculated by multiplying the attendance factor by the total enrollment. The average daily attendance will be the same number for the entire month.

☐ Lunch  
☐ Breakfast

## EDIT CHECK FOR PROVISION 2 AND CEP

Accredited Site: \_\_\_\_\_

Attendance Factor: \_\_\_\_\_

Month: \_\_\_\_\_

Total Enrollment as of First Day of Month: \_\_\_\_\_

(1) Day of Month	(2) Actual Daily Total Meal Count	(3) Average Daily Attendance	(5) Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
<b>TOTALS</b>			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Day of Month: Locate the date of the month, and begin recording on the corresponding line. The site may wish to highlight any weekends, holidays, or professional days when the site was closed.
2. Actual Total Lunch/Breakfast Count: Record actual daily total meal count as taken by the SFA.
3. Average Daily Attendance: The average daily attendance is calculated by multiplying the attendance factor by the total enrollment. The average daily attendance will be the same number for the entire month.
4. Total for the claim for reimbursement.

#### D. Alternate Methods of Meal Counting and Meal Claiming

Some schools do not have space available to serve breakfast, which often involves serving breakfast after the school day begins. If a district adds an alternate Method for Meal Counting and Claiming, the district needs to indicate **WHERE** the alternate method is located in the CARS system. Enter information on the Site Application, item #15, *This Site Participates in the Following Programs* section, and add the alternate location in the comments section.

##### 1. Breakfast in the Classroom

Breakfast in the Classroom allows students to enjoy a breakfast meal during the first 10 to 15 minutes of the school day. School food service professionals or volunteers distribute meals prepared in the cafeteria to students in the classroom at the start of their first class period. Teachers record the number of meals served after distribution. Students help clean up after the meal, and trash is later removed by school custodial staff. Teachers may also use the time to take attendance, collect homework, deliver announcements, or read to the class. Serving breakfast in the classroom often leads to cafeteria staff having more time to prepare for lunch, since little time is needed to clean the cafeteria after breakfast service is over.

##### 2. Grab & Go

Students pick up breakfast in the cafeteria, at hallway kiosks, or at other locations identified by school guidelines, and then eat their meal during the first 10 to 15 minutes of class. The meals are prepared by school food service professionals and pre-packed in containers that students can easily carry. School staff use a wireless or other counting system if the meals are distributed elsewhere. Students help clean up after consuming the meal in the classroom, and trash is later removed by school custodial staff. Grab & Go breakfast meals served in the cafeteria allows food service professionals more time prepare lunch.

##### 3. Second Chance Breakfast

A second shift of breakfast can be served like Grab & Go or served in the cafeteria. School food service professionals record the number of meals served using the POS system in the school cafeteria. Schools should ensure there are adequate trash cans in the hallways, as students may consume their meal on the way to class. This may be a good option for middle and high school level who may not be hungry first thing in the morning or was not able to eat during the first shift. Record the number of meals served using the point-of-sale/point-of-service (POS) system.

##### 4. Breakfast on the Bus

Students consume breakfast during their morning commute. Meals are prepared by school food service professionals before the driver begins their route, and handed to children as they board the bus. The bus driver or another volunteer uses an appropriate counting & claiming system as the children board. Students may dispose of trash on the bus or as they exit. Breakfast on the bus works best for students who spend over 15 minutes commuting to school and at schools where class schedules are not able to accommodate another alternative meal service.

#### E. Exemptions to the Traditional Lunch Period (Optional for Each SFA)

1. The primary standard for allowing meals to be served outside the regulatory time period is that the site is operating for traditional students at a nontraditional time. The USDA Food and Nutrition Service (FNS) has approved exemptions contingent upon the understanding that:

- These alternative programs provide students of high school grade or under an opportunity to obtain the minimum requirements needed for graduation at a nontraditional time.
  - 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 or evening.
2. Although State agency approval is required to initially begin claiming reimbursement for these meals, it is not necessary for each program to seek approval each year if the conditions upon which approval was initially granted remain unchanged. However, if the conditions upon which approval was granted change, the reimbursable status of the meal service would then need to be reexamined. (Reference USDA Policy Memo 2002-SP-14)

In order for an SFA to be approved, a letter must be submitted containing the following items:

- Name of school site where meals are going to be served
- Statement that these students do not have access to the normal lunch hour

Why students do not have access to the normal lunch hour

- Statement that the meals served in the evening will meet the lunch meal pattern requirements
- Collection procedures for the students who have to pay for their meals (or a statement that says all meals will be served free of charge)
- Point-of-service count procedures

#### F. Claiming Adult Students (Reference USDA Policy Memo 2002-SP-08)

The key issue for adult participation in the CNP is enrollment, not whether the adults are attending some classes or whether they are part of an Even Start Literacy Program. The adult either must be enrolled in General Educational Development (GED) classes during the regular school day in accordance with USDA Policy Memo 776-7 or otherwise be enrolled in an education unit of high school grade or under, in accordance with the definition of **Child** in 7 CFR §210.2. Any adults meeting these criteria who wish to obtain free or reduced-price meal benefits under CNP must have a completed and approved application on file with the SFA. Under no circumstances can evening meals served to students in GED courses be reimbursable. GED students are **NOT** included in the number of free and reduced-price eligibles reported on the monthly claim for reimbursement or the Low-Income Student Count Report.

#### G. Out-of-Home Placement Students

Meals served to out-of-home placement students can be claimed for reimbursement. These are students who attend an institution administered by a public school that is not in the attendance area of their home SFA. In order to claim the meals for these students at the free or reduced-price rate, the serving SFA must have an approved application on file to verify that the student qualifies for such benefits. The SFA claiming the meals of out-of-home placement students does **NOT** include these students in the number of free or reduced-price eligibles reported on the monthly claim for reimbursement or the Low-Income Student Count Report because they are reported by their home district.

#### H. Virtual Students

Meals served to virtual students can be claimed for reimbursement if and when the students are on school grounds. Virtual students must have access to meal services in order for the SFA to distribute and approve free and reduced-price applications. In order to claim the meals for these students at the

free or reduced-price rate, the SFA must have an approved application on file to verify that the student qualifies for such benefits.

#### I. Claiming Meals at an Alternative or Unaccredited Site

The SFA will add the alternative school or an unaccredited as a site on the **Schedule A** of the NSLP Agreement. The site code will be created by the CARS system. The children at this site are enrolled in the district. The district will serve the student at the unaccredited site, and the meal will be claimed through the site they are enrolled at within the district.

- The preparing SFA is responsible for all NSLP requirements. All NSLP requirements, including record keeping, Offer versus Serve, as well as safety and sanitation at the alternative school eating site, would be the responsibility of the SFA preparing, serving, and claiming the meals, just as it is with any other site listed on the district's Schedule A. Any purchases needed to be made for the alternative site (such as insulated delivery carts) could be purchased with school food service program funds.

#### J. Claiming Students Enrolled at One SFA and Attending a Different SFA: Cooperative (co-op) Students

The SFA the students are eating at would obtain copies of the attending students' free or reduced-price eligibility information from the SFA where the students are enrolled. The students qualifying as free or reduced-price **would not** be included in the number of free and reduced-price eligibles reported on the claim for reimbursement; however, the **MEALS** served to these students could be claimed for reimbursement according to their categorical eligibility

Students qualifying as free or reduced-price meals **will not** be included in the number of free eligibles or reduced-price eligibles reported on the designated SFA's claim for reimbursement each month. These students are not **ENROLLED** in that SFA. **The SFAs in which the students are enrolled WILL report their students as part of their free and reduced-price eligibles** count even though they don't claim any meals served to these students.

#### K. Contracting Meals with a Day Care, Head Start Program, or Another District

- For further information, go to Contracting Meals with a Day Care, Head Start Program, or Another District in the Procurement Section on **page P-42-43**.
- The district supplying meals will sign a contract with each SFA, Day Care, and/or Head Start Program using the **Agreement to Furnish Food** form. The preparing SFA is required to meet NSLP and/or CACFP meal pattern requirements.
- The charge established for these contract meals must **be the rate listed in Schedule B for contract meals**. When the food is delivered or picked up by the district, **a Contract Meal Delivery Receipt form must be attached indicating the exact food items delivered and the quantity**. This form is located in the Procurement section and in Other Documents.
- If a district contracts meals with an institution or another school, it is required for the district to mark how many meals prepared in the site's Production Records, and to send a completed copy of the **Contract Meal Delivery Receipt (CMDR) form** daily and for each meal type. The CMDR can be found in the Procurement section on **page P-44**.
- If an SFA is contracting with an institution for which USDA Foods are allocated, the SFA should **NOT** include the commodity allocation rate in the formula when figuring the minimum amount to charge for contract lunch.

## L. Claiming Meals for Visiting Students

1. The SFA the students are visiting would obtain copies of the visiting students' free or reduced-price eligibility information from the SFA where the students are enrolled. The visiting students qualifying as free or reduced-price **would not** be included in the number of free and reduced-price eligibles reported on the claim for reimbursement; however, the **MEALS** served to these visiting students could be claimed for reimbursement according to their categorical eligibility.
2. The SFAs where the students are enrolled would receive verification that reimbursable meals were served from the SFA the students are visiting. The SFA where the students are enrolled would categorically claim the meals served to these students and reimburse the SFA where the visiting students were served. SFAs may want to have a contract in this situation. The SFA feeding the visiting students may want to invoice the SFA where the students are enrolled.

## STUDENT ISSUES

### A. Charge Policy - Failure to Pay for Meals or Unpaid Meals

The SFA is not required to provide meals if payment is not made for the **CURRENT** day's meal or if funds in a student's account are not sufficient to cover the cost of the meal. A district cannot deny a meal to a student who brings money to school for that day's meals, even though the student may have previous charges. The money brought for today must not be used for previous charges. **NOTE: A meal cannot be denied to a free student.**

All SFAs must have a written policy to address situations where children participating at the reduced-price or paid rate do not have money to cover the cost of a meal at the time of the meal service.

SFAs have discretion in developing the specifics of their policies. (Reference USDA Memos SP 46-2016, SP-58-2016, SP-23-2017) At a minimum, the policy must include the following:

- (1) If charges are allowed—what meals, how many charges are allowed, and if an alternate meal will be provided.
- (2) SFAs must ensure the policy is provided in writing to all families at the start of each school year.
- (3) SFAs must maintain documentation of the methods used to communicate the policy to households and school or SFA-level staff responsible for policy enforcement; e.g., Web site, student handbook. If a family does not pay for **CHARGED** meals, a site may wish to encourage the family to complete an Application for Free and Reduced-Price School Meals. If the family does not wish to complete the application or if the family does not qualify for meal benefits after completing the application, the SFA is not obligated to continue providing meals without receiving payment.

***Sites are NOT allowed to withhold grades, records, or any other information owned by the student for meal payments owed.***

SFAs may carry over negative balances in student accounts into the next school year (except seniors who graduated last year) unless the school policy is different. This also means that SFAs can continue to attempt recovery of uncollected meal charges from previous years. Any monies collected in the new school year should be treated as new revenue. Use the following OCAS Codes: Fund 22 or Fund 11, Project Reporting Code 000, and Source of Revenue Code 1710.

**Note: Provision, CEP, and non-pricing schools are not required to have a charge policy for unpaid meals.**



## B. Meal Accountability

1. Free and reduced-price guidance for the application approval and verification process: <http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>
2. Prototype of free and reduced-price applications and translations: <http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

## C. Refunding Unused Prepayments for Meals

Prepayment is the property of the family making the payment until it is charged against any meals taken. Any prepayments left at the end of the fiscal year must be repaid to the family *if requested*. Any refusal to repay such prepayments would constitute an improper taking of property without due process, which is not allowed by a state or federal entity. Additionally, not refunding any prepayments would effectively increase the price of the meals which, in the case of reduced-price meals, may not exceed 40 cents and, in the case of both full-price and reduced-price meals, may not exceed the stated price in the parent letter that is part of the policy statement. The failure to make refunds would serve as a disincentive for families to make prepayment which detracts from procedures to ensure confidentiality.

SFAs should develop a policy to inform parents how money left in a student's account at the end of the year will be handled. The policy needs to include:

1. A statement that refunds will be made upon request.
2. A statement concerning how, if a request is not made, the money will be handled (i.e., it will be put into the student's account for the next fiscal year—closing the current fiscal year out with a zero balance).
3. A statement concerning how, if the student leaves the school district without requesting a refund, the money will be handled. (For example, if the money is at or below a certain level [\$2.00 or \$3.00, or whatever the district decides], the money will be used as a donation to the CNP. If the amount is more than that, the money will be forwarded to the known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the CNP.)

## D. Fees for Credit Card Services (Reference FNS Instruction 782-6, Rev. 1)

It is common for companies that accept payment for meal services electronically to add a service charge for the processing of such payments. It is acceptable for the organization administering the electronic credits add a service charge to full-price and reduced-priced eligible students. All families must have access to all payment methods.

The SFA can choose to pay for these online payment charges, it would be an allowable cost out of the nonprofit school food service account. ***NOTE: SFAs must provide students with two methods to purchase their meals. SFAs cannot offer prepayments as the only method.***

## E. Disciplinary Action (Reference FNS Instruction 791-1 Rev. 1)

The denial of free, reduced-price, or full-price meals and/or milk as a disciplinary action against any child who is enrolled in a site participating in the CNP is inconsistent with Sections 2 and 9 of the NSLA and Sections 2, 3, and 4 of the Child Nutrition Act (CNA) of 1966. Disciplinary action that ***INDIRECTLY*** results in the loss of meals or milk is allowable; e.g., a student is suspended from school. However, when the withholding of meals or milk ***IS*** the disciplinary action or if the

disciplinary action ***DIRECTLY*** results in the loss of meals or milk, it is inconsistent with the law and is not allowable; e.g., a student is suspended from school during the meal or milk period only.

