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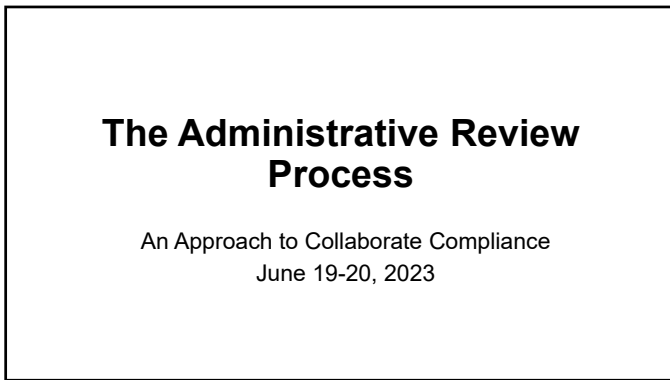
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**Let's Get Started....**

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**COMMON TERMS  
AND  
ABBREVIATIONS**

You may see the following terms and abbreviations used in the Administrative Review Workshop presentation:

1. North Carolina Department of Public Instruction (NC DPI)
2. State Agency (SA)
3. Administrative Review (AR)
4. School Food Authority (SFA)
5. Public-School Unit (PSU)
6. School Nutrition Technology System (SNTS)
7. Technical Assistance (TA)
8. Hazard Analysis Critical Control Point (HACCP)
9. Community Eligibility Provision (CEP)
10. Identified Student Percentage (ISP)
11. Paid Lunch Equity (PLE)
12. Local Wellness Policy (LWP)
13. Fresh Fruit and Vegetable Program (FFVP)
14. Food Service Management Company (FSMC)
15. Meal Component and Quantity Worksheet (MCQW)
16. Residential Child Care Institutions (RCCIs)
17. Point of Sale (POS)

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**ADMINISTRATIVE REVIEW (AR)  
PERFORMANCE STANDARDS**

**Critical Areas**

- Performance Standard 1
- Performance Standard 2

**General Areas**

- Resource Management
- Procurement
- Financial Management
- General Program Compliance

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REVIEW PERIOD

The Review Period is defined as the most recent month for claim submission prior the onsite AR

Must include > 10 operating days

Special provisions for

- Reviews early in school year
- Year round, multi-track, & provision schools

Example: The AR is being conducted during the week of **November 13, 2023**, the review month would be **October 2023**.

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DAY OF REVIEW PERIOD

The day of review period is defined as the month the AR is conducted on site at the School Food Authority.

✓ Example: The review is conducted during the week of November 13, 2023, the day of the review period is the month of November 2023. The AR Lead Specialist will have to wait until the November 2023 claim is submitted by the 10th of December 2023 to complete some of the AR forms.

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ADMINISTRATIVE REVIEW STRUCTURE

5 Monitoring Areas

- Access and Reimbursement
- Nutritional Quality/Meal Pattern
- Resource Management
- General Program Compliance
- Other Federal Program Reviews

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REVIEW  
FREQUENCY &  
SCHEDULE

Review Frequency

- 5-year cycle

Review Schedule

- State Agency discretion for High Risk School Food Authorities
- New SFAs

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DATA FOR SITE  
SELECTION

- Data for site selection from October claim (or most recent claim for ARs scheduled prior to October) :
- Site type
- Number of serving days
- Number eligible for free meals
- Number of free meals claimed

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MINIMUM NUMBER  
OF REVIEW SITES

- Review all sites with free ADP of 100 and free participation factor of  $\geq$  100% (except RCCI)

SFA sites	Review sites
1 to 5	2
6 to 10	2
11 to 20	3
21 to 40	4
41 to 60	6
61 to 80	8
81 to 100	10
101 or More	12*

\*12 plus 5 percent of the number of sites over 100

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**SELECTION  
CRITERIA FOR  
ADDITIONAL  
SITES**

Additional NSLP sites:

- Elementary sites with  $\geq 100$  free ADP and  $\geq 97\%$  free participation
- Combination sites with  $\geq 100$  free ADP and  $\geq 87\%$  free participation
- Secondary sites with  $\geq 100$  free ADP and  $\geq 77\%$  free participation

State Agency criteria

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**STATE AGENCY  
CRITERIA**

Results of Dietary Specifications risk based assessments

High or Excessively Low Student Participation

Low Performing Schools

School Breakfast Program

Schools with previous AR or TA non-compliance findings

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**SCHOOL SITE  
SELECTIONS**

Most Recent October Claim

Targeted Menu School

Additional Sites of Review

Questions 19-25 – School Site Application.

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ADMINISTRATIVE  
REVIEW  
PROCESS

Entrance Conference

Review at School Nutrition office and sites

Exit Conference and Preliminary Findings

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Party Reviews

Exit Letters, Report of Findings, Commendations, Recommendations

Corrective Action Plan

Closure Letter

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QUESTIONS?



