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Christopher N. Ruszkowski      Susana Martinez  
Secretary of Education      Governor

**Administrative Review Summary and Corrective Actions**

SFA Name:	Crownpoint Community School Tiistioozibiolta
SFA Code/ ID Number:	634000
Administrative Review Conducted on:	Tuesday, October 24, 2017
SFA Contact Name and Title:	Derryl Long, Business Specialist
CNR Reviewer:	Jamie Hawkins

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on October 24, 2017; an exit conference summarizing the findings took place on the same day/or enter date of exit conference.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **Wednesday, December 20, 2017**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office. Please respond to the Administrative Review Corrective Actions by **Wednesday, December 20, 2017**.

Thank you,



**Casey O'Neill, RD, SNS, Senior Child Nutrition Specialist**

**CN Resource**

**1930 N Arboleda, 101, Mesa, Arizona 85213**

**p 866 941.6368 f 480 325.9967**

**CN Resource** 1930 N Arboleda, 101, Mesa, Arizona 85213 480 325.9966



## Administrative Review Technical Assistance Summary

SFA Name:	Crownpoint Community School Tiistioozibiolta
SFA Code/ID Number:	634000
Administrative Review Conducted on:	Tuesday, October 24, 2017
SFA Contact Name and title:	Derryl Long, Business Specialist
CNR Reviewer:	Jamie Hawkins

### Commendations & Suggestions

Great work meeting the whole grain-rich requirement for breakfast and lunch, for the week of menu review.
Thank you for being so well organized for the review. Your kind accommodations were appreciated.
The cafeteria was bright and cheerful and the students seemed to really enjoy their lunches.

### Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the menu review results. Suggestions were provided to bring the menus into compliance.
Meal Counting and Claiming- The SFA did not provide training annually or as needed to cashiers and substitute cashiers. Technical assistance provided that the SFA should provide training on an annual basis or as needed.
Civil Rights- The SFA does not have the appropriate non-discrimination on menu documents. Technical assistance was provided and the SFA corrected the statement during onsite review.
Civil Rights- The SFA did not have the correct version of the public release posted on their website. Technical assistance was provided and the SFA updated the public release to the 2017-2018 school year version during the onsite review.
Civil Rights- All appropriate staff members had not completed the annual civil rights training by the time of the onsite review. Only the cooks had completed it. Technical assistance was provided to the SFA to make sure that all appropriate staff members complete the annual civil rights training.
Local Wellness Policy- Technical assistance was provided on multiple topics with the Local Wellness Policy. The policy contains all the required elements, but they do not always have well defined goals. Technical assistance was provided to the SFA to make sure each required section of the Local Wellness Policy is fully defined. The appropriate people were not given the option to be involved in the development, implementation, periodic review, and update of the Local School Wellness Policy. Parents, students, PE teachers, school health professionals, school administrators, the school board, representatives of the SFA, and the general public must be permitted to contribute to development, implementation, periodic review, and updates of the wellness policy. The SFA has not reached out to potential stakeholders to participate in the development, review, update, and implementation of the Local School Wellness Policy. SFA must demonstrate outreach to notify potential stakeholders (community members) about the opportunity to be involved in the wellness policy activities. The assessment of the Local School Wellness Policy has not been completed and made available to the public. All topics were discussed in detail with the SFA.
Professional Standards- Only 2 staff members had completed the required training hours at the time of the onsite review. Technical assistance was provided to the SFA on the annual training requirements and where the SFA can find additional trainings for the remaining staff members. The SFA should always have a detailed plan for each staff member to ensure that they will meet the required training hours.

Meal Counting and Claiming- The SFA did not record the correct enrollment number when submitting the claim for reimbursement. The SFA picked a random day of the month and used that number for enrollment. The SFA should record the enrollment as the highest number of enrolled students for the month that is being claimed.

Food Safety- The SFA did not have the most recent food safety inspection posted in a publicly visible location. Technical assistance was provided and the SFA moved the inspection report to a publicly visible location during the onsite review.