***SFAs shall:***

1. When considering disciplinary action against any child, ensure that such action is consistent with this policy.
2. Make a reimbursable meal or milk available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

F. Substitutions to the Meal Pattern Requirements

1. Special Medical or Dietary Needs: Schools should not delay a child's meal substitutions while waiting for the family to submit a medical statement. In this situation, schools must document the initial conversation with the family when first made aware of the child's request for meal substitution. Schools should continue to follow up with the family until a medical statement is obtained or the request is rescinded.

If a medical statement is provided and does not fully explain the modification needed, the SFA should immediately contact the child's parent or guardian for guidance and ask the family to provide an amended medical statement as soon as possible. Documentation of special dietary needs must be on file at the cafeteria manager's office.

a. Disabled Students (Reference USDA Memo SP-59-2016, SP-26-2017, and SP-40-2017)

CNP regulations require participating SFAs, institutions, and sponsors to offer to all participants breakfasts, lunches, suppers, snacks, and milk that meet the meal pattern requirements identified in the program regulations. USDA regulations further ***REQUIRE*** substitutions to the standard meal pattern requirements for participants who are considered disabled under 7 CFR §15(b) and whose disability restricts their diets. The provisions requiring substitutions for disabled participants respond to the requirements of Section 504 of the Rehabilitation Act of 1973 and to USDA's implementing regulations 7 CFR §15(b) which provide that no otherwise qualified disabled individuals shall, solely on the basis of disability, be excluded from participation in, be denied benefit of, or subjected to discrimination under any program or activity receiving federal financial assistance. (Reference FNS Instruction 783-2, Rev. 2)

It is the responsibility of the SFA to pay for any substitutions required.

b. Nondisabled Students

SFAs may make substitutions for individual participants who are not ***disabled persons*** as defined in 7 CFR §15(b)(3)(i), but who are unable to consume a food item because of medical or other special dietary needs. This substitution ***does not*** include milk. See Item 2 below for milk substitution requirements. Such substitutions may only be made on a case-by-case basis when supported by a statement signed by a **state healthcare professional, or a registered dietitian**. A form that can be used is located on **page C-89**.

2. Milk Substitutions (Nondairy Beverage)

Public Law 108-265, Section 102 states that a school ***MAY*** substitute for the fluid milk requirement a nondairy beverage that is nutritionally equivalent to fluid milk and meets nutritional standards established by USDA for students who cannot consume fluid milk because of a medical or other dietary need other than a disability.

Substitutions **MAY** be made if the school notifies the State Agency in its Renewal Policy Statement that the school is implementing this variation. The substitution is required to have a written statement from a state licensed health care provider, a registered dietician, or from a student's parent or legal guardian (refer to **page C-90** to see an example of the Milk Substitution Request Form) that identifies the medical or other special dietary need that restricts the student's diet. The school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes, and cover the cost of providing the milk substitute in excess of program reimbursement.

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursement shall be paid by the SFA.

***NOTE: Only meals that contain milk or an acceptable milk substitute are reimbursable unless the school is implementing the Offer versus Serve provision and the student declines the milk.***

a. Fluid milk substitution rule applies to the following CNP:

- National School Lunch Program
- School Breakfast Program
- After-School Snack Program
- Special Milk Program
- Summer Food Service Program
- Seamless Summer Option
- Child and Adult Care Food Program (CACFP)

b. Nondairy beverage nutrient requirements per cup (Memo SP-01-2025):

- Calcium 276 mg
- Protein 8 g
- Vitamin A 150 mcg from retinol activity equivalents
- Vitamin D 2.5 mcg
- Magnesium 24 mg
- Potassium 349 mg
- Phosphorus 222 mg
- Riboflavin 0.44 mg
- Vitamin B-12 1.1 mcg

**Note:** Added sugar requirements does NOT apply to flavored milk substitutes.

c. Acceptable reasons for requesting a milk substitute:

- Milk allergy
- Religion
- Culture
- Ethical reason
- Vegan diet

d. Unacceptable milk substitutions:

- Water
- Juice

***NOTE: When the milk substitution request is due to a medical or special dietary need other than a disability, the school chooses whether to accommodate the student and selects the nondairy beverage in accordance with the fluid milk substitution rule.***

### 3. Substitutions Due to Ethnic or Religious Preferences

Sites **MAY** consider ethnic and religious preferences when planning and preparing meals. Variations on an experimental or continuing basis in the **food components** for the **food-based** menu-planning approaches must have written approval from USDA. Contact the State agency for further instructions. (Reference USDA Regulations §210.10[g][2])

#### G. Parent and Student Involvement

Parent and student involvement is required in the NSLP. Activities to fulfill this requirement may include menu planning, enhancement of the eating environment, program promotion, and related student-community support activities. USDA is not requiring any specific form of student or parental involvement, but is leaving this to the discretion of the individual SFA.

#### H. Student Workers

All student workers in the cafeteria must be paid for their labor or can volunteer. However, they cannot be compensated by receiving free meals for their work.

#### I. Meal Tickets/Cards: Lost, Stolen, or Misused (Reference FNS Instruction 765-7 Rev. 2)

SFAs are required to establish procedures for handling lost, stolen, or misused student meal tickets/cards. Any system that limits the number of tickets must conform to the following:

1. Parents and students must be advised in writing of the school's policy regarding missing meal tickets and of students' corresponding responsibility for their tickets. Such notice shall be provided at the time applications are distributed to households or upon approval for free or reduce-price benefits.
2. A minimum of **three** ticket/card replacements, or special meal arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year.
3. The site shall maintain a list of students who have reported missing original tickets in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.
4. At least one advance **WRITTEN** warning must be given to the student and the parents prior to refusal to allow additional meal or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket, he or she will be expected to either bring lunch or pay full price for lunch.
5. Meals must be provided to preprimary enrolled in the district or to any disabled students who may be unable to take full responsibility for a meal ticket.

Using the above criteria, SFAs may develop the most administratively feasible system to handle missing tickets as determined by individual site circumstances and frequency of ticket issuances. In cases of repeated ticket loss or misuse, site administrators may wish to contact an adult household member to arrange a meeting to discuss the problem.

6. It is recommended that the meal or ticket replacement policy for missing free and reduced-price tickets be extended to the loss of full-price tickets. If such a uniform policy covering both needy and nonneedy students is not implemented, sites must exercise care to preclude the overt identification of needy students when reissuing free or reduced-price meal tickets or making arrangements to provide meals to students whose tickets are missing.
7. Replacement fees may only be charged after the third replacement ticket (card) has been issued, as specified in FNS Instruction 765-7, Revision 2.
8. Ticket (card) replacement costs may not exceed the cost of one paid meal. The cost of one paid meal is interpreted to mean the charge for a full-price student meal.

J. Off-Site Meal Consumption (Reference FNS Instruction 786-8, Revision 1)

Exceptional circumstances exist for students who are enrolled in one school but attend another such as a Co-op or work-study site for the part of the day that includes the meal hour. Those students applying for free or reduced-price meals should do so through their home-base school since the home-base school would be more familiar with individual circumstances. The Co-op/work-study school is responsible for the service of meals and the record keeping for meals served and claimed for reimbursement. A student's meal can be claimed, but it cannot be listed in the CO-OP/work-study eligibles as that child is not enrolled at that site. Therefore, the CO-OP/work-study school should obtain, for its own records, a copy of the free and reduced-price application for any student to whom it serves a free or reduced-price meal. When the CO-OP/work-study site does not participate in the programs, takeout school meals meeting program requirements may be served to such students and claimed for reimbursement by their home-base school. The provision of such meals is at the option of the school, since SFAs are only required to make meals available to students who are present during the meal service period.

In all cases, care must be taken to ensure that accurate, detailed records are maintained, including meal counts for free, reduced-price, and full-price categories.

K. Advance Meal Payments in the NSLP/SBP/SMP (Reference USDA Policy Memos 2000-SP-21 and 2005-SP-10)

The requirement that meals be paid in advance will limit access by imposing an additional criterion for participation. While there must be provision for some type of prepayment and prepayment may be encouraged through discounts, prepayments may not be required. This would apply to electronic payments as well. These payment options must be specified in the SFA's free and reduced-price policy statement.

L. Meal Service Times and Days

1. Meal Service Times

a. Breakfast

The breakfast meal shall be served at or close to the beginning of the child's day at school. Each individual school district must decide the length of the meal service as specified in 7 CFR §220.8(l)[1]

b. Lunch

***Schools must offer lunches between 10 a.m. and 2 p.m.*** (Reference 7 CFR §210.10(l)[1])

Each individual school district must decide the length of the meal service.

## 2. Meal Service Days

a. ***School meals are only reimbursable when school is in session on accredited school days.***

Example: The school week is four days, and Friday is used for remedial purposes only; because Fridays are not part of the regular school calendar, meals served on Fridays are not reimbursable.

b. Meals served on weekends may be reimbursed if the school activity on the weekend is an integral part of the curriculum or an actual extension of the school calendar (i.e., make-up days to meet minimum hours students must attend).

c. Meals served during vacations are not reimbursable. (Reference FNS Instruction 786-7, Rev. 2 and 786-9, Rev. 2)

### M. Separation by Gender: Prohibited

In general, SFAs, institutions, and organizations participating in the CNP are not permitted to separate children on any protected basis during the service of program meals or snacks, in keeping with federal nondiscrimination laws and policies as outlined for USDA programs in 7 CFR Parts 15, 15a, and 15b. Federal law prohibits discrimination based on gender at any educational institution receiving federal assistance.

State agencies may approve exemptions allowing separation by gender during a CNP meal service for participating SFAs, organizations, and institutions, without express prior approval from FNS, in the following circumstances:

- Meal service at religious institutions operating under the dictates of the religion with which they are affiliated.
- Meal service at juvenile correctional facilities where combining members of the opposite gender would present a potential safety risk.
- Meal service at facilities that fully separate by gender as part of their normal operations (for example: gender-separated summer camps).

When requesting an exemption, the CNP operator must specify which of the above-listed reasons apply and why separation by gender is necessary. State agencies must document all exemption requests, including the date of approval or disapproval, and if applicable, the duration of the approval.

The exemptions are the only acceptable bases for gender separation during a CNP meal service. Any other gender separation is strictly prohibited. (Reference USDA Memo SP-31-2015)

# MEDICAL STATEMENT

## Requesting Special Foods in Child Nutrition Programs

### Part I (to be filled out by Parent/Guardian)

Name of Student:\_\_\_\_\_ Age:\_\_\_\_\_

Name of Parent/Guardian:\_\_\_\_\_ Telephone Number:\_\_\_\_\_

School District:\_\_\_\_\_

School Attended by Student:\_\_\_\_\_

### Part II (to be filled out by a state licensed healthcare professional or a registered dietician)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

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List food(s) to be omitted from diet:

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List food(s) that may be substituted (diet plan):

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Additional information:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of State Licensed Health Care Professional

\_\_\_\_\_  
State Licensed Health Care Professional Phone Number



# MILK SUBSTITUTION REQUEST

Student's Name: \_\_\_\_\_

School Site the Student Attends: \_\_\_\_\_

\_\_\_\_\_ Public School is participating in the milk substitution provision which states a district may substitute for fluid milk for a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA).

Parents or guardians may request in writing nondairy milk substitutions, as described above, without providing a medical statement. Example, if a parent has a child who follows a vegan diet, the parent can submit a written request asking a milk substitution be served in lieu of cow's milk. A written request from a state licensed health care professional, a registered dietician, or the parent/guardian must identify the student's medical or other special dietary need that precludes the consumption of cow's milk. No other information is required. (SP 07-2010)

## Nondairy beverage nutrient requirements per cup:

- Calcium 276 mg
- Protein 8 g
- Vitamin A 150 mcg retinol activity equivalents
- Vitamin D 2.5 mcg
- Magnesium 24 mg
- Potassium 349 mg
- Phosphorus 222 mg
- Riboflavin 0.44 mg
- Vitamin B-12 1.1 mcg

Reason for Substitution:      Milk Allergy ☐      Religious ☐  
   Ethical Reasons ☐      Cultural ☐

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

\_\_\_\_\_  
Signature of State Licensed Health Care Professional or  
Parent/Guardian

\_\_\_\_\_  
Date

\*Cannot revise or change a diet prescription or medical order.

## RESIDENTIAL CHILD CARE INSTITUTIONS (RCCIs) ADDITIONAL REQUIREMENTS

***NOTE: Boarding Schools are treated the same way as Public Schools***

### A. Master Roster or Enrollment Application

Enrollment information must provide the birth date of each student to ensure that no meals served to students over the age of 21 are being claimed for reimbursement. Since all meals in this case are served at the free reimbursement rate, the RCCI may use the Meal Count Worksheet on **page C-96**.

A copy of a Master Roster can be found on **page C-93**. Both the master roster and enrollment application must contain the following information:

1. Child's name
2. Child's birth date (MM/DD/YY)
3. Date of entry
4. Child's personal income—indicate **0** if no income is received
5. Frequency with which income is received
6. Date of eligibility determination
7. Category of eligibility—see Item B below
8. Approving official's initials
9. Placement agency
10. Date of withdrawal

### B. Statement of Facts

The simplest method of documenting a student's eligibility is to have a Statement of Facts on file at the RCCI. This is a written statement outlining the general policy or condition within the RCCI that would define all the residential students (not including day students) to be eligible for free benefits. A copy of the form can be found on **page C-94**. The following are some acceptable examples of what would qualify as a Statement of Facts:

***All our children are wards of the court. They are not permitted to earn, receive, or retain any money while in our custody.***

***Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen have been \$83 per week. We also permit students to receive up to \$5 per week from home, but we require any money received or earned to be turned into our bank and to be drawn out only with permission.***

If the RCCI does not have a Statement of Facts for its residential students that dictates the allowable income to students qualifying all of them as free or if the RCCI has day students, then it must record eligibility determination, by student, on a master roster or on an enrollment application. An application for free/reduced-price meals must be completed on each student to determine each one's eligibility. Direct Certification could also be used. (Refer to the Eligibility Section for more information.)

### C. Child Attending School Off Campus

Students residing in an RCCI but attending school off campus are not ***AUTOMATICALLY*** eligible at ***THAT*** school to receive meal benefits. The RCCI may complete the free and reduced-price application if the adult member of the household is not available. Income for the child must be shown on the application even if it is zero. If a child resides at an RCCI but attends a school off the RCCI campus, that school ***MUST*** have a completed application on file for each child for whom a free or reduced-price meal is served and claimed for reimbursement.