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ACCESS AND  
REIMBURSEMENT

- Eligibility Determination
- Benefit Issuance
- Direct Certification
- Verification
- Meal Counting, Claiming and Reimbursement

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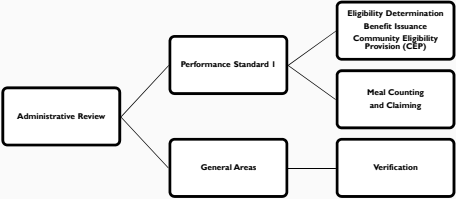
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ACCESS AND REIMBURSEMENT  
OVERVIEW



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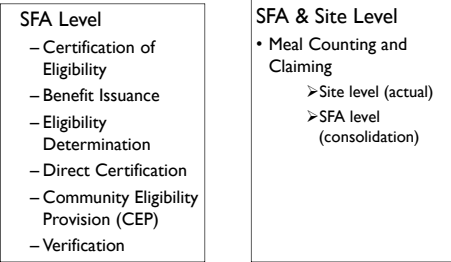
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ACCESS AND REIMBURSEMENT



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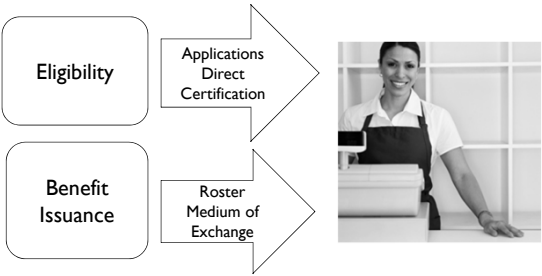
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ELIGIBILITY → BENEFIT ISSUANCE



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## WHY REVIEW BENEFITS AND ELIGIBILITY?

- Ensure program integrity
- Validate SFA regulatory compliance

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## ELIGIBILITY AND BENEFITS ISSUANCE

- Determining official
- Access to applications
- Frequency of updates to the POS



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## ELIGIBILITY AND BENEFITS ISSUANCE

What Does the State Agency Review:

- Community Eligibility Provision (CEP), if applicable
- Direct Certification
- Free and Reduced-Price Meal Applications
- Combination of CEP and Meal Applications
- Denied Applications
- Back-up system

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## COMMUNITY ELIGIBILITY PROVISION (CEP)

- The spreadsheet completed with the total number of identified students and enrollment (ADM) entered in the School Nutrition Technology System (SNTS).
- The documentation from the Direct Certification System used in completing the spreadsheet on file in the SFA for the Data Year. This is your April 1<sup>st</sup> information.
- Enrollment documentation for April 1<sup>st</sup> of the Data Year.
- Reviewers will validate your information is accurate for your claiming percentages.
- Please keep all this documentation on file at the SFA.

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## DIRECT CERTIFICATION (DC)

- Located in the School Nutrition Technology System. If you are unsure of the location, please contact your Zone Consultant.
- Are you conducting a DC upload no less than 3 times a year. HIGHLY recommended to complete this process daily, weekly or monthly to provide the program benefits for which families are entitled.
- Are program benefits being extended to household members.
- Medicaid Benefits – Make sure your system is set up correctly.

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## DIRECT CERTIFICATION

School Nutrition Programs	
Home	Description
Site Manager	Site SFA's Profile, Site and Field Information
Potential Sponsor	Potential Sponsor
Application Packet	Applications Forms (SFA and Site)
Application Manager Dashboard	Application Management Tool
Heat Pattern Compliance Summary	Number of Heat Pattern Certifications by SFA Summary
Verification Report	Mandatory Annual Verification Report
Second Review of Applications	FFV SFA report for SFAs selected to conduct a second review of applications.
Verification Summary	Mandatory Annual Verification Report (PAG-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Food Lunch Equity Tool	Food Lunch Equity Tool
Food Lunch Equity Tool Summary	Food Lunch Equity Tool Summary
Financial Report	School Food Annual Revenue and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Insitations and Approvals	Fresh Fruit and Vegetable Program Insitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Request for Funds to purchase capital items >= \$5,000
Site Enrollment	Site Enrollment and Eligibility
Free/Reduced Student List	Free/Reduced Student List
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
USDA Waivers	USDA Waivers available for participation
USDA Waiver Manager Dashboard	USDA Waiver Participation, Tracking, and Reporting
Download Forms	Forms Available for Downloading
Document Library	Library containing downloadable documents and urls
Direct Certification	Direct Certification List and Individual Student Lookup

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## FREE AND REDUCED-PRICE MEAL APPLICATION

The review of Free and Reduced-Price meal applications are an important Performance Standard I Review during the Administrative Review.

Accuracy of these applications provide families with the program meal benefits to receive school meals.

Inaccurate determination will require fiscal action during an Administrative Review.

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## FREE AND REDUCED-PRICE MEAL APPLICATIONS

- Is the current approved State Agency Free and Reduced-Price Meal application utilized by the School Food Authority.
- Application stamped with the date of receipt. All applications must be processed within 10 days of receipt.
- The Review of Applications with all required information.
- Has the family been notified of meal benefits
- Was an independent review of each application conducted
- For online applications – the computer is not part of the Second Party

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## INDEPENDENT REVIEW OF APPLICATIONS

- Required by HHFKA 2010
- Must conduct in 2023-2024
- Procedures
- Record keeping



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**SELECTING APPLICATIONS FOR REVIEW**

- Upload consolidated list of eligible students via a secure portal
- Instructions provided prior to review



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**APPLICATIONS FOR REVIEW**

Sample Size Chart					
Total # of students certified for free or reduced price benefits	SAMPLE SIZE		Total # of students certified for free or reduced price benefits	SAMPLE SIZE	
	95%	99%		95%	99%
1-100	All	All	1251-1500	300	450
101-250	60%	75%	1501-1750	310	475
251-500	50%	60%	1751-2000	320	490
501-750	40%	50%	2001-3000	335	525
751-1000	270	380	3001-4000	350	560
1001-1250	290	420	4001-5000	355	580
			5000+	360	590

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**ELIGIBILITY FILE**

E011	000	000	6637874549	013	0N2022090743552
E012	000	000	8684932478	023	0Y2022092943768
E013	000	000	3762871302	092	0Y2022072742042
E014	000	000	1986200	073	0Y2022072741482
E015	000	000	1781793277	043	0Y2022081542896
E016	000	000	2558134636	053	0Y2022072741535
E017	000	000	6643526258	022	0Y2022082943354
E018	000	000	3299866910	052	0Y2022081543016
E019	000	000	7648421962	073	0N2022091343688
E0110	000	000	8949335238	113	0N2022091343656

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## ELIGIBILITY REVIEW

Once the file is received, it is sent to the Lead Administrative Review Specialist to review.