### D. Attendance Records

If all students are residential and a general policy or condition (Statement of Facts) exists that causes all institutionalized children to be eligible for free benefits, the Master Roster is not required. However, monthly attendance records are required to be maintained by all RCCIs. Refer to **page C-95** for a copy of the form.

### E. Point-of-Service Meal Count

All RCCIs must take a point-of-service count to ensure that reimbursable meals are served. RCCIs with day students must also ensure that these counts are categorical.

### F. Edit Check

All RCCIs are required to complete daily edit checks. Refer to **page C-98** for a copy of the RCCI Edit Check Worksheet.

### G. Financial Accounting

Each RCCI must maintain documentation of its nonprofit school food service account funds. Total revenues and expenditures must be readily available during a review or audit. The Year-End Expenditure/Revenue Report on **page C-32-33** assists RCCIs in maintaining this required documentation.

# RCCI MASTER ROSTER

Name of Institution: \_\_\_\_\_

Child's Name	Personal Income (Earned Directly or Received by Child)	Child's Birth Date*	Date of Admission	Category of Eligibility (F/R/P)	Date of Release

Signature of Approving Official: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*\*NOTE: No student over the age of 21 is eligible for reimbursable meal benefits under the NSLP/SBP.*

**STATEMENT OF FACTS  
FOR  
RESIDENTIAL STUDENTS UNDER THE AGE OF 21**

**Name of RCCI**

---

Explain what constitutes documentation of eligibility for free and reduced-price meals.

For the RCCI:

---

Name

---

Title

---

Date

## RCCI ATTENDANCE RECORD

Name of RCCL: \_\_\_\_\_  
 Month: \_\_\_\_\_  
 Year: \_\_\_\_\_

Year: \_\_\_\_\_

Month: \_\_\_\_\_

County/District Code: \_\_\_\_\_

[illegible]

# RCCI MEAL COUNT WORKSHEET

## FOR RESIDENTIAL STUDENTS WHO ALL QUALIFY FOR FREE MEALS

Name of RCCI: \_\_\_\_\_

County/District Code: \_\_\_\_\_ Month: \_\_\_\_\_ 20\_\_\_\_

Date	NUMBER MEALS SERVED TO RESIDENTIAL STUDENTS		
	BREAKFAST	LUNCH	SNACK
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
<b>TOTALS</b>			



# **RCCI MEAL COUNT WORKSHEET**

## **Instructions**

The Meal Count Worksheet is to be used only for institutions where ***ALL*** students qualify for free meal benefits. An actual physical count must be taken at the time the child receives a reimbursable meal. The total verified meal count for each meal service is recorded after each enrolled student has received his/her meal. All meals served must meet minimum meal pattern requirements.

RCCI EDIT CHECK WORKSHEET

1. RCCI: \_\_\_\_\_

2. Month/Year: \_\_\_\_\_

3. Current Year Attendance Factor (AF): \_\_\_\_\_

4. Total Membership as of the First Day of the Month: \_\_\_\_\_

5. Day of the Month	6. Highest Enrolled Free Eligibles for Claim (Plus Only)	7. Daily Free Eligibles (Plus and/ or Minus)	8. Daily Free Eligibles X AF	9. Free Meals Claimed	10. Highest Enrolled Reduced Eligibles for Claim (Plus Only)	11. Daily Reduced Eligibles (Plus and/ or Minus)	12. Daily Reduced Eligibles X AF	13. Reduced Meals Claimed	14. Paid Eligibles (Plus Only)	15. Daily Paid Eligibles X AF	16. Paid Meals Claimed	17. Total Meals Claimed	18. Average Daily Attendance	19. Comments
1														
2														
3														
4														
5														
6														
7														
8														
10														
11														
12														
13														
14														
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21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
20. Monthly Totals:														

# NUTRITION EDUCATION

## A. Training Standards

- Annual training hours required each year varies by job category and must be job-specific.
- Training is measured in hours and may include shorter time periods.
- Training may be obtained in many ways: in person, online, local meetings, webinars, conferences, etc., many available free or at low cost.
- USDA and the State agency provides a Training Tracker Tool to help document completed training, if needed.
- The State agency reviews training documentation during the AR.

## B. Nutrition Education Material Available upon request.

- Bread-in-a-Bag supplies

This is a hands-on activity that allows children the opportunity to make their own bread loaf that corresponds with a nutrition education curriculum for teachers and students Grades 3-6. This activity is intended to encourage students to realize the importance of breads and grains in the diet.

## C. Statewide In-person Trainings

- 1 **ABVM:** Application, Approval, Benefit Issuance, Verification, and Meal Counting and Claiming training is mandated by USDA for at least one per person per SFA attends annually. It is available each year in person, or it is available in an online module. This online training is made available as an alternate option to fulfill the requirement other than on-site workshops offered through your Program Specialist. (Reference Public Law 108-265, Section 126).

**District-Wide Provision and RCCI ABVM** can be taken by district's and RCCI's that do not collect Free and Reduced applications at **ANY** sites. This training is mandated by USDA for at least one per person per SFA attends annually. It is available each year in person, or it is available in an online module. This online training is made available as an alternate option to fulfill the requirement other than on-site workshops offered through your Program Specialist

2. **Cafeteria Staff Training** is an optional course. This training covers meal patterns, menu planning, crediting of food, production records, offer vs. serve, and food safety/HACCP.

### 3. Online Trainings

#### a. Zoom Trainings

OSDE offers monthly Zoom trainings and a School Program call. At the beginning of each month, courses offered are posted to **Other Documents in the CARS under the Training Information section.**

#### b. OSDE Connect

The State agency offers self-paced, online trainings. The online modules are offered all year long. The instructions, courses offered, and training links are located in CARS under **Other Documents in the Training Information section.**

#### 4. Additional Training Opportunities and Resources

##### c. Institute of Child Nutrition (ICN)

The Institute of Child Nutrition (ICN) is part of the School of Applied Sciences at The University of Mississippi. It is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.

**<https://theicn.org/>**

##### d. Cooking for Kids

Cooking for Kids is a multi-agency effort aimed at changing the paradigm of child nutrition in Oklahoma. The project includes culinary skill development training, child nutrition leadership training, school-site chef consultations and web-based resources. Trainings and consultation are provided at no cost to the school district or child nutrition personnel. Training is offered during the summer. **<https://cookingforkids.ok.gov/>**

##### e. Team Nutrition

Team Nutrition is a USDA initiative to support the child nutrition programs through training and technical assistance. The organization offers grants, training materials, and recipes school can use **<https://www.fns.usda.gov/TN>**

##### d. Oklahoma School Nutrition Association (SNA) and National SNA

School Nutrition conducts annual conferences that are great for networking with other districts and offers training opportunities. For more information, For OK SNA go to **<https://www.snaofok.org/>**. For National SNA, go to **<https://schoolnutrition.org/>**

## PROFESSIONAL STANDARDS AND HIRING STANDARDS

The goal of the training and hiring standards is to ensure the success of the NSLP and SBP by assisting SFAs in:

- Recruiting, hiring, training, and retaining qualified school nutrition staff.
- Enhancing the image of school nutrition professionals and their influence in the community.
- Building skills and empowering staff to lead and efficiently operate school nutrition programs.

#### A. Professional Standards for School Nutrition Employees

1. Applies to all school nutrition employees, whether the SFA operates the school nutrition program or contracts with a Food Service Management Company (FSMC).
  - Annual requirements apply to the 12 months between July 1 and June 30.
  - Any excess annual training hours may be carried over to a subsequent school year.
  - Directors are required to have at least 8 hours of Food Safety Training every five years.
  - Compliance with the professional standards is a part of the Administrative Review.

## 2. Required Trainings

- a. **ABVM or District-wide Provision ABVM:** It is required at least one person from every district attend ABVM each year. It is offered annually, in-person throughout the state in July/August. It will be available on OSDE Connect after school is in session.
  - *ABVM* is for district's or RCCIs that collect household applications for at least one site.
  - *District-wide Provision ABVM* is for districts or an RCCI that **DOES NOT** collect Free and Reduced applications at **ANY** site.
- b. **Offer vs Serve Training** is required annually for CNP employees who work at sites that conduct offer vs serve. This training is offered multiple times a year on Zoom and available in OSDE Connect.
- c. **Civil Right Training** is required annually for any employee in a district who assist with any Child Nutrition duties. This training is offered on Zoom in August then will be available on OSDE Connect.
- d. **Procurement Training** is required annually for Child Nutrition Directors and any staff that procures items for Child Nutrition. This training is offered on Zoom three times a year and is available on OSDE Connect.
- e. **Food Safety** is only required for Child Nutrition Directors. Eight hours of food safety training must be completed every 5 years or within 30 days of the director's start date. ***This training is to be completed by the Health Department or by the Institute of Child Nutrition (ICN).***

## 3. Job Categories (See Table 1 on **page C-102**)

- a. **Directors** plan, administer, implement, monitor, and evaluate all district-wide aspects of the school nutrition program.
  - (1) Every district **MUST** have a designated Director for Child Nutrition (SP-05-2020 #6) even if this role is shared between multiple people. The person designated as director performs these program duties on a daily, weekly, seasonal, or yearly basis:
    - Facilities & Equipment Management;
    - Financial Management;
    - Food Production and Operation Management;
    - Sanitation & Safety;
    - Human Resources Management;
    - Marketing & Communication;
    - Menu & Nutrition Management;
    - Procurement & Inventory Management;
    - Program Management & Accountability; and
    - Technology & Information Systems
  - (2) If a school uses a Food Service Management Company (FSMC), **BOTH** the district and FSMC must designate a Director and both must have 12 hours of Professional Development hours annually.
- b. **Managers** have direct responsibility for the day-to-day operations at one or more schools.
- c. **Staff** prepare and serve meals, process transactions at point of service, and review the free/reduced-price applications, along with other routine work.

<b>Table 1: Summary of Annual Required Minimum Training Hours for School Nutrition Employees</b>	
<b>JOB CATEGORY</b>	<b>ANNUAL REQUIREMENTS</b>
<b>Directors</b>	<b>12 hours</b>
<b>Managers</b>	<b>10 hours</b>
<b>Staff</b>	<b>6 hours</b>
<b>Part-time Staff (working less than 20 hours per week)</b>	<b>4 hours</b>
Midyear Hires in All Categories (January 1 or later)	One-half of the required training for the job category hired

#### B. Training Topics by Key Areas

USDA has job-specific training topics that align with four key areas as outlined in Table 2.

<b>Table 2: Training Topics by Key Areas</b>	
<b>KEY AREAS</b>	<b>TRAINING TOPICS</b>
<b>Nutrition</b>	Menu Planning Nutrition Education General Nutrition
<b>Operations</b>	Food Production Records Serving Food Cashier and Point of Service Purchasing/Procurement Receiving and Storage Food Safety and Hazard Analysis and Critical Control Point (HACCP)
<b>Administration</b>	Free and Reduced-Price Meal Benefits Program Management Financial Management Human Resources and Staff Training Facilities and Equipment Planning
<b>Communications and Marketing</b>	Communications and Marketing

- See the FNS Professional Standards Web site for suggested learning objectives for each training topic:
- <http://www.fns.usda.gov/school-meals/professional-standards>

#### C. Allowable Training Methods

- Online courses
- Structured, on-the-job training
- In-service training
- Local school nutrition organization educational events
- State agency-sponsored training

- Training the district conducts for staff
- Meetings sponsored by food service partners (vendors and commodity groups), including exhibits (as allowed by your State Agency)
- CNP conferences such as the School Nutrition Association Conference: State and National
- College courses with job-specific content

#### D. Crediting Professional Development Hours

- A full 60 minutes of training counts as one training hour.
- Shorter periods of time are allowable. For example, four, 15 minute, in-service training sessions equal one training hour. Not all activities will count toward trainings they all must be job-specific.
- The State agency allows a 2 year period to complete training, but some training hours must be completed each year.
- **Excess Training Hours:** Any excess annual training hours may be carried over to a subsequent school year. This is intended to help provide flexibility while ensuring that the SFA employees receive a reasonable amount of training each school year.

#### E. Record-Keeping Requirements

- Records need to include the employee name, employer/school, training title, topic/objectives, training source, dates, and total training hours would be appropriate to demonstrate compliance with training requirements.
- Records must be maintained and made available to the State agency upon request. They may be kept electronically in a local database, in paper files, or through the State agency Tracking tool in CARS or the USDA Training Tracking Tool.
- Documentation of professional standards training required for the AR, if individual staff members keep track of their own training, the school must ensure documentation is available for State agency review.

#### F. Using the School Food Service Account for CNP Training

1. Cost related to training Child Nutrition personnel is an allowable use of the SFSA. Allowable cost include:
  - Printing materials for CNP trainings
  - The cost of registration for CNP trainings or conferences;
  - Mileage to get a training; or
  - Hotel accommodations
2. **Exception**—Child Nutrition funds **CANNOT** be used to meet the standards for hiring new personnel such as completion of a college degree.

#### G. Hiring Standards for School Nutrition Program Directors (See Table 3 on page **C-104**)

1. Every district **MUST** have a designated Director for Child Nutrition. (SP-05-2020 #6)
  - For districts using a FSMC, the designated FSMC Child Nutrition director must meet USDA's hiring standards.



2. Hiring standards for directors hired on or after July 1, 2015.

- Hiring criteria depend on LEA enrollment size.
- LEA's with enrollment less than 500, may acquire State agency approve to hire of a candidate with a High School diploma or GED with less than the required years of experience, if they are the best qualified candidate.
- Directors hired prior to July 1, 2015 can remain in their current positions without meeting the hiring standards.