The file will be reviewed for errors.

The file will then be uploaded into the Administrative Review.

Once uploaded into the Administrative Review, the AR Lead Specialist will download the file, separating the DC students from the Application Students.

One week before the review, the School Food Authority will receive a listing of applications to have ready on the first day of the review.



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## REVIEWING DENIED APPLICATIONS

- Minimum of 10 and up to 100%
- Notification of denial
  - Reason
  - Appeal Rights and Instructions
  - Family may reapply



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## VALIDATING BENEFIT ISSUANCE

- | Eligibility Status   | Benefit Issuance  |
|--|---|
| <ul style="list-style-type: none"><li>• The correct eligibility status for each student</li><li>• SFA Count of Reviewed Students vs. SA Count of Reviewed Students</li></ul> | <ul style="list-style-type: none"><li>• Prevention of Overt Identification</li><li>• POS Benefit Issuance Document</li><li>• Benefit Issuance Updates</li><li>• Wrong categories = Errors</li></ul> |

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**ELIGIBILITY  
AND BENEFITS  
ISSUANCE:  
COMMON  
FINDINGS**

**FINDING: DATA  
ENTRY ERROR  
RESULTS IN  
INCORRECT  
ELIGIBILITY  
STATUS.**



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**ELIGIBILITY AND  
BENEFITS  
ISSUANCE:  
COMMON FINDINGS**

**FINDING:** Application  
processed as an income  
application but required  
information is missing.



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**ELIGIBILITY AND  
BENEFITS  
ISSUANCE:  
COMMON FINDINGS**

**FINDING:** Application is  
processed on checking the  
box as migrant, runaway or  
homeless and not verified  
from district  
documentation.

Only Foster students can be  
taken at face value.



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**ELIGIBILITY AND  
BENEFITS  
ISSUANCE:  
COMMON FINDINGS**

Finding: Application list an hourly rate and calculated at 40 hours per week.



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**ELIGIBILITY AND  
BENEFITS  
ISSUANCE:  
COMMON FINDINGS**

FINDING: Confidential eligibility information is released for unauthorized purposes or without prior consent.



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**ELIGIBILITY AND  
BENEFITS  
ISSUANCE:  
COMMON FINDINGS**

FINDING: Student eligibility status is not updated in Point Of Sale (POS) or roster.



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## ELIGIBILITY AND BENEFITS ISSUANCE: CORRECTIVE ACTION

- Required for Findings/Errors
- Must be applied SFA system-wide
- Formal response required from SFA



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## ELIGIBILITY AND BENEFIT ISSUANCE: FISCAL ACTION

### Why?

- Applications missing information
- Incorrect eligibility determinations or status
- Benefit Issuance errors
- Failure to update verified applications

### How far back?

- Potentially to original date of eligibility

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## QUESTIONS?

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# VERIFICATION

CONFIRMATION OF ELIGIBILITY FOR FREE AND REDUCED-PRICE MEALS  
REQUIRED WHEN ELIGIBILITY IS DETERMINED BY APPLICATION



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## VERIFICATION: WHY REVIEW?

- Ensure program integrity
- Validate SFA regulatory compliance



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## VERIFICATION: EVALUATION

- Evaluation of Verification Summary Report (FNS 742 Report)
- Sample Size
- Reporting accuracy



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## VERIFICATION: REVIEWER NEEDS

- Verification position titles
- Description of verification process
- Continuing education documentation
- Electronic system access



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## VERIFICATION: DETERMINING COMPLIANCE

- Number of verified applications
- Accurately calculated sample size
- Verified correct number of applications
- Replaced applications accurately
- Confirmation reviews were conducted correctly



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## VERIFICATION: DETERMINING COMPLIANCE

Reviewer selects all verified applications for additional review.



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**VERIFICATION:  
ADDITIONAL  
EVALUATION**

- Notification letters met FNS requirements
- Household follow-up attempts were made
- Notice of adverse action met FNS requirements
- Eligibility status changes were timely
- Verification process completed by November 15

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**VERIFICATION: FOR  
CAUSE RESPONSES**

- Included in the non-response rate
- May impact verification method for upcoming year.



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**VERIFICATION**

Technical Assistance

Corrective Action

Fiscal Action required only if errors in:

- Initial eligibility determination
- Post verification

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## COMMON FINDINGS

- Verification process did not begin on October 1.
- Verification process did not end by November 15.
- Verification did not take place at all.



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## COMMON FINDINGS

Application selected for DC student

Incorrect verification method used

Misunderstanding of the sample size

Verification software language inconsistent with USDA resulting in selection of incorrect method

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## COMMON FINDINGS

Sample pool number not rounded up  
(exact number selected be verified - if the verification selection pool is 25.01 applications, the SFA must select 26 applications to be verified)

Inadequate applications verified

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## COMMON FINDINGS

- Applications selected for verification were not confirmed as correct before sending letters to the selected households.



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## COMMON VERIFICATION ERRORS

- Only one attempt made to collect the verification information.
- Documentation was not maintained for the second attempt.
- A student withdraws during the verification process and the process cannot be completed, the SFA must select another "similar" application in its place.

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## COMMON VERIFICATION ERRORS

- After the verification process has ended, households that re-apply which were originally found eligible for free or reduced-price meal benefits, did not provide another application with current income or proof of FNS.

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## COMMON VERIFICATION ERRORS

- Updated software, which may include verification updates, is not obtained or installed.



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QUESTIONS?



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## MEAL COUNTING AND CLAIMING

WHAT IS REQUIRED FOR THE ADMINISTRATIVE  
REVIEW?

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MEAL COUNTING  
AND CLAIMING

Meal counts and claims accurate by category

Meals counted, consolidated, and recorded correctly

Meals accurately reported and claimed for reimbursement

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MEAL COUNTING AND  
CLAIMING

- Electronic vs. Manual System
- Standard Operating Procedures
- Point of Service
- Back-up System
- Continuing Education



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MEAL COUNTING AND  
CLAIMING

Considerations during the review:

- Internal Controls/Edit Checks
- Electronic Meal Counting System
- Alternate Points of Service
- Second Meals/Non-Reimbursable



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### MEAL COUNTING AND CLAIMING

- Accurate daily count of reimbursable meals at POS
- Count by category
- Without overt identification



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### MEAL COUNTING AND CLAIMING

- Edit Checks:
- Required by USDA
  - Conducted daily at site level
  - Conducted monthly at SFA level
  - Resolve discrepancies before filing reimbursement claim



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### MEAL COUNTING AND CLAIMING

- Observations for Review Period:
- Procedures for totaling meal counts
  - Process for consolidation and reimbursement



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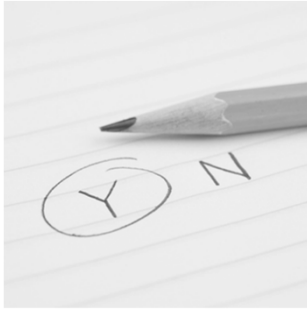
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## MEAL COUNTING AND CLAIMING

Confirmation during  
the review for:

- Compliance with the  
SA/SFA Annual  
Agreement
- Accurate claim  
consolidation



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## MEAL COUNTING AND CLAIMING

Site level validation:

- No overt Identification
- Accurate meal count by category
- No excessive overrides



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## MEAL COUNTING AND CLAIMING

Site level validation:

- Meal count comparison to review period
- Meal count comparison to approved number by  
category
- Meal count comparison to attendance adjusted eligible
- Questionable patterns
- School meal counts comparison to SFA reimbursement  
claim
- Determination of need for fiscal action

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**COMMON FINDINGS**

- Each service line does not provide an accurate count by eligibility category at the POS.
- Meal counts are incorrectly combined and consolidated or not done daily.
- There are patterns in the meal counts for the review period which appear questionable.
- Effective edit checks are not conducted as required.

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**ERRORS: TWO TYPES**

**SYSTEMIC**



**NON-SYSTEMIC**



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**ERRORS REQUIRING FISCAL ACTION**

**Meal Count Combining Errors**

- Difference between incorrect and correct meals

**Counting Errors**

- Meal counts do not equal number of eligible meals
- Meal counts by category exceed number eligible
- Second and/or ineligible meals were counted

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# STATE POLICIES

ACCOUNTABILITY

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## CASH MANAGEMENT PROCEDURES

Written cash management  
procedures available at each site

Money recorded when it is  
received

Cashier counts their receipts

Receipts verified by another  
person

Receipts deposited daily

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## CHARGE POLICY

Written charge policy  
approved by BOE

Local decision

Notify parents and students

Communication is crucial

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COMMON FINDINGS

- Cash receipts not counted and verified by two people
- Unacceptable receipting method used when money changes hands
- Cash receipts and participation records not maintained by separate people
- Written cash management policies not available and not used by employees
- Written charge policy not available and not followed

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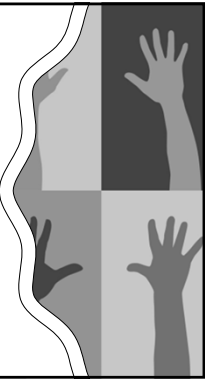
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QUESTIONS?



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MEAL PATTERN & NUTRITIONAL QUALITY



MEAL COMPONENTS AND QUANTITIES  
OFFER VS. SERVE  
DIETARY SPECIFICATIONS AND NUTRIENT ANALYSIS

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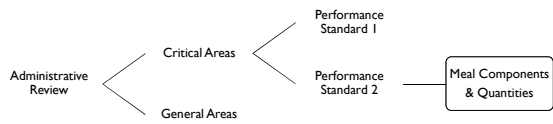
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## MEAL COMPONENTS AND QUANTITIES: PERFORMANCE STANDARD 2



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**OFF-SITE**

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## MEAL COMPONENTS AND QUANTITIES

- Purpose is to determine if menus are in compliance with the meal pattern
  - Daily and weekly minimums per age/grade group
  - whole grains
  - vegetable subgroups
  - fruit (juice)
  - milk
- Scope of the review includes:
  - Review period (off-site)
  - Day of Review (on-site)

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## MEAL COMPONENTS AND QUANTITIES

- Compliance will be verified by:
  - Meal Component and Quantity Worksheets (MCQW)
  - Visual observation of on-site meal preparation and service
  - Evaluation of production records, recipes, purchase invoices, and other documentation showing proof of reimbursable meal service from the day of review and review period
  - Recipes and Product Formulation Statements : Central Office on the first day of the review. May be required to be sent to the lead reviewer if questions arise.