**TABLE 3: MINIMUM HIRING STANDARDS FOR CHILD NUTRITION DIRECTORS**

District's Student Enrollment	Small Districts 2,499 or Less	Medium Districts 2,500-9,999	Large Districts 10,000 or More
Minimum Hiring Standards	<p>Bachelor's Degree* in specific/related major** (experience preferred but not required)</p> <p><b>OR</b></p> <p>Bachelor's Degree* in any other major <i>and</i> state-recognized certificate for school nutrition program directors</p> <p><b>OR</b></p> <p>Bachelor's Degree* in any major <i>and</i> <b>1 year</b> of relevant experience</p> <p><b>OR</b></p> <p>Associate's Degree* in specific/related major** <i>and</i> <b>1 year</b> Of relevant school nutrition experience</p> <p><b>OR</b></p> <p>High School Diploma (or GED) <i>and</i> <b>3 years***</b> Of relevant school nutrition experience</p>	<p>Bachelor's Degree* in specific/related major** (experience preferred but not required)</p> <p><b>OR</b></p> <p>Bachelor's Degree* in any other major <i>and</i> state-recognized certificate for school nutrition program directors</p> <p><b>OR</b></p> <p>Bachelor's Degree* in any major <i>and</i> <b>2 years</b> of relevant experience</p> <p><b>OR</b></p> <p>Associate's Degree* in specific/related major** <i>and</i> <b>2 years</b> Of relevant school nutrition experience</p> <p><b>OR</b></p> <p>High School Diploma (or GED) <i>and</i> <b>10 years</b> Of relevant school nutrition experience</p>	<p>Master's degree At least 1 year of child nutrition experience</p> <p><b>OR</b></p> <p>Bachelor's Degree* in specific/related major** (experience preferred but not required)</p> <p><b>OR</b></p> <p>Bachelor's Degree* in any other major <i>and</i> state-recognized certificate for school nutrition program directors</p> <p><b>OR</b></p> <p>Bachelor's Degree* in any major <i>and</i> <b>5 years</b> of relevant experience</p> <p><b>OR</b></p> <p>High School Diploma (or GED) <i>and</i> <b>10 years</b> Of relevant school nutrition experience</p>
Food Safety Training	At least 8 hours of training every 5 years or within 30 days of the start date		

\* Or equivalent educational experience; consult your State agency for more information.

\*\* Specific/related major: Academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

\*\*\* For an SFA whose enrollment is less than 500, the State agency may approve the hire of a candidate with a high school diploma or GED and less than the required years of experience, if the best qualified candidate. (Memo SP 05-2020)

## STAFFING STANDARDS

A school district's success in keeping labor and food costs within guidelines depends on the financial management of the school nutrition department, including the child nutrition program director, the site managers, and the kitchen staff. Managing scheduling and staffing is a critical part of financial management. Scheduling involves having the proper number of workers on duty to complete all tasks and at peak demand within the established time frames. Staffing is the determination of the appropriate number of workers needed for the operation to do the work that needs to be accomplished. The most important factor in controlling labor costs is the scheduling of employees. In addition to excessive labor costs, poor scheduling has other implications. The staffing guidelines are found below.

Most satellite sites receive food in bulk for portioning on-site, sites that receive cooked or chilled food or cooked or frozen food for finishing off, and sites that receive preplated meals ready to heat and serve or ready-to-serve will have better productivity than those preparing food on-site. Increased productivity rate, or meals per labor hour (MPLH), and reduced labor costs will be realized when the volume prepared at a location is great enough and when there have been reductions in specialized staff; e.g., bakers, cooks, and managers. Satelliting to only one site from another site may not produce sufficient volume to result in savings.

On-site production requires the most labor and has a lower productivity level than efficient satellite systems. As labor costs increase, ways must be found to eliminate the number of labor hours needed to do the job. SFAs are examining the many different systems of delivering food and reducing labor hours. (A finishing kitchen is one that receives all food prepped, or prepared, ready for heating and serving.)

Schools tend to hire one kitchen employee per every 100 students served. If the district does more scratch cooking or uses reusable trays and needs a dishwasher, the district may need one employee per every 75 students. **The needs of the district will determine staffing.** The district may want to consider having some part-time positions instead of having all full-time staff for busier times. This is a helpful guide on how to properly staff your kitchen.

### Sample Staffing Guidelines for On-Site Production

NUMBER OF MEAL EQUIVALENTS*	MEALS PER LABOR HOUR (MPLH)/ TOTAL HOURS			
	CONVENTIONAL SYSTEM**		CONVENIENCE SYSTEM***	
	Low	High	Low	High
Up to 100	8	10	10	12
101 - 150	9	11	11	13
151 - 200	10 - 11	12	12	14
201 - 250	12	14	14	15
251 - 300	13	15	15	16
301 - 400	14	16	16	18
401 - 500	14	17	18	19
501 - 600	15	17	18	19
601 - 700	16	18	19	20
701 - 800	17	19	20	22
801 and up	18	20	21	23

\* Meal equivalents include breakfast and à la carte sales. Two breakfasts equate to one lunch, and three snacks equate to one lunch.

\*\* The conventional system is preparation of food from raw ingredients on the premises (using some baked goods and prepared pizza and washing dishes).

\*\*\* The convenience system is using the maximum amount of processed foods (for example: using all baked goods, precooked chicken, portion-packed condiments, and using disposable dishes or dinnerware).

## STAFFING STANDARDS EXAMPLE

Use the following data to determine the meals per labor hour (MPLH): Round to the nearest whole number. Compare the meals per labor hour information on this form with the staffing chart. Other factors to be considered in evaluating staffing patterns are equipment, menus, extent of à la carte, etc. *It is recommended to use data from the month of October.*

**Chart 1:**

Determining Total Number of Meal Equivalents			
Data entered for the Month: October 20XX	Number of Serving Days:		22
1. Total Number of Breakfast*	5,720	÷ by 2	2,860
2. Total Number of Lunches for the Month*			7,150
3. Total Number of Snack*	3,500	÷ by 3	1,167
4. Total Revenue for A la Carte	654.50	÷ Current Sch B rate for Adults	137
<b>5. Total Number of Meals Equivalents for the Month</b> <i>(Add numbers listed in 1 - 4)</i>			<b>11,314</b>

\* *Include contract meals and adult meals in the number of breakfast, lunch, and snacks served.*

**Chart 2:**

Labor Hours								
Number of Staff Members That Work the Same Number of Hours Daily	X	Hours Worked Daily	=	Total of Hours Worked Daily	X	Number of Days in the Month	=	Total Staff Hours Planned for the Month
1	X	7	=	7	X	22	=	154
3	X	6	=	18	X	22	=	396
2	X	4	=	8	X	22	=	176
	X		=		X		=	
	X		=		X		=	
<b>Total</b>								<b>726</b>

*Note: Use the same months information of meal equivalents and labor hours to determine if staffing is adequate.*

$$\begin{array}{rcccl}
 \frac{11,314}{\text{Total Number of Meal Equivalents (Chart 1)}} & \div & \frac{726}{\text{Total Number of Labor Hours (Chart 2)}} & = & \frac{15.58}{\text{Meals Per Labor Hour (MPLH) or Productivity Rate}}
 \end{array}$$

(divided by)

*Use the Sample Staffing Guidelines for On Site Production chart on the previous page to determine if the district or site has efficient number of employees. Each district's needs are different. Some may need more or less employees than indicated on the chart.*

# STAFFING STANDARDS

Use the following data to determine the meals per labor hour (MPLH): Round to the nearest whole number. Compare the meals per labor hour information on this form with the staffing chart on **page C-105**. Other factors to be considered in evaluating staffing patterns are equipment, menus, extent of à la carte, etc. *It is recommended to use data from the month of October.*

## Chart 1:

Determining Total Number of Meal Equivalents			
Data entered for the Month:	Number of Serving Days:		
1. Total Number of Breakfast*		÷ by 2	
2. Total Number of Lunches for the Month*			
3. Total Number of Snacks*		÷ by 3	
4. Total Revenue for Adult Meals and A la Carte		÷ Current Sch B rate for Adults	
5. Total Number of Meals Equivalents for the Month <i>(Add numbers listed in 1 - 4)</i>			

\* Include contract meals and adult meals in the number of breakfast, lunch, and snacks served.

## Chart 2:

Labor Hours								
Number of Staff Members That Work the Same Number of Hours Daily	X	Number of Hours Worked Daily	=	Total of Hours Worked Daily	X	Number of Days in the Month	=	Total Staff Hours Planned for the Month
	X		=		X		=	
	X		=		X		=	
	X		=		X		=	
	X		=		X		=	
	X		=		X		=	
	X		=		X		=	
	X		=		X		=	
	X		=		X		=	
Total								

Note: Use the same months information of meal equivalents and labor hours to determine if staffing is adequate.

Total Number of Meal Equivalents (Chart 1)	(divided by)	Total Number of Labor Hours (Chart 2)	Meals Per Labor Hour (MPLH) or Productivity Rate
---	--------------	--	--

# ADDITIONAL CHILD NUTRITION PROGRAMS

***Application approval is required to participate in the programs in this section.***

USDA has additional programs districts can participate in and receive reimbursement. Each of these programs in this section require approval in order to be able to receive funds. Some programs require eligibility in order to be approved. Contact our CNP office at (405) 521-3327 to find out how to apply.

## A. Afterschool Snack Program (ASSP)

Sections 107 and 108 of Public Law 105-336 (the Child Nutrition Reauthorization Act of 1998) authorizes reimbursement for snacks served to children through the age of 18 (and to individuals, regardless of age, who are determined by the State Department of Education [the ***State agency***] to be mentally or physically disabled) who participate in programs organized to provide after-school care. The intent is to assist sites in operating organized programs of care which include education or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high-risk behavior. (Reference 2000-CN-04)

### 1. Eligible Programs

To be eligible to qualify for the After-school Snack Program, the following criteria must be met:

- a. They must be run by a site that is participating in the NSLP.
- b. The purpose of these programs must be to provide care in after-school settings. This does not mean that the programs must offer formal child care as recognized by a licensing authority. There is no federal requirement for after-school care sites operating under this provision to have either federal, state, or local licensing or approval as a condition of eligibility. However, to qualify under this provision, these programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. By ***regularly scheduled***, it is not meant that the program must occur daily. Moreover, while eligible programs would not need to establish formal enrollment procedures, they must have a means of determining that children are present on a given day, such as a roster or sign-in sheet.
- c. Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. It must be stressed that any extracurricular activities such as the school choir, debate team, or drama society ***CAN*** qualify to participate under this provision ***only if*** their basic purpose is to provide after-school care as defined above.

It must be emphasized that ***under no circumstances*** can organized athletic programs engaged in interscholastic sports be approved as after-school care programs under this provision. While athletic teams participating in interscholastic sports programs may not be approved, programs which include supervised athletic activity along with education or enrichment activities may participate. ***The key would be that they are open to all and do not limit membership for reasons other than space or security considerations or, where applicable, licensing requirements.***

### 2. Managing the ASSP Program

Any site that is operating the NSLP may be reimbursed for snacks served to eligible children in eligible after-school care programs. While the ASSP must be sponsored or operated by a school food authority (SFA), this does not mean that the SFA must carry out the day-to-day

management of the program. For example, the Parent-Teacher Association (PTA) or Young Men Christian's Association (YMCA) could operate the program under an arrangement with the site.

However, the SFA must retain final administrative and management responsibility for the snack service. Furthermore, the SFA for the school must be the party that enters into the agreement with the State agency and must assume full responsibility for meeting all program requirements.

### 3. Reimbursement

Under this provision, sites may claim reimbursement for one snack, per child, per day. Children are eligible to participate through the age of 18, and if a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year. Reimbursement may also be claimed for individuals, regardless of age, who are determined by the State agency to be mentally or physically disabled.

After-school programs operated at a school site in which ***at least 50 percent of the enrolled children (based on the previous October site data)*** are certified eligible for free or reduced-price meals. The school then receives reimbursement at the free rate for all participants. An after-school care program is ***area eligible*** if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced-price meals. For example, if a high school with less than 50 percent free or reduced-price school enrollment is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for free or reduced-price meals, then the after-school care program located in the high school would be area eligible. Sites which are not in areas served by a site in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price meals must count meals and claim reimbursement by type (free, reduced-price, and full-price) and must have documentation of eligibility for all meals served for free or at a reduced price. Under no circumstances may a site charge children for snacks claimed at the free reimbursement rate. Charges for reduced-price snacks may not exceed 15 cents, as stipulated in 7 CFR §210.9(c)(4). The CARS system will automatically display the After-School Snack Program (ASSP) claim for reimbursement for any SFA approved.

### 4. Times of Operation

- a. Under no circumstances may snacks be reimbursed in programs operated before or during the child's school day except when a school site is implementing an expanded learning time program.\* (Reference USDA Policy Memo SP-04-2011) Sites ***MUST*** be in session during the accredited school day for an after-school snack to be served. Sites are not eligible to receive reimbursement for snacks on weekends or holidays, including vacation periods, with one exception: If school, which is an integral part of the curriculum or an extension of the local education program, is in session, snacks may be served at the end of the school day; i.e., Saturday school is in session to make up for days missed because of inclement weather. This means snacks can be claimed only if served on educational days (after the school day has ended) that are counted as part of the accreditation requirement, whether or not the breakfast and/or lunch meals are served.

\* The ASSP was established to support afternoon programs with educational and enrichment activities for children in the late afternoon or evening when they might otherwise be unsupervised and engage in risky behaviors. USDA regulations define after-school care programs as those *providing organized care to enrolled school-age children after school hours for the purpose of care and supervision of children* (7 CFR 210.2). Recently, educational programs aimed at serving at-risk children have



evolved to include schools operating expanded learning times longer than the traditional school day. *Expanded learning time* is a common term used in the educational area to describe schools or school districts that add significantly more school time for academic and enrichment opportunities to improve student achievement. Therefore, a school operating longer than the traditional school day may be eligible for after-school snack reimbursement through NSLP, provided that it 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 local educational agency (LEA) in which the school is located.

- b. A child's eligibility is based on when *his or her* scheduled school day ends and not on whether or not the site continues in session. For example, if a kindergarten program ends at noon but the children remain in school under a care program, snacks served to these children may be reimbursed under this provision. The same would be true for older children enrolled in sites that have split sessions. If children enrolled in the early session remain on campus to participate in an approved after-school care program, they may receive reimbursable snacks even though the site continues to operate a later academic session.
- c. A residential child care institution (RCCI) may participate in the ASSP in the same manner as a regular school district. The snack service would not be in place of the evening meal, but in addition to the evening meal. The snack can be served either before or after the supper meal.

## 5. Content of Snacks

Snacks served under this provision must meet the meal pattern for snacks set forth in 7 CFR §210.10(a)(ii) and §210.10(o). Both snack components in the quantities required must be served to each student. ***Snacks cannot be taken off-site for consumption.*** (Reference 7 CFR §210.7[d]) Portions for children aged 13 through 18 shall be not less than the portions stipulated for children aged 6 through 12. In fact, it is recommended that sites offer larger portions for older children (aged 13 through 18), based on their greater food energy requirements. ***This means that Offer versus Serve (OvS) is not an allowable option.***

## 6. Record Keeping

It is the intention of the law to keep any record-keeping burden to the minimum necessary to ensure that federal reimbursement is properly paid. At a minimum, SFAs participating under this provision must maintain the following records for the time periods required in 7 CFR §210.23(c):

- a. Documentation that the site is located in an area served by a site in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals (if all snacks are claimed free).
- b. Documentation of free and reduced-price eligibility for all children for whom free and reduced-price snacks are claimed (for all other sites).
- c. Documentation of an individual child's attendance/meal participation on a daily basis.
  - (1) For school sites that must claim categorical counts (sites that are less than 50 percent free and reduced-price):
    - (a) The snack daily attendance form must show each child in attendance and whether a meal was served. It can be marked on this form if a child is in attendance and if they received a meal.



*An X will indicate a child was in attendance and a circle around the X indicates a reimbursable meal was served to the child. See form on **page C-116**.*

- (b) Each child in attendance who was served a meal must then be placed in the proper category. See form on **page C-117**
- (2) For school sites that are not required to claim categorical counts (sites that are more than 50 percent free and reduced-price): The record must indicate when a child in attendance received a meal.
- d. Food production records indicating components and quantities of food prepared.
- e. On-site Reviews

Review each ASSP two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an ASSP operating year-round shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter. (Reference 7 CFR §210.9[c][7]) This includes RCCI's that operate on a year round basis. See form the monitoring form on **page C-121**.

#### 7. After School Snack (ASSP) Meal Pattern Requirements

- a. Grain-based desserts are not allowable for ASSP. Grain-based desserts are indicated in red in the ASSP Grains Chart. This includes:
  - Granola bars, breakfast bars, cookies including vanilla wafers, doughnuts, sweet rolls such as cinnamon rolls, toaster pastries, etc.
- b. Grains served must be ounce equivalent.
- c. 80% of the grains served for the week must be whole grain-rich.
- d. Fifty percent (50%) of fruit and/or vegetable served can be in the form of juice for the week.
- e. Flavored milk can have up to 10 grams of added sugar pure 8 ounces (1/2 pint).
  - It is not required to offer a variety of milk at snack.
- f. Yogurt may have no more than 12 grams of added sugars per 6 ounces (2 grams of added sugar per ounce).

Yogurt Serving in Ounces	Yogurt Serving in Grams	Added Sugars Allowed
2 oz.	57 grams	0-4 grams
3 oz.	85 grams	0-6 grams
4 oz.	113 grams	0-8 grams
5.3 oz.	150 grams	0-10 grams
6 oz.	170 grams	0-12 grams
8 oz.	227 grams	0-16 grams

*\*Uses ounces for yogurt. If ounces is not indicated, then use grams.*

g.. Breakfast cereals may have no more than 6 grams of added sugars per dry ounce.

Breakfast Cereal Serving Size	Added Sugars Allowed
12-16 grams	0-3 grams
26-30 grams	0-6 grams
31-35 grams	0-7 grams
36-40 grams	0-8 grams
45-49 grams	0-10 grams
55-58 grams	0-12 grams
59-63 grams	0-13 grams
74-77 grams	0-16 grams

# AFTERSCHOOL SNACK (ASSP)

## MEAL PATTERNS (Updated FY2026)

Food Components and Food Items <sup>1</sup>	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs)
<b>Fluid Milk<sup>2</sup></b>	4 fluid ounces	8 fluid ounces	8 fluid ounces
Lean meat, poultry, or fish	1/2 ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>3</sup>	1/2 ounce	1 ounce	1 ounce
Cheese	1/2 ounce	1 ounce	1 ounce
Large egg	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/4 cup	1/4 cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	2 Tbsp	2 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>4</sup>	2 ounces or 1/4 cup	4 ounces or 1/2 cup	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts, or seeds	1/2 ounce	1 ounce	1 ounce
<b>Vegetables<sup>5,9</sup></b>	1/2 cup	3/4 cup	3/4 cup
<b>Fruits<sup>5,9</sup></b>	1/2 cup	3/4 cup	3/4 cup
<b>Grains<sup>6, 7, 8</sup></b>			
Whole grain-rich or enriched bread	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	1/4 cup	1/2 cup	1/2 cup
Flakes or rounds	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/4 cup	1/4 cup

<sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

<sup>2</sup> Must be unflavored lowfat (1%) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1%), unflavored fat-free (skim) milk, flavored lowfat (1%), or flavored fat-free (skim) milk for children aged six and older. Flavored milk must contain no more than 10 grams of added sugar per 8 ounces.

<sup>3</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>4</sup> Yogurt must contain no more than 12 grams of added sugars per 6 ounces.

<sup>5</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>6</sup> 80% of all the grains offered throughout the course of the week must be whole grain-rich.

<sup>7</sup> Breakfast cereals must contain no more than 6 grams of added sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>8</sup> Grain-based desserts do not count toward meeting the Grains requirement

<sup>9</sup> No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.

# AFTERSCHOOL SNACK (ASSP) GRAINS CHART

Exhibit A—Grains for Child Nutrition Programs<sup>1,2</sup>

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
<ul style="list-style-type: none"> <li>•Bread-type coating</li> <li>•Breadsticks (hard)</li> <li>•Chow mein noodles</li> <li>•Croutons</li> <li>•Pretzels (hard)</li> <li>•Savory crackers (saltines and snack crackers)</li> <li>•Stuffing (dry) <i>Note: Weights apply to bread in stuffing.</i></li> </ul>	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
<ul style="list-style-type: none"> <li>•Bagels</li> <li>•Batter-type coating</li> <li>•Biscuits</li> <li>•Breads (white, wheat, whole-wheat, French, Italian)</li> <li>•Buns (hamburger and hot dog)</li> <li>•Egg roll skins</li> <li>•English muffins</li> <li>•Pita bread (white, wheat, whole-wheat)</li> <li>•Pizza crust</li> <li>•Pretzels (soft)</li> <li>•Rolls (white, wheat, whole-wheat, potato)</li> <li>•Sweet crackers (graham crackers—all shapes, animal crackers)</li> <li>•Tortillas (wheat or corn)</li> <li>•Tortilla chips (wheat or corn)</li> <li>•Taco shells</li> </ul>	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz
GROUP C	MINIMUM SERVING SIZE FOR GROUP C
<ul style="list-style-type: none"> <li>•Cookies<sup>3</sup> (plain, includes vanilla wafers)</li> <li>•Cornbread</li> <li>•Corn muffins</li> <li>•Croissants</li> <li>•Pancakes</li> <li>•Pie crust (dessert pies<sup>3</sup>, fruit turnovers<sup>3</sup>, cobbler<sup>3</sup>, and meat/meat alternate pies)</li> <li>•Waffles</li> </ul>	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz

<sup>1</sup> Under the CACFP, the following foods are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. For meals and snacks served to children and adults, at least one serving of grains per day in the CACFP must be whole grain-rich. Under the NSLP and SBP, the following food quantities from Group A-G must contain at least 16 grams of whole grain or can be made with 8 grams of whole grain and 8 grams of enriched meal and/or enriched flour to be considered whole grain-rich.

<sup>2</sup> Some of the following foods or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup> Considered a grain-based dessert and cannot count toward the grain component at any meal served under the CACFP as specified in §226.20(a)(4).

<sup>4</sup> Refer to program regulations for the appropriate serving size for supplements served to children and adult participants. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>5</sup> Under the CACFP, cereals may be whole grain, enriched, or fortified, and must contain no more than 6 grams of sugar per dry ounce.

# ASSP GRAINS CHART

## Exhibit A continued

GROUP D	MINIMUM SERVING SIZE FOR GROUP D
<ul style="list-style-type: none"> <li>•Doughnuts<sup>3</sup> (cake and yeast-raised, unfrosted)</li> <li>•Granola bars<sup>3</sup> (plain, cereal bars, breakfast bars)</li> <li>•Muffins (all except corn)</li> <li>•Sweet roll<sup>3</sup> (unfrosted)</li> <li>•Toaster pastry<sup>3</sup> (unfrosted)</li> </ul>	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
GROUP E	MINIMUM SERVING SIZE FOR GROUP E
<ul style="list-style-type: none"> <li>•Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces, fruit purees)</li> <li>•Doughnuts<sup>3</sup> (cake and yeast-raised, frosted and glazed)</li> <li>•French toast</li> <li>•Granola bars<sup>3</sup> (with nuts, chocolate pieces, or dried fruit)</li> <li>•Sweet rolls<sup>3</sup> (frosted)</li> <li>•Toaster pastry<sup>3</sup> (frosted)</li> </ul>	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz
GROUP F	MINIMUM SERVING SIZE FOR GROUP F
<ul style="list-style-type: none"> <li>•Cake<sup>3</sup> (plain, unfrosted)</li> <li>•Coffee cake<sup>3</sup></li> </ul>	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz
GROUP G	MINIMUM SERVING SIZE FOR GROUP G
<ul style="list-style-type: none"> <li>•Brownies<sup>3</sup> (plain)</li> <li>•Cake<sup>3</sup> (all varieties, frosted)</li> </ul>	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz
GROUP H	MINIMUM SERVING SIZE FOR GROUP H
<ul style="list-style-type: none"> <li>•Cereal grains (barley, quinoa, etc.)</li> <li>•Breakfast cereals<sup>4,5</sup> (cooked)</li> <li>•Bulgur or cracked wheat</li> <li>•Macaroni (all shapes)</li> <li>•Noodles (all varieties)</li> <li>•Pasta (all shapes)</li> <li>•Ravioli (noodle only)</li> <li>•Rice (enriched white or brown)</li> </ul>	1 oz eq = 1/2 cup cooked (or 28 gm dry)
GROUP I	MINIMUM SERVING SIZE FOR GROUP I
<ul style="list-style-type: none"> <li>•Ready-to-eat breakfast cereal<sup>4,5</sup> (cold, dry)</li> </ul>	1 oz eq = 1 cup or 1.0 oz for flakes or rounds 1 oz eq = 1.25 cup or 1.0 oz for puffed cereal 1 oz eq = 1/4 cup or 1.0 oz for granola

<sup>3</sup> Considered a grain-based dessert and cannot count toward the grain component at any meal served under the CACFP as specified in §226.20(a)(4).

<sup>4</sup> Refer to program regulations for the appropriate serving size for supplements served to children and adult participants. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>5</sup> Under the CACFP, cereals may be whole grain, enriched, or fortified, and must contain no more than 6 grams of sugar per dry ounce.

\*Attendance = X and Reimbursable Meal Served = O over the X

Year: \_\_\_\_\_

[illegible]

1. Record the name of the After-School Snack Program (ASSP) site.
2. Record the month and year.
3. List each child's first and last name.
4. Daily, check each child who is in attendance with an X.
5. As a reimbursable snack is served to each individual child, CIRCLE all checks that are circled.

# AFTERSCHOOL SNACK PROGRAM MEAL COUNT WORKSHEET

Name of After-School Snack Site: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

DATE	CATEGORICAL COUNT SITES ONLY				50% ELIGIBLE SITES ONLY
	FREE	REDUCED- PRICE	FULL-PRICE	TOTAL	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTALS					



# Example

## AFTERSCHOOL SNACK MENUS AS SERVED INSTRUCTIONS

1. The snack menus are recorded on the menu-planning pages under the *Menu* column.
2. Each meal component being credited must be recorded in the proper component box.
3. Total quantities of food served from each meal component must be recorded. Remember to indicate package size, poundage, ounces, fresh, frozen, etc.
4. Remember to always record the following daily:
  - a. Date, including year
  - b. Total number of children served
  - c. Number of children served in each age group
  - d. Number of adults served
  - e. Number of contract snacks served
5. The menu-planning pages must be kept on-site at all times.
6. Maintain the menu-planning pages on a fiscal year basis beginning July 1 and ending on June 30 of each fiscal year.
7. Keep the menu-planning pages on file with all other CNP records at the close of the fiscal year.