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## MEAL COMPONENT AND QUANTITY WORKSHEET

- All sites selected for the AR will receive a meal component and quantity review
- SFA will complete the MCQW for each distinct menu
- Reviewer will assess whether each menu:
  - Offers students the required meal components in the required quantities for specific age/grade groups
  - Gives students access to select required meal components on all reimbursable meal service lines

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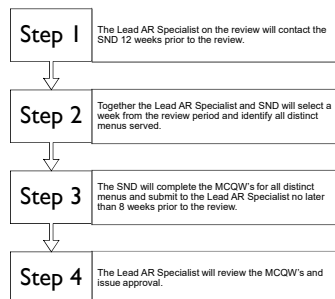
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## MEAL COMPONENT AND QUANTITY WORKSHEET



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North Carolina Department of Public Instruction Lunch Meal Component and Quantity Worksheet for Grades K-8														
Name of SRA:		Weekly Component Planning												
Schedules that choose to offer a variety of reimbursable lunches or provide multiple serving times, must make all required food components available to all students, per state policy. See the minimum required quantities below.		All students are allowed to select all components in the full schedule for a reimbursable lunch period 110 or 160 from 11:00-12:00 from the menu.												
Number of students each component	Component	Requirements	Monday			Tuesday			Wednesday			Thursday		
			Daily	Weekly	Component	Daily	Weekly	Component	Daily	Weekly	Component	Daily	Weekly	Component
			Compartments	Portions	Portions	Compartments	Portions	Portions	Compartments	Portions	Portions	Compartments	Portions	Portions
Milk	Who chose to offer milk	1 cup of milk			1.0			1.0			1.0			1.0
	Who chose to offer component	1 cup of milk			1.0			1.0			1.0			1.0
Meat/Meat Alternatives	Who chose to offer meat/meat alternatives	1 ounce of meat/meat alternatives			1.0			1.0			1.0			1.0
	Who chose to offer component	1 ounce of meat/meat alternatives			1.0			1.0			1.0			1.0
Grains	Who chose to offer grains	1 ounce of grains			1.0			1.0			1.0			1.0
	Who chose to offer component	1 ounce of grains			1.0			1.0			1.0			1.0
Vegetables	Who chose to offer vegetables	1/2 cup of vegetables			1.0			1.0			1.0			1.0
	Who chose to offer component	1/2 cup of vegetables			1.0			1.0			1.0			1.0
Fruits	Who chose to offer fruits	1/2 cup of fruits			1.0			1.0			1.0			1.0
	Who chose to offer component	1/2 cup of fruits			1.0			1.0			1.0			1.0
Beverages	Who chose to offer beverages	1 cup of beverages			1.0			1.0			1.0			1.0
	Who chose to offer component	1 cup of beverages			1.0			1.0			1.0			1.0
Desserts	Who chose to offer desserts	1 ounce of desserts			1.0			1.0			1.0			1.0
	Who chose to offer component	1 ounce of desserts			1.0			1.0			1.0			1.0

[illegible]

# NC VERSION OF THE MCQW

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The MCQW templates can be found on the NCDPI website under Menu Planning and Production at the link below:

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<https://www.dpi.nc.gov/districts-schools/district-operations/school-nutrition/information-resources-subject/menu-planning-production/meal-component-quantity-worksheets>

[illegible]

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## BEST PRACTICE

Use the Meal Component and Quantities Worksheet throughout the year to evaluate menu plans and determine component compliance before menus are served.

A black and white photograph showing a hand holding a marker, drawing a horizontal line on a whiteboard. Above the line, the words "BEST PRACTICE" are written in a stylized, hand-drawn font.A hand holding a black marker, underlining the text "BEST PRACTICE" written on a whiteboard.

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## HELPFUL HINTS FOR MCQW'S

- Gather, review, and update all specification sheets, recipes and production records prior to beginning work on the MCQW's
  - Improves accuracy
  - Ensures correct portion size and crediting data are used
  - Eliminates conflicting data when the reviewer compares the MCQW with the specification sheets, recipes, and production records

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## SPECIFICATION SHEETS/RECIPES

- Contact vendors or use the procurement alliance database to obtain updated specification sheets
- Must have CN Labels or a Product Formulation Statement for Processed Foods
  - Request missing CN crediting information on a PFS
  - <http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>
- Use the updated PFS to update your ingredients and recipe component crediting

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## STANDARDIZED RECIPE CHECKLIST

- Complete for each recipe
- Reminder: Standardized recipes are tested to provide an established yield and quantity
- Standardized Recipe Resources:
  - <http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production/information-resources/menu-planning-production>
- Great opportunity to add allergen information to recipes



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## PRODUCTION RECORDS

- All sites selected for the AR will receive a production record review for breakfast (50% of sites) and lunch
- The SFA will submit **completed** production records three weeks prior to the review for **all sites** selected for review

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## PRODUCTION RECORDS

- Maintained completely and accurately on-site daily for each meal service
- Documents that all meal components are offered in quantities appropriate for age/grade groups served
- Fiscal Action taken for missing documents



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## PRODUCTION RECORD RESOURCES