SNACK	MENU	QTY SERVED: MEAT/MEAT ALTERNATE	QTY SERVED: GRAINS/ BREADS	QTY SERVED: VEGETABLE/ JUICE	QTY SERVED: FRUIT/JUICE	QTY SERVED: MILK
<b>Date:</b> <u>8/25/XX</u> Total children served: <u>41</u> Number of children served: 3-5: _____ 6-18: <u>41</u> Adults: <u>3</u> Contract: <u>0</u>	Apple  Graham Crackers		3 lb Graham Crackers	44 Apples		
<b>Date:</b> <u>8/26/XX</u> Total children served: <u>39</u> Number of children served: 3-5: _____ 6-18: <u>39</u> Adults: <u>0</u> Contract: <u>0</u>	Doritos ( <i>variety</i> )  Milk		39 (2 5/8 oz) bags			39 (1/2 pint) white 1% milk
<b>Date:</b> <u>8/27/XX</u> Total children served: <u>45</u> Number of children served: 3-5: _____ 6-18: <u>45</u> Adults: <u>3</u> Contract: <u>0</u>	Peanut Butter and Jelly Sandwich  Water	2 (32 oz) jar	6 lb loaf whole wheat bread			

# AFTERSCHOOL SNACK (ASSP) MENUS AS SERVED

SNACK	MENU	QTY SERVED: MEAT/MEAT ALTERNATE	QTY SERVED: GRAINS/ BREADS	QTY SERVED: VEGETABLE/ JUICE	QTY SERVED: FRUIT/JUICE	QTY SERVED: MILK
<b>Date:</b> _____  Total children served: _____  Number of children served: 3-5: _____ 6-18: _____ Adults: _____ Contract: _____						
<b>Date:</b> _____  Total children served: _____  Number of children served: 3-5: _____ 6-18: _____ Adults: _____ Contract: _____						
<b>Date:</b> _____  Total children served: _____  Number of children served: 3-5: _____ 6-18: _____ Adults: _____ Contract: _____						
<b>Date:</b> _____  Total children served: _____  Number of children served: 3-5: _____ 6-18: _____ Adults: _____ Contract: _____						
<b>Date:</b> _____  Total children served: _____  Number of children served: 3-5: _____ 6-18: _____ Adults: _____ Contract: _____						

**AFTERSCHOOL SNACKS MENU EXAMPLE**  
**SWEET SNACKS/GRAIN-BASED DESSERTS CANNOT BE SERVED AT SNACK**

Monday	Tuesday	Wednesday	Thursday	Friday
Sausage (1 oz) Biscuit (1 oz) Water	Fresh Vegetables (3/4 cup) Ranch Dressing, Fat-Free* Milk (8 oz) Chocolate FF	Cheese Stick (1 oz) Dorito Chips (1.75 oz) Water	Peanut Butter (2 Tbsp) Ritz Crackers (1 oz) 100% Fruit Juice (3/4 cup)	Banana Nut Muffin (2 oz) Milk (8 oz) Chocolate FF
Breakfast Cereal (1 oz) Milk (8 oz) White 1%	Tortilla Chips (1 oz) Salsa* Cheese (1 oz) Water	Pancake on a Stick (4 oz - 2 oz meat/meat alternate & 2 oz grain) CN#: 343434 100% Fruit Juice (3/4 cup)	Banana (1 each) Animal Crackers (1 oz) # Water	Fish-Shaped Crackers (0.7 oz) Milk (8 oz) Chocolate FF
Graham Cracker (1 oz) 100% Fruit Juice (3/4 cup)	Corn Dog (4 Oz - 2 oz. Meat/ meat alternate & 2 oz. grain) CN#: 121212 Water	Apple, Sliced (Medium) Yogurt (4 oz) 100% Fruit Juice (6 oz)	Animal Crackers (1 oz) Milk (8 oz) Chocolate FF	Carrot Sticks (9 1/2" x 4") Ranch Dip, Fat-Free* Milk (8 oz) Chocolate FF
Bread Stick (1 oz) with Cheese (1 oz) Pizza Sauce* Water	Cereal (1 oz) Milk (8 oz) White 1% 100% Fruit Juice (3/4 cup)	Applesauce (3/4 cup) Graham Crackers (1 oz) Water	French Toast Sticks (2.4 oz) Yogurt (4 oz) Water	Tortilla (1.5 oz) with Cheese (1 oz) Milk (8 oz) White 1%
Orange 1 1/2 (Medium) Milk (8 oz) Chocolate FF	Soft Pretzel (1 oz) Cheese sauce* 100% Fruit Juice (3/4 cup)	Peaches, Canned (3/4 cup) Milk (8 oz) Chocolate FF	Peanut Butter (2 Tbsp) Jelly* Bread (2 oz) Milk (8 oz) White 1%	Pineapple Chunks (3/4 cup) Blueberry Muffin Square (2 oz) Water

\*Extra Food

# AFTERSCHOOL SNACK PROGRAM (ASSP) ON-SITE REVIEW

Area-Eligibility Based on \_\_\_\_\_ Site

SITE: _____	YES	NO	NA*
<b>A. ATTENDANCE</b>			
1. Is an attendance list used in the meal count system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is attendance list updated as needed (at least daily)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there an educational or enrichment component offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. MEAL COUNT RECORDING AND EDIT CHECKS</b>			
1. Are snacks served after the students' school day has ended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all snacks consumed in their entirety on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the site use proper procedures for counting and recording snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For any day during the review month, does the number of snacks claimed exceed the daily allowance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the site have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. MENU MEAL PATTERN REQUIREMENTS</b>			
1. Do all snacks served include the required components (two of the four)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do all snacks served meet the quantity requirements for the age groups served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all students receive both the required components in the correct quantities before the snacks are claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are adequate food production records being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is milk offered from the following?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Unflavored or flavored fat-free</li> <li>• Unflavored lowfat (1%)</li> <li>• Lactose-reduced lowfat (1%) or fat-free</li> <li>• Ultra High Temperature (UTH) lowfat (1%) or fat-free</li> <li>• Cultured buttermilk lowfat (1%) or fat-free</li> <li>• Acidified milk lowfat (1%) or fat-free</li> <li>• Lactose-free lowfat (1%) or fat-free</li> </ul>			
<b>FOR SITES NOT MEETING 50 PERCENT ELIGIBILITY ONLY</b>			
<b>D. APPLICATION APPROVAL</b>			
1. Are applications approved at the school? Responsible Party: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are applications on file correctly approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do names on the attendance list match approved applications on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are snacks made available free or at a reduced price to all students who are determined by the school food authority (SFA) to be eligible for such benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. MEAL COUNT SYSTEM</b>			
1. Does the meal count system produce an accurate count of reimbursable snacks (free, reduced-price, full-price) served to eligible children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If students are charged for snacks, do the collection procedures in use match the approved collection procedures in the Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If the meal count is not taken at the time the snack is served, does the school have a system to account for reimbursable snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the meal count system prevent overt identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the medium of exchange made available to all students at the same location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the medium of exchange used prohibit codes for identifying students as free, reduced-price, or full-price?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments (List any problems that need corrective action):**

Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

\*Not applicable

## B. Special Milk Program (SMP)

1. In 1954 the SMP was implemented to encourage fluid milk consumption by selling milk to students at the lowest possible price and serving milk free to students determined to be eligible. Beginning in 1961 and continuing through 1986, this program was available only to schools and nonprofit child care institutions not participating in the NSLP and SBP. In 1986 the SMP was expanded to include split-session kindergarten children who do not have access to the breakfast and/or lunch programs because of their half-day schedules. The benefits of the program were also extended to preprimary class students who do not have access to the breakfast and/or lunch programs because of their half-day schedules.

School districts that have split-session kindergarten and preprimary students who do not have access to the NSLP and/or SBP may receive reimbursement for milk served to these students. Schools may choose either to serve milk free to students qualifying according to family income, serve milk at a set price to all students, or serve milk free to all students.

- a. **Nonpricing Program:** All children are served milk free of charge, and all milk served is claimed for reimbursement at the rate established by USDA.
  - b. **Option 1 Pricing Program:** Children whose family size/income falls within the free guidelines are served free milk. Reimbursement is claimed for the average cost of milk served free to eligible children. Children who are not eligible for free milk pay for the milk served, and reimbursement is claimed for paid milk at the rate established by USDA.
  - c. **Option 2 Pricing Program:** All children are charged for milk served regardless of family size/income. All milk served is claimed for reimbursement at the rate established by USDA.
2. Sites **MUST** offer students fluid pasteurized milk in **at least two choices** from the following:  
**Unflavored milk must be one of the choices offered at each meal service.**
    - Unflavored or flavored fat-free (skim)
    - Unflavored or flavored lowfat (1%)
    - Lactose-reduced lowfat (1%) or fat-free (skim)
    - Lactose-free lowfat (1%) or fat-free (skim)
    - Acidified milk, such as acidified kefir milk and acidified acidophilus milk (1%) or fat-free (skim)
    - Cultured milk, such as cultured buttermilk, cultured kefir milk, and cultured acidophilus milk (1%) or fat-free (skim); and
    - Ultra High Temperature (UHT) Milk (1%) or fat-free (skim)
    - a. Flavored milk can be served to students 6 and older. 5 and under can only have white milk.
    - b. If *flavored milk is served, each 8 ounces (1/2 pint) can have up to 10 grams of added sugar.*

## C. Summer Programs

### 1. Schools Operating Accredited Summer School Sites

A school site operating an accredited summer school as defined in Oklahoma Statute 210:35-15-2, after the regular school year has concluded, has **TWO** options in continuing to feed its students during the summer months:

- a. Summer Food Service Program (SFSP).
- b. Seamless Summer Option (SSO)
  - The Seamless Summer Option is an extension of NSLP/SBP/ASSP

### 2. Schools **NOT** Operating Accredited Summer School Sites

A school site **NOT** operating an accredited summer school as defined in Oklahoma Statute 210:35-15-2, after the regular school year has concluded, has **many different options** to consider if continuing to feed students during the summer months. Participating in any of the options listed **does not** affect the way the school site uses its carryover applications from the previous school year into the next regular school year. Refer to the Eligibility Section for additional information in carryover applications.

#### a. Summer Feeding Program (SFSP)

Schools may operate the SFSP at one or more sites. These are the actual locations where meals are served and children eat in a supervised setting. Eligible sites are those that serve children in low-income areas or specific groups of low-income children. Schools must provide documentation that their proposed sites meet the income-eligibility criteria required by law or use the census tract for documentation of eligibility. The most common types of sites are: open sites, restricted open sites, and closed enrolled sites. **Application deadline is April 30th.**

(1.) Types of Sites—Schools may sponsor the following types of sites:

- (a) **Open Site**—Children aged 18 and under eat free in the community where at least 50 percent of the children are eligible for free or reduced-price school meals. These sites may be operating an accredited summer school program or a 21st Century Grant Program. An open site may participate in the SFSP without offering any type of educational or enrichment program.
- (b) **Restricted Open Site**—This is an open site restricted for safety, control, or security, and that meets the 50 percent criteria. Educational or enrichment programs may or may not be offered along with the meal service.
- (c) **Closed Enrolled Sites**—This site may be in any community for an enrolled group of low-income children meeting the 50 percent criteria explained previously. This excludes accredited summer school programs, but includes programs such as 21st Century grants, tutoring, etc.

(2.) Special Types of Sites:

- (a) **Migrant Site**—This site serves children of migrant families.
- (b) **Camps**—A site is residential or nonresidential.

(3.) Basic Requirements:

- (a) **Application**—SFAs may apply for the SFSP by calling Dee Houston at 405-522-4943 or Dee.Houston@sde.ok.gov. The school will receive a Username and Password to access the SFSP system. **Training is required for new sponsors.**
- (b) **Notifying Families**— The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, establishes requirements for conducting outreach to households on the availability of Summer Feeding Service Program meals. Section 112 of the Act amends Section 13(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1761[a]) requires each SFA utilizing SFSP to inform eligible families of the availability and location of free meals for students when the regular school year ends.
  - Acceptable notification may include developing or disseminating printed or electronic materials to families of school children prior to the end of the school year that provide information on the availability and location of SFSP meals. Other notification to promote the availability and location of SFSP meals may be approved by the State agency. (Reference USDA Policy Memo SP-04-2011)
- (c) **Meals Prepared in Schools** (7 CFR 225.16[f][1][i])—Schools participating in the NSLP or SBP are accustomed to preparing meals that meet federal nutritional requirements. Sponsors serving meals that are prepared in schools may, with prior State agency approval, use the meal requirements of those programs instead of the SFSP meal patterns. Sections 210.10 and 210.10(a) of NSLP regulations and Sections 220.8 and 220.8(a) of SBP regulations describe requirements for school meals.
- (d) **Reimbursement**—Meals are reimbursed at a higher free reimbursement rate than the Seamless Summer Option. The site reports the number of reimbursable meals served each month and receives a combination of operating and administrative reimbursement. Schools receive the maximum reimbursement by claiming the number of reimbursable meals multiplied by the current rates.

**2025 Rates for Summer Food Service Program for Children**

Rural or Urban Self-Prep* Sites or Rural Vended Sites		Urban Vended Sites	
Breakfast	\$ 3.0875	\$ 3.0300	(Operating and administrative reimbursement rates have been added together)
Lunch/Supper	5.4025	5.3150	
Snack	1.2800	1.2500	

**NOTE:** Urban counties include: Canadian (09), Cleveland (14), Comanche (16), Cotton (17), Creek (19), Garfield (24), Grady (26), Lincoln (41), Logan (42), McClain (47), Oklahoma (55), Okmulgee (56), Osage (57), Pawnee (59), Rogers (66), Sequoyah (68), Tulsa (72), and Wagoner (73). Any SFSP sites located in these counties or any SFSP sites under an FSMC contract will automatically receive the lower (urban-vended) rates.

\*Self-prep sites in either urban or rural areas receive the higher rate



- (e) **Monitoring by SFA**—SFAs operating sites under the SFSP must conduct the following monitoring visits:
- (1) Preoperational site visit for all new sites, or those with problems from the previous year (part of application process)
  - (2) One monitoring visit must be conducted during first four weeks of program operation for all sites.
  - (3) One monitoring visit must be conducted during the first two weeks of program operation for all new sites and those with problems in the previous year.

The chart on **page C-127-129** shows the difference between the Summer Feeding Program (SFSP) and the Seamless Summer Option (SSO).

**b. Seamless Summer Option (SSO)**

The Seamless Summer Option combines features of the NSLP, the SBP, and the SFSP. SFAs participating in the Seamless Summer option basically follow the same guidelines as the NSLP and SBP. **Application deadline is May 15, 2026.**

(1.) Approval Criteria:

In order for an open site to be approved, at least 50 percent of the children in the area to be served must be eligible for free or reduced-price school meals. Closed enrolled sites may also qualify if 50 percent of the enrolled children are eligible for free or reduced-price meals. At these sites, reimbursement is provided for meals served to all children aged 18 and under. Camps must qualify based on individual children's eligibility and may only claim reimbursement for children who are eligible for free or reduced-price meals.

(2.) Types of Sites:

- (a) **Open Site**—All children eat free in the community where at least 50 percent of the children are eligible for free or reduced-price meals. These sites may be operating an accredited summer school program, a 21st Century Grant Program, or the site *may just be offering the meal*. An open site may participate in the Seamless Summer Option without offering any type of educational or enrichment program.
- (b) **Restricted Open Site**—This is an open site restricted for safety, control, or security and that meets the 50 percent criteria above. Educational or enrichment programs may or may not be offered along with the meal service.
- (c) **Closed Enrolled Site**—This site may be in any community for an enrolled group of low-income children meeting the 50 percent criteria for an open site or using the eligibility status of individual children if 50 percent or more of the enrolled children are free and reduced-price. The SFA must explain why a closed enrolled site is being sponsored.
- (d) **Migrant**—This site serves children of migrant families.
- (e) **Camps**—A site must be nonresidential. A camp may qualify if 50 percent or more of the enrolled children are eligible for free or reduced-price meals and can only claim reimbursement for those children. The SFA must explain why a camp is being sponsored instead of a more conventional Seamless Summer Option site.

(3.) Basic Requirements for the Seamless Summer Option

- (a) **Application**—SFAs may apply online. Contact our office at 405-521-3327 if you have questions.
- (b) **Meal Pattern Requirements**—SFAs follow the same menu-planning option implemented during the regular school year.
- (c) **Reimbursement**—Meals are reimbursed at the same NSLP/SBP/ASSP free rate as during the regular school year.

**2024 Rates for Seamless Summer Option Through June 30, 2024**

**Meal Rate**

Breakfast	\$	2.28	or	2.73	(if site is Severe Need)
Lunch/Supper		4.25	or	4.27	(if district is a 60 percent district)
Snack		1.17			

- (d) **Meal Service**—Open and closed enrolled sites may claim up to two types of meals per day in any combination except lunch and supper. Camps and migrant sites may serve a maximum of three meals per day and may claim both lunch and supper on the same day.
- (e) **Monitoring by SFA**—SFAs must review each site at least once during operation to ensure compliance with meal counting, meal claiming, menu planning, and food safety requirements. **A monitoring review is to be conducted within the first 3 weeks of operation.**

c. Non-Congregate Meal Service in Rural Areas for SFSP and SSO (SP-13-2024)

Summer Food Service Program (SFSP) and NSLP Seamless Summer Option (SSO) sponsors are allowed operate non congregate meal service if the school meets the rural requirements, and completes the online application. Approval is on a case-by-case basis. In order to serve non-congregate meals, the district must:

**Rural definition:**

- Any area in a county which is not a part of a Metropolitan Statistical Area based on the Office of Management and Budget's Delineations of Metropolitan Statistical Areas
- Any area in a county classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Continuum Codes and Urban Influence Codes
- Any census tract classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Commuting Area codes;
- Any area of a Metropolitan Statistical Area which is not part of a Census Bureau-defined urban area;
- Any area of a State which is not part of an urban area as determined by the Secretary
- Any subsequent substitution or update of the aforementioned classification schemes that Federal governing bodies create; or
- Any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with Southwest Region Office approval, is determined to be rural in character based on other data sources.

## COMPARISON OF PROGRAMS - SUMMER FOOD SERVICE PROGRAM (SFSP) VERSUS SEAMLESS SUMMER FEEDING WAIVER

TOPIC	SUMMER FEEDING SERVICE PROGRAM (SFSP)	SEAMLESS SUMMER OPTION (SSO)
<b>Application Deadline</b>	<ul style="list-style-type: none"> <li>Application is due to Oklahoma State Department of Education by April 30th</li> </ul>	<ul style="list-style-type: none"> <li>Application is due to State Department of Education by May 15th</li> </ul>
<b>Duration of Approval</b>	<ul style="list-style-type: none"> <li>As stated in agreement and application requirement</li> </ul>	<ul style="list-style-type: none"> <li><i>Same as SFSP</i></li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Training is required for all participants prior to application approval.</li> <li>Required trainings - Annual Summer Feeding Training, Food-Buying Guide, and Civil Rights</li> </ul>	<ul style="list-style-type: none"> <li>Training is not required but highly recommended</li> </ul>
<b>Eligible Sponsors</b>	<ul style="list-style-type: none"> <li>Schools/SFAs</li> <li>Local government agencies</li> <li>Private nonprofit organizations</li> <li>Universities or colleges</li> <li>Community or faith-based organizations</li> </ul>	<ul style="list-style-type: none"> <li>Schools/SFAs only</li> </ul>
<b>Types of Meals</b>	<ul style="list-style-type: none"> <li>Breakfast</li> <li>Lunch/supper</li> <li>Snack (AM or PM)</li> </ul> <p>Lunch and supper cannot be reimbursed for the same day by the same site except for camp and migrant sites</p>	<ul style="list-style-type: none"> <li><i>Same as SFSP</i></li> </ul>
<b>Maximum Number of Meals</b>	<ul style="list-style-type: none"> <li>Two for most sites</li> <li>Any combination except lunch and supper</li> <li>Three meals for residential camps and migrant sites</li> </ul>	<ul style="list-style-type: none"> <li>Same as SFSP, except no residential camps</li> </ul>
<b>Commodities</b>	<ul style="list-style-type: none"> <li>Allowed to use Commodities</li> <li>May receive bonus commodities</li> </ul>	<ul style="list-style-type: none"> <li>Same as SFSP</li> </ul>
<b>Reimbursement Rates</b>	<ul style="list-style-type: none"> <li>SFSP Operating and Administrative Rates apply (these are higher rates than the National School Lunch Program [NSLP]/School Breakfast Program [SBP]/After-School Snack Program [ASSP])</li> <li>New rates are available in January</li> </ul>	<ul style="list-style-type: none"> <li>NSLP, SBP, and ASSP rates apply these are lower rates than SFSP</li> <li>New rates are available in July</li> </ul>

## COMPARISON OF PROGRAMS - SUMMER FOOD SERVICE PROGRAM (SFSP) VERSUS SEAMLESS SUMMER FEEDING WAIVER

TOPIC	SUMMER FEEDING SERVICE PROGRAM (SFSP)	SEAMLESS SUMMER OPTION (SSO)
<b>Monitoring Required by the SFA/Sponsors</b>	<ul style="list-style-type: none"> <li>Required to perform preoperational visit before a new or problem site operates the summer program</li> <li>Must visit all sites once during first week of operation (waived for experienced Sponsors that are SFA's)</li> <li>Each site must review once during first four weeks of operation and then monitor at a REASONABLE level.</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of meal counting, claiming, and meal pattern compliance within three weeks of start of operations</li> </ul>
<b>Establishing Site Eligibility</b>	<p><i>Open sites:</i> In the attendance area of a school or in a geographic area defined by census data where 50 percent or more of the children qualify for free or reduced price school meals, and open to community</p> <p><i>Enrolled sites:</i> 50 percent or more of enrolled children are eligible for free or reduced price meals, determined by approved application, or operate in an eligible area</p> <p><i>Migrant sites:</i> Certification by a migrant organization that the sites serve children of migrant farm workers</p> <p><i>Camps:</i> Offer a regularly scheduled food service as part of an organized program for enrolled children</p> <p>*As applicable, alternative forms of data may be used to establish site eligibility, including Special provision data (including Community Eligibility)</p>	<ul style="list-style-type: none"> <li><i>Same as SFSP</i></li> </ul>
<b>Reimbursement Method</b>	<ul style="list-style-type: none"> <li>SFSP sponsors receive the maximum reimbursement (meals times rates) without regard to their actual or budgeted costs</li> <li>Sponsors may use reimbursements to pay for any allowable program cost</li> <li>Camps are reimbursed only for meals served to eligible children preceding year were free or reduced</li> </ul>	<ul style="list-style-type: none"> <li>If area eligible, all meals reimbursed at NSLP/SBP free rate</li> <li>Extra reimbursements available under NSLP/SBP provided under SSO, as applicable</li> <li>If applications required (camps or closed enrolled in non-eligible area), free and reduced price meals reimbursed at free NSLP/SBP rate; no reimbursement for paid meals at these sites</li> </ul>
<b>Monitoring Required by State</b>	<ul style="list-style-type: none"> <li>Reviewed every 3 years or more frequently based on program size and prior problems identified by the state agency</li> </ul>	<ul style="list-style-type: none"> <li>Administration Review (AR) every 5 years.</li> <li>At least one seamless site must be included in a AR of an SFA.</li> </ul>
<b>Non-Congregate in Rural Areas</b>	<ul style="list-style-type: none"> <li>Non-congregate is only allowed in rural areas</li> <li>Must have a state agency and USDA approved application</li> <li>Non-congregate is approved on a case-by-case basis</li> </ul>	<ul style="list-style-type: none"> <li><i>Same as SFSP</i></li> </ul>

## COMPARISON OF PROGRAMS - SUMMER FOOD SERVICE PROGRAM (SFSP) VERSUS SEAMLESS SUMMER FEEDING WAIVER

TOPIC	SUMMER FEEDING SERVICE PROGRAM (SFSP)	SEAMLESS SUMMER OPTION (SSO)
<b>Type of Sites and How Eligibility is Determined</b>	<p><i>Open or Restricted-Open</i> - Based on 50 percent Free/Reduce-Price (F/R) enrollment of the attendance area of a school or census block-group data.</p> <p><i>Closed Enrolled</i> - 50 percent of children enrolled based on the low-income report and are eligible for F/RP benefits.</p> <p><i>Residential Camps</i> - Only meals for children who qualify for F/RP benefits are reimbursed.</p>	<p><i>Open or Restricted-Open</i> - Same as SFSP</p> <p><i>Closed Enrolled</i> - Same eligibility criteria, except they must be located in non-needy areas only.</p> <p><i>Residential Camps</i> - Not eligible</p>
<b>Meal Pattern</b>	<ul style="list-style-type: none"> <li>• May use SFSP or NSLP/SBP/ASSP menu-planning approach</li> </ul>	<ul style="list-style-type: none"> <li>• Must use NSLP/SBP meal pattern requirements</li> </ul>
<b>Eligible Participants</b>	<ul style="list-style-type: none"> <li>• Children 18 years or younger, a person 21 years or older who meets the state definition of having a physical or mental disability.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Same as SFSP</i></li> </ul>
<b>Public Notice</b>	<ul style="list-style-type: none"> <li>• SFA/Sponsor is required to send a public media notice regarding program and eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Public media notice may be done, but it is not required</li> <li>• SFA must state how each site (excluding closed enrolled sites) will advertise availability of meals to the neighborhood community</li> </ul>
<b>Weekend Meals</b>	<ul style="list-style-type: none"> <li>• Available with State agency Approval only</li> </ul>	<ul style="list-style-type: none"> <li>• Available with State agency approval only</li> </ul>
<b>Times of Operation</b>	<ul style="list-style-type: none"> <li>• May - September for traditional school calendar areas</li> <li>• October - April during unanticipated school closures (i.e., emergencies)</li> </ul>	<ul style="list-style-type: none"> <li>• May - September for traditional school calendar areas</li> <li>• October - April during unanticipated school closures (i.e., emergencies)</li> </ul>
<b>Meal Service Locations</b>	<ul style="list-style-type: none"> <li>• Schools</li> <li>• Camps</li> <li>• Churches</li> <li>• Libraries</li> <li>• Parks</li> <li>• Community Centers</li> <li>• Housing Projects</li> <li>• Other public sites where children gather</li> <li>• Playgrounds</li> <li>• Migrant Centers</li> <li>• Pools</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Same as SFSP</i></li> </ul>
<b>Meal Cost for Children</b>	<p>All Meals are Free</p> <p>(Although camps are only reimbursed for children who qualify for free or reduced-priced meals, camp sponsors may, and usually do, provide meals free of charge to all children)</p>	<ul style="list-style-type: none"> <li>• <i>Same as SFSP</i></li> </ul>

## D. Fresh Fruit and Vegetable Program (FFVP) Grant

The FFVP grant allows school to purchase fresh fruits and vegetables to be served to elementary students during the school day at a time that is not NSLP, SBP, or ASSP. To participate in the FFVP grant, the district will need to fill out the online application in CARS and be selected. The grant is given to those schools sites who apply and have the highest Free and Reduced-priced numbers. **The USDA Fresh Fruit & Vegetable Handbook** can be found at <https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf>

Under the FFVP Grant:

- States are limited to an amount of \$50-\$75 per enrolled student per year.
- FFVP is a cost-reimbursement program.
- ***Fresh fruits and fresh vegetables must be served outside the normal mealtimes while school is in session.***
- This is not the Department of Defense (DoD) Fresh Fruit and Vegetable Program.
- FFVP is administered on the Federal Fiscal year (October 1 - September 30)
- The site must be an elementary school and on NSLP.

The FFVP provides all children in participating schools with a variety of free fresh fruits and fresh vegetables throughout the school day. It is an effective and creative way of introducing fresh fruits and fresh vegetables as healthy snack options. The FFVP also encourages community partnerships to support the schools when they offer free fresh fruits and fresh vegetables to children during the school year.

The goal of the Fresh Fruit and Vegetable Program is to:

1. Create healthier school environments by providing healthier food choices.
2. Expand the variety of fresh fruits and fresh vegetables children experience.
3. Increase children's fresh fruit and vegetable consumption.
4. Make a difference in children's diets to impact their present and future health.

**Proper Procurement Practices must be used. Refer to the district's Procurement Plan when procuring items for FFVP.**

***Geographic Preference*** allows institutions receiving funds through CNP to use geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products if using small purchase procedures. This is so competitors have an opportunity to compete for the bid. If each transaction is under \$10,000, the district can use micropurchasing. ***Micropurchasing is the most common method if purchasing local.***



## FOOD SAFETY

### 1. Food Safety Training

- a. Once every 5 years, the district Child Nutrition Director **MUST** have Food Safety Training.
- b. A new director must have Food Safety Training within 30 days of start date (if none prior to hiring.)
- c. Food safety links for school and school food service managers and employees: <http://www.fns.usda.gov/food-safety/food-safety>
- d. **Food Safety in Schools** a training program in safety and sanitation for all levels of food service employees: <https://theicn.org/icn-resources-a-z/food-safety-in-schools>
- e. Gateway to Government Food Safety Information, includes recall information and food safety tips: <http://www.FoodSafety.gov>

### 2. Food Safety Program—HACCP

- a. USDA Meat and Poultry Hotline: 1-888-674-6255
- b. FDA Food Information Line: 1-888-SAFEFOOD (723-3366)
- c. USDA Food Safety and Inspection Service: <https://www.fsis.usda.gov/>
- d. Institute of Child Nutrition (ICN)  
The University of Mississippi: 1-800-321-3054 or <https://theicn.org/>

## WELLNESS POLICY (Reference memo and Q&A SP-24-2017)

### What is a local school wellness policy?

A local school wellness policy (*wellness policy*) is a written document that guides a local educational agency's (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn. (7 CFR 210.31)

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA's jurisdiction can be addressed.