### NCDPI Website:

- <https://www.dpi.nc.gov/districts-schools/district-operations/school-nutrition/information-resources-subject/menu-planning-production/daily-meal-production-records#transported-meals>

### Fuel Up to Win the Race to the Top

- <https://www.dpi.nc.gov/districts-schools/district-operations/school-nutrition/continuing-education-professional-development#fuel-up-to-win-the-race-to-the-top>

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## MEAL PATTERN REQUIREMENTS

- Specific to age/grade group
- Specific requirements for
  - whole grains
  - meat/ MA
  - vegetable subgroups
  - fruit (juice)
  - milk



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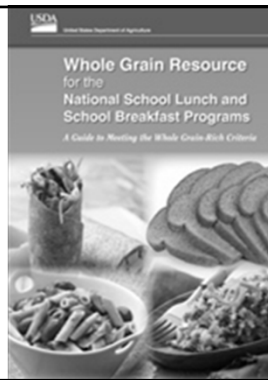
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## WHOLE GRAIN-RICH REQUIREMENTS

- 80% of all grains offered in SBP and NSLP must be whole grain-rich (effective July 1, 2022)
- Must meet minimum amounts required by meal pattern
- Refer to the USDA Whole Grains Resource Manual
- Transitional Standards
- Resources: <https://www.fns.usda.gov/cn/fr-020722>



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## VEGETABLE SUBGROUP REQUIREMENTS

- Offer required quantities weekly
- Dark green
  - Red/orange
  - Beans/peas
  - Starchy
  - Other



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## FRUIT REQUIREMENTS

- 100% fruit juice is allowable
  - Only 50% of the fruit component offerings (over the week) may be 100% fruit juice
  - If ½ cup of juice is offered daily, then ½ cup of fruit must also be offered daily and the student must be allowed to select both items

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## MILK REQUIREMENTS

- At least two varieties of fluid milk
- Fat-free, flavored or unflavored
  - Low-fat, flavored or unflavored
  - Unflavored milk must be an option



Pre-K requires one variety of unflavored milk

Flexibility 2017-2018: SP 32-2017  
Final Rule Effective July 1, 2019

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## CACFP/NSLP PRE-K MEAL PATTERNS



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# PRE-K MEAL PATTERN BASICS

Greater variety of vegetables and fruit

More whole grains

Less added sugar and saturated fat

Improved nutritional quality of all meals served

103

# BREAKFAST FOR AGES 3-5

- Three food components at breakfast
- Milk, Fruit/Vegetable, Grain
  - Fruits and vegetables are combined at breakfast
  - May substitute M/MA for Grain 3 times per week
- No OVS allowed for pre-k

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	Ages 1-2		Ages 3-5	
	Previous	Updated	Previous	Updated
Milk	½ cup	½ cup	¾ cup	¾ cup
Vegetables, fruit or both	¼ cup	¼ cup	½ cup	½ cup
Grains	½ serving	½ oz eq	½ serving	½ oz eq

# PRE-K BREAKFAST MEAL PATTERN

105

## LUNCH: 5 FOOD COMPONENTS

- Milk
- Meat/Meat Alternates
- Grains
- Vegetable
- Fruit

Minimum serving sizes for a reimbursable meal are included on the charts




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106

	Ages 1-2		Ages 3-5	
	Previous	Updated	Previous	Updated
Milk	½ cup	½ cup	¾ cup	¾ cup
Meat and meat alternates	1 oz	1 oz	1 ½ oz	1 ½ oz
Vegetables	¼ cup	1/8 cup	½ cup	¼ cup
Fruit		1/8 cup		¼ cup
Grains	½ serv	½ oz eq	½ serv	½ oz eq

## PRE-K LUNCH MEAL PATTERN

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## MILK



- Only unflavored milk is allowed for ages 2-5
  - Skim or
  - 1% milk fat

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108

### MEAT/MEAT ALTERNATES AT BREAKFAST

- May Substitute for grain at breakfast 3 times per week
- 1 oz eq of M/MA is equivalent to 1 oz eq Grain



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### FRUIT

- Combined with vegetables at breakfast only
- Separate component at lunch
- Juice
  - May be used at one meal or snack per day
  - Pasteurized
  - Full-strength



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### VEGETABLES

- Combined with fruit at breakfast only
- Separate component at lunch
- May be used as a fruit substitute- 2 different veggies
- Vegetable Juice
  - May be used at one meal or snack per day
  - Pasteurized
  - Full-strength



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## MEALS, MENUS AND WHOLE GRAIN-RICH

Each day, at least one meal or snack must include a whole grain-rich food

If only serving one meal, the grain must be whole grain-rich

If serving breakfast, lunch, & snack, choose which meal to serve the whole grain-rich food

Must document whole grain-rich foods on menu

Cereal must contain ≤6 g sugar per dry oz

May not credit grain based desserts (Flexibility/Exemption for sweet crackers)

112

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## OTHER WAYS TO SERVE HEALTHY FOODS...

Deep Fat Frying may not be used to prepare meals on-site

May purchase from commercial manufacturer: pan-fried, flash-fried, par-fried (may not deep fry when re-heating)

Meal service types: pre-plated, family-style

Offer water to children throughout the school day

113

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## SP 37-2017 FLEXIBILITY FOR CO-MINGLING

Flexibility for Co-Mingled Preschool Meals:  
Questions and Answers

<https://www.fns.usda.gov/cn/flexibility-co-mingle-preschool-meals-questions-and-answers>

114

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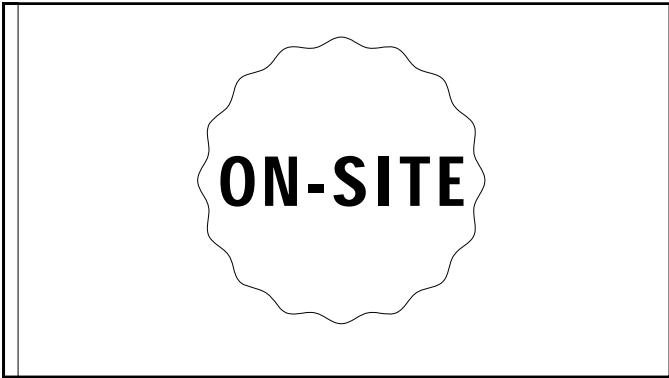
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### MEAL PREPARATION OBSERVATION

Prior to Meal Service

- Observe meal preparation
- Ensure all reimbursable meal lines offer all required components
- If multiple age/grade groups, examine how requirements are met for each
- Alert staff to missing/insufficient components and give opportunity to correct
- Review standardized recipes

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### MEAL SERVICE OBSERVATION

During the Meal Service

- Observe significant meals at point of service on each line
- Determine if meals contain components & quantities for age/grade group
- Assess cashiers' understanding of a reimbursable meal
- Ensure students have access to, and know how to select, a reimbursable meal

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## ALTERNATE MEAL SERVICE LOCATIONS

- Alternate meal service areas observed day of review or during review period: field trips, classroom, kiosks, buses, etc.
- If violations observed, all other alternate meal sites checked
- OVS not required in alternate locations, but  $\geq 2$  milk varieties are required
- OVS may be waived for field trips, but menus must still meet daily and weekly component requirements

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## MENU SUBSTITUTIONS

- Must be recorded on Production Record
- "Like" substitutions strongly encouraged
- Assess whether daily/weekly requirements are met
- Meals compliant if requirements met
- Maintain documentation for meal pattern non-compliance due to supply chain shortages




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## FISCAL ACTION

- Missing Meal Components
- Repeat violations for
  - Quantities
  - Whole grain-rich
  - Vegetable Subgroup
  - Milk Type




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120

# QUESTIONS?



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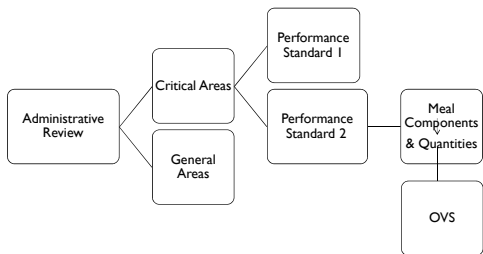
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## OFFER VS. SERVE: PERFORMANCE STANDARD 2



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## OFFER VS. SERVE (OVS)

- All components sufficiently offered
- Students select adequate components for reimbursable meal
- Training conducted with School Nutrition Staff each school year



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<b>OFFER VS. SERVE: QUESTIONS TO ASK...</b>	Is clear, easy to understand signage posted?
	Is the school offering enough food on <u>all</u> reimbursable meal service lines?
	Are students selecting components/items to make a reimbursable meal?

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<b>MEAL SIGNS</b> <ul style="list-style-type: none"> <li>• Signage posted <b>at or near the beginning</b> of serving line</li> <li>• Identifies the <b>minimum</b> that must be taken to constitute a reimbursable meal</li> <li>• Identifies the <b>maximum</b> that may be taken as part of reimbursable meal</li> <li>• Indicates the <b>required ½ cup fruit/vegetable component requirement</b></li> </ul>	
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<b>MEAL SERVICE OBSERVATION</b> <p>Reviewer will determine:</p> <ul style="list-style-type: none"> <li>• if meals selected by students contain minimum of 3 food <i>components</i> (NSLP) or <i>food items</i> (SBP)</li> <li>• if each reimbursable breakfast or lunch contains at least ½ cup fruit or vegetable</li> <li>• if SN staff understand OVS and can accurately judge quantities on the tray</li> <li>• if students understand OVS and are aware of all options</li> </ul>
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**FOOD COMPONENT OR FOOD ITEM?**

Food Component

- One of five food groups for reimbursable meals
  - Fruits
  - Grains
  - Milk
  - Vegetables
  - Meat/Meat Alternates

Food Item

- A specific food offered within the food components
  - Banana or Fruit Juice
  - Waffle or Muffin
  - Skim Chocolate Milk
  - Carrots or Corn
  - Beef Patty or Chicken Breast

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**OVS AT LUNCH: OFFER 5 COMPONENTS**

1. Milk
2. Meats/Meat Alternates
3. Grain
4. Fruit
5. Vegetable

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**OVS AT LUNCH**

- Students are allowed to decline 2 of the 5 required food components
- Students must select at least ½ cup of either a fruit or vegetable
- Other selections must be of minimum amounts required by the meal pattern

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QUESTIONS TO ASK AT POS

- Did the student select at least ½ cup fruit or vegetable?
- Did the student select at least 2 additional full components required by the meal pattern for the grade group at lunch or 2 additional items as designated by the menu planner at breakfast?