### Content of the Wellness Policy

At a minimum, policies are required to include:

- **Specific goals for** nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- **Standards and nutrition guidelines for all foods and beverages** sold to students on the school campus during the school day that are consistent with federal regulations for:
  - \* School meal Nutrition Standards.
  - \* Smart Snacks in school Nutrition Standards.



- **Standards for all foods and beverages provided, but not sold, to students** during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives)
- **Policies for food and beverages marketing** that allow marketing and advertising that meet Smart Snacks in school Nutrition Standards.
- **Description of public involvement, public updates, policy leadership, and evaluation plan.**

### **Wellness Leadership Team**

LEAs must establish a ***wellness policy leadership team*** of one or more LEAs and/or school officials who have the authority and responsibility to ensure each school complies with the policy.

### **Public Involvement**

At a minimum, LEAs must:

- **Permit participation** by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.

### **Updates to the Wellness Policy: Triennial Assessments**

State agencies are required to assess compliance with the wellness policy requirements as a part of the administrative reviews. LEAs, as well, must conduct an assessment of the wellness policy every three years, at a minimum. This assessment will determine:

- Compliance with the wellness policy.
- How the wellness policy compares to model wellness policies.
- Progress made in attaining the goals of the wellness policy.

### **Documentation**

The State agency will examine records during the administrative review, including:

- Copy of the current wellness policy.
- Documentation of how the policy and assessments are made available to the public.
- The most recent assessment of implementation of the policy.
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.
- Identification of the position/title responsible for oversight of the Wellness Policy activities.

### **Public Updates**

The rule requires that LEAs must make available to the public:

- The wellness policy, including any updates to the wellness policy, on an annual basis, at a minimum.
- The Triennial Assessment, including progress toward meeting the goals of the policy.

***Note: It is recommended to upload the wellness policy and all updated documents on the district website.***

## HEALTHY AND FIT KIDS COMMITTEE

Oklahoma Statute Section 24-100a of Title 70—each school site is required to establish a Healthy and Fit School Advisory Committee.

1. Committee members:
  - a. Must be composed of six members.
  - b. May include teachers, administrators, parents of students, health care professionals, and business representatives.
2. The committee may be combined with the school's Safe School Committee (established in Oklahoma Statute Section 24-100.5 of Title 70).
3. The committee serves as a catalyst for systemic changes in schools to promote student health and educational outcomes and can develop and implement school wellness policies and health enhancing programs which foster family and community support and involvement..
4. Each Healthy and Fit School Advisory Committee shall study and make recommendations to the school principal regarding:
  - a. **Menu Planning:** Suggesting healthy menu options for school meals.
  - b. **Food and Beverage Standards:** Reviewing and enforcing nutrition guidelines for competitive foods and beverages.
  - c. **Nutrition Education:** Promoting nutrition education in the classroom and cafeteria.
  - d. **Physical Activity:** Encouraging physical activity through physical education programs and other activities.
  - e. **Community Involvement:** Involving parents, students, and community members in promoting healthy habits.
5. Resources  
<https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy/school-wellness-committees>.

## SMART SNACKS IN SCHOOL/COMPETITIVE FOODS

1. Items sold to students during the school day **MUST** be smart snack compliant on the entire school grounds not just during the meal service area. Smart Snack foods can be served at any time during the day even at the same time as a meal service.
2. A school site is not authorized to conduct or allow any exempt fundraisers unless the school district has adopted a **written policy**. If the food items offered are not smart snack compliant, the item cannot be served anywhere on the school grounds during the entire duration of the meal service time. This includes breakfast, lunch, and after school snack. **Note: All competitive foods sold in a school district that does not have such a written policy must meet the nutritional guidelines under Smart Snacks.**
3. Nutrition Standards are set in place for all foods and beverages sold to students in school during the school day, including foods sold outside of the meals served through the NSLP and the SBP. The new Smart Snacks in School Nutrition Standards help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging—whole grains, fruits and vegetables, leaner protein, lower-fat dairy—while limiting foods with too much sugar, fat, and salt.

#### 4. Smart Snack Calculator

To assist districts in determining if a food meets the Smart Snack Rule, you will need to use the Smart Snack calculator using the product's nutrition facts label.

Go to <https://foodplanner.healthiergeneration.org/calculator>

#### 5. Definitions

- a. School Day—From midnight on any given day when school is in session to 30 minutes past when the last bell rings.
- b. All Foods—Any foods sold on school premises during the school day, no matter what fund purchased the food. ***All foods*** includes all foods in snack shops, student stores, vending machines, concession stands operating during the school day, etc.

#### 6. Fundraisers: Exemption from Smart Snack Standards

A school site is not authorized to conduct or allow any exempt fundraisers unless the school district has adopted a written policy. If the food items offered are not smart snack compliant, the item cannot be served anywhere on the school grounds during the entire duration of the meal service time. This includes breakfast, lunch, and after school snack **All competitive foods sold in a school district that does not have such a written policy must meet the nutritional guidelines under Smart Snacks.**

A school district that wishes to conduct fundraisers exempt from the Smart Snack rules must adopt a written policy which shall be board-approved and provide the following:

- a. Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each fundraiser held at the school site. An example of the School Organization Fund-Raising Form can be found under Other Documents on the CARS System.
- b. ***A limit of 30 exempt fundraisers per semester may be held at each school site.*** (Vending machines, snack shops, and student stores are all considered fundraisers.)
- c. Exempt fundraisers ***are prohibited*** from taking place during the entire meal service time to students under the NSLP or the SBP and while after-school snacks are being served to students under the ASSP.
- d. The maximum duration of any individual exempt fundraiser shall be 14 fundraising days.
- e. For each individual exempt fundraiser, documentation must be kept on file at the school site showing:
  - (1) The school organization, activity, class, or other group that benefits from the fundraiser.
  - (2) The date(s) the fundraiser is conducted, with the duration not to exceed 14 fundraising days per semester.

#### 7. Nutrient Standards for All Foods Sold in Schools

***A chart showing nutrient standards starts on the following page***

NUTRIENT STANDARDS FOR ALL FOODS SOLD IN SCHOOL		
Food/Nutrient	General Standard	Exemptions to the Standard
General Standard for Competitive Food	<p>To be allowable, a competitive <b>FOOD</b> item must:</p> <ol style="list-style-type: none"> <li>1. The food must meet the nutrient standards for calories, sodium, fats, and total sugar; AND</li> <li>2. A grain product that contains 50 to 100 percent or more whole grains by weight or have whole grains as the first ingredient; OR</li> <li>3. Have as the first ingredient a fruit, a vegetable, a dairy food, or a protein food (meats, beans, poultry, seafood, eggs, nuts, seeds, etc.); OR</li> <li>4. Be a combination food that contains at least 1/4 cup fruit and/or vegetable.</li> </ol> <p>* If water is the first ingredient, the second ingredient must be one of Items 2, 3, or 4 above.</p>	<ul style="list-style-type: none"> <li>• Fresh and frozen fruits and vegetables with no added ingredients except water are exempt from all Nutrient Standards.</li> <li>• Canned fruits packed in 100 percent juice, extra light syrup, or light syrup with no added ingredients except water or are exempt from all Nutrient Standards.</li> <li>• Canned vegetables (no salt/low sodium), with no added fats are exempt from all Nutrient Standards.</li> </ul>
NSLP/SBP Entrée Items Sold À la Carte	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after the service in the lunch or breakfast program.	
Sugar-Free Chewing Gum	Sugar-free chewing gum is exempt from all competitive food standards.	
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.	
Calories	<p>Snack items and side dishes sold à la carte: <math>\leq 200</math> calories per item as served, including any added accompaniments.</p> <p>Entrée items sold à la carte: <math>\leq 350</math> calories per item as served, including any added accompaniments.</p>	<ul style="list-style-type: none"> <li>• Entrée items served as an NSLP or SBP entrée are exempt on the day of or the day after service in the Program meal.</li> </ul>

NUTRIENT STANDARDS FOR ALL FOODS SOLD IN SCHOOL continued		
Food/ Nutrient	Nutrient Standard	Exemptions to the Standard
Total Fats	Acceptable food items must have $\leq$ 35 percent of calories from total fat as served.	<ul style="list-style-type: none"> <li>Reduced-fat cheese (including part-skin mozzarella) is exempt from the total fat standard.</li> <li>Nuts and seeds and nut/seed butters are exempt from the total fat standard.</li> <li>Bean dip including hummus are exempt from the total fat standard</li> <li>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard.</li> <li>Seafood with no added fat is exempt from the total fat standard.</li> </ul> <p>Combination products are not exempt and must meet all the Nutrient Standards.</p>
Saturated Fats	Acceptable food items must have $<$ 10 percent of calories from saturated fat as served.	<ul style="list-style-type: none"> <li>Reduced-fat cheese (including part-skin mozzarella) is exempt from the saturated fat standard.</li> <li>Nuts and seeds and nut/seed butters are exempt from the saturated fat standard.</li> <li>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard.</li> </ul> <p>Combination products are not exempt and must meet all the Nutrient Standards.</p>
Sodium	<p>Snack items and side dishes sold à la carte must be: <math>\leq</math> 200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold à la carte: <math>\leq</math> 480 mg sodium per item as served, including any added accompaniments</p>	
Sugar	Acceptable food items must have $\leq$ 35 percent of weight from total sugar as served.	<ul style="list-style-type: none"> <li>Dried whole fruits or vegetables, dried whole fruit or vegetable pieces, and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard.</li> <li>Dried whole fruits or pieces with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries) are exempt from the sugar standard.</li> <li>Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.</li> </ul>

NUTRIENT STANDARDS FOR ALL FOODS SOLD IN SCHOOL continued		
Food/ Nutrient	Nutrient Standard	Exemptions to the Standard
Caffeine	<p>Elementary and middle school: Foods and beverages must be caffeine -free with the exception of trace amounts of naturally occurring caffeine substances.</p> <p>High School: Foods and beverages may contain caffeine.</p>	
Beverages	<p><b>Elementary School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit)</li> <li>• Lowfat milk, flavored or unflavored (<math>\leq 8</math> fl oz)</li> <li>• Nonfat milk, flavored or unflavored (<math>\leq 8</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements</li> <li>• 100 percent fruit/vegetable juice (<math>\leq 8</math> fl oz)</li> <li>• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (<math>\leq 8</math> fl oz)</li> </ul> <p><b>Middle School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit)</li> <li>• Lowfat milk, flavored or unflavored (<math>\leq 12</math> fl oz)</li> <li>• Nonfat milk, flavored or unflavored (<math>\leq 12</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements</li> <li>• 100 percent fruit/vegetable juice (<math>\leq 12</math> fl oz)</li> <li>• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (<math>\leq 12</math> fl oz)</li> </ul> <p><b>High School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit)</li> <li>• Lowfat milk, flavored or unflavored (<math>\leq 12</math> fl oz)</li> <li>• Nonfat milk, flavored or unflavored (<math>\leq 12</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements</li> <li>• 100 percent fruit/vegetable juice (<math>\leq 12</math> fl oz)</li> <li>• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (<math>\leq 12</math> fl oz)</li> <li>• Other flavored and/or carbonated beverages (<math>\leq 20</math> fl oz) that are labeled to contain <math>&lt; 5</math> calories per 8 fl oz or <math>\leq 10</math> calories per 20 fl oz</li> <li>• Other flavored and/or carbonated beverages (<math>\leq 12</math> fl oz) that are labeled to contain <math>\leq 40</math> calories per 8 fl oz or <math>\leq 60</math> calories per 20 fl oz</li> </ul> <p><b>If flavored milk is served, it must meet the added sugar requirements.</b></p> <ul style="list-style-type: none"> <li>• <b>8 ounces of flavored milk = 10 grams of added sugar</b></li> <li>• <b>10 ounces of flavored milk - 15 grams of added sugar</b></li> </ul>	



# USDA MEMOS AND RESOURCES FOR COMPLIANCE SECTION

Afterschool Snack Q&A	<a href="https://www.fns.usda.gov/cn/afterschool-snacks-faqs">https://www.fns.usda.gov/cn/afterschool-snacks-faqs</a>
Community Eligibility Provision (CEP) Manual and Resources	<a href="https://www.fns.usda.gov/cn/cep">https://www.fns.usda.gov/cn/cep</a>
Guidance on Prohibition of Separation of Gender	SP-15-2015
Preschool: Flexibility for Co-Mingling	SP-37-2017
Provision 2 Guidance Manual	<a href="https://fns-prod.azureedge.us/sites/default/files/Prov2Guidance.pdf">https://fns-prod.azureedge.us/sites/default/files/Prov2Guidance.pdf</a>
Smart Snacks Calculator	<a href="https://foodplanner.healthiergeneration.org/calculator/">https://foodplanner.healthiergeneration.org/calculator/</a>
Smart Snack Q&A	SP 23-2014 (v.3)
Unpaid Meals/Charge Policy Memos	SP 58-2016 & SP 23-2017
Unpaid Meals/Charge Policy Website	<a href="https://www.fns.usda.gov/cn/unpaid-meal-charges">https://www.fns.usda.gov/cn/unpaid-meal-charges</a>
Unpaid Meal: Clarification on Collection of Delinquent Meal Debt	SP-47-2016
Wellness Policy	SP-24-2017



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