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OVS AT BREAKFAST

OVS is optional at breakfast

4-5 food items for OVS from the 3 components (Grain, Fruit, Milk)

Students may decline 1 item at breakfast (under OVS only)

Students must select ½ cup fruit component

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OVS AT ALTERNATE LOCATIONS

- Alternate Meal Service Locations
  - May waive OVS at lunch
  - Must meet meal pattern
  - Milk choices must be offered

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## OVS FISCAL ACTION

- Missing Meal Components on tray at POS (including no fruit/vegetable at lunch)
  - Fiscal action required
- Insufficient fruit/vegetable quantity on tray at lunch is considered incomplete meal
  - Fiscal action may occur for repeat violations
- Corrective Action required



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## ADDITIONAL RESOURCES

<http://ncsnel.org/>

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## QUESTIONS?

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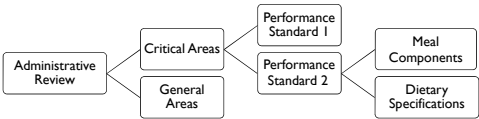
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# DIETARY SPECIFICATIONS & NUTRIENT ANALYSIS: PERFORMANCE STANDARD 2




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# DIETARY SPECIFICATIONS & NUTRIENT ANALYSIS

- Calories (weekly average range)
- Saturated Fat (weekly maximum)
- Sodium (weekly maximum)
- Trans Fat (daily restriction)




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# CALORIE RANGES: MINIMUM AND MAXIMUM

GRADES	LUNCH (kcal)	BREAKFAST (kcal)
Grades K-5	550-650	350-500
Grades 6-8	600-700	400-550
Grades 9-12	750-850	450-600

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## SATURATED FAT

- Limited to <10% of total calories at breakfast and lunch
- Weekly average
- Same as previous regulatory standard
- No total fat standard




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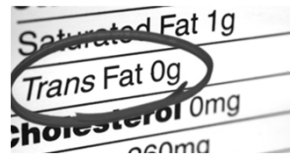
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## TRANS-FATS

- Nutrition labels or manufacturer's specs must specify zero grams of *trans* fat per serving (less than 0.5 gram per serving)
- Naturally-occurring *trans* fat excluded e.g., beef, lamb, dairy products




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## SODIUM: TRANSITIONAL STANDARDS

### Target 1

GRADES	LUNCH (mg)	BREAKFAST (mg)
Grades K-5	≤ 1,110	≤ 540
Grades 6-8	≤ 1,225	≤ 600
Grades 9-12	≤ 1,280	≤ 640

Daily Amount Based on the Average for a 5-Day Week

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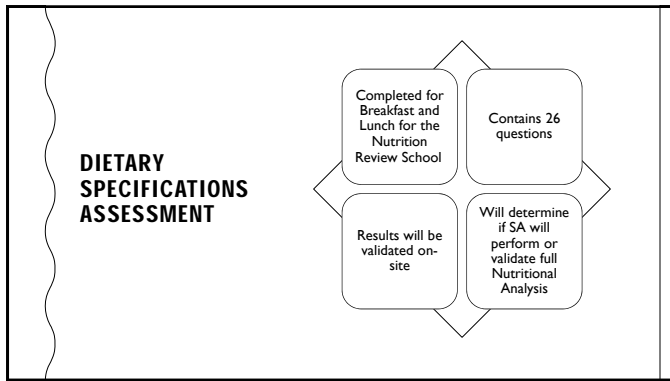
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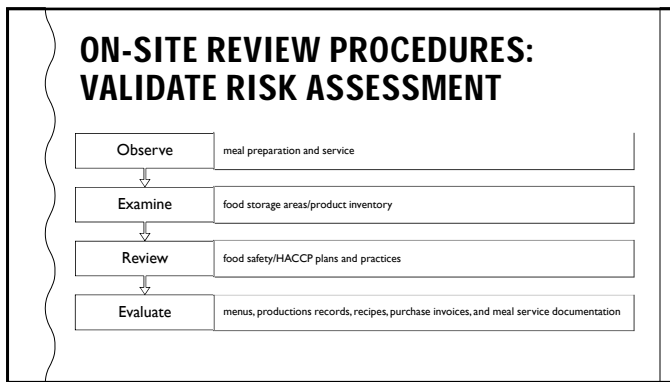
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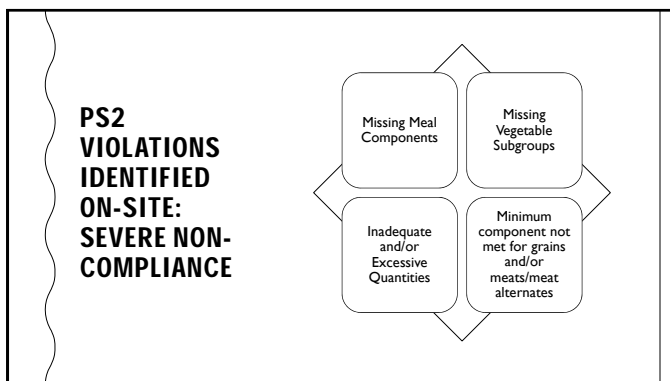
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## VALIDATING ANALYSIS IF REQUIRED

Weighted analysis of distinct breakfast and lunch for each age/grade group

- Site specific – aggregated analyses not acceptable
- Minimum 3 consecutive days

USDA approved Nutrient Analysis Software

USDA Nutrient Analysis Protocols

Prepare Data Collection Notebook for review

Analysis results meets Dietary Specifications

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## FISCAL ACTION: DIETARY SPECIFICATIONS

Limited to the violation at  
review site

May expand to the entire  
review week, review  
month, or to beginning of  
school year

Corrective Action Plan  
required

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## QUESTIONS?

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