SFA Name:	Site(s) Selected for Review:			
<i>Crownpoint Community School Tiistioozibiolta</i>	1 <i>Crownpoint Community School Tiist</i>	NSLP Grade Group: K-8	SBP Grade Group: K-8	<input type="checkbox"/> N/A
SFA ID Number:	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
634000	3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
Week of Menu Review:	9/11/17 - 9/15/17			

**Menu Review Findings: Lunch**

**Site 1:**

1. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for grain. A grain was offered daily, however the weekly minimum requirement was not met.
2. For the week of menu review, the lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met.
3. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the beans/legumes vegetable subgroup.
4. For the week of menu review, the lunch menu did not meet milk requirements. Regulations require that a variety of at least two milk types are offered with each meal daily. Only one milk type was offered at lunch.

**Technical Assistance**

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

*For detailed regulations see: 7 CFR 210.10*

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements.			
2. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			

5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			
6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			

### Menu Review Findings: Breakfast

1. For the week of menu review, the breakfast menu did not meet the minimum daily 1 ounce equivalent requirement for grain. A grain was offered daily, however the minimum required portion size was not met.
2. For the week of menu review, the breakfast menu did not meet milk requirements. Regulations require that a variety of at least two milk types are offered with each meal daily. Only one milk type was offered at breakfast.

### Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the School Breakfast Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

*For detailed regulations see: 7 CFR 220.10*

Required Criteria for Response to Findings	SFA Response	CNR Internal	
		Appv	Intls.
1. Provide a statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements as applicable.			
2. Provide a written process for sites to reference when they do not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			

6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.

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**New Mexico Public Education  
Coordinated School Health & Wellness  
Administrative Review Corrective Action Plan**

SFA Name: Crownpoint Community School Tiistioozibiolta  
SFA Code/ID: 634000

Administrative Review Conducted: Tuesday, October 24, 2017  
Site(s) Selected for Review: Crownpoint Community School Tiistioozibiolta  
N/A  
N/A

Date Corrective Action Plan was provided to SFA: 11/20/2017

Due Date for Corrective Action Plan: 12/20/2017

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

*Please enter the detailed response for each in the spaces provided .*

Finding #1: Meal Counting and Claiming			
The SFA does not conduct a daily edit check for each meal service.			
Technical Assistance			
During the review, edit checks were discussed with the SFA. The SFA does not conduct a daily edit check for each meal service. To be in compliance, the SFA must ensure that edit checks are completed daily. How to complete edit checks to ensure meal counts do not exceed attendance adjusted eligible and/or total enrollment was reviewed with the SFA. The SFA should use Form A from the PED example Meal Counting and Claiming Form. The SFA acknowledged the finding and will implement needed changes immediately.			
For detailed regulation see: 210.8(a)(3) Edit checks.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that the SFA will complete a daily edit check and will maintain edit check records for a minimum of 3 years plus the current school year.			
4. Provide one month of completed edit checks for the site(s) selected for review as supporting documentation for this finding.			

Finding #2: Civil Rights

The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal Programs.

#### Technical Assistance

During the review the process for receiving and processing complaints alleging discrimination was discussed with the SFA. The SFA should not attempt to resolve complaints in-house and should forward all complaints to the appropriate outside agency.

*For detailed regulation see: FNS Instruction 113-1 Section XV Complaint Procedures*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that all alleged civil rights complaints regarding the meal programs will not be handled internally and that the complaints will be forwarded to the appropriate agency.			

#### Finding #3: Meal Counting and Claiming

The point of service did not provide an accurate meal count by eligibility status. This is a non-systematic error. The POS was periodically unattended and the SFA utilized a tray count method to count the students who came through the POS while it was unattended. All meals were reimbursable.

#### Technical Assistance

To be in compliance, the SFA must ensure that meal counts taken daily at the point of service correctly identify the number of free, reduced priced and paid lunches served. Tracking students accurately at the point of service was reviewed with the SFA. The SFA must always have an individual at the POS to check off students with a reimbursable meal. The SFA cannot use a tray count method to count meals. The SFA acknowledged the finding and will implement needed changes immediately.

*For detailed regulation see: 210.7(c)(1) Lunch count system.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide the new/revised process, in writing, that will be implemented at the point of service to ensure accurate meal counts by category.			

#### Finding #4: Professional Standards

The SFA is not tracking training hours.

#### Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

*For detailed regulation see: 210.30(g) School food authority oversight.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff. .			
4. Provide a copy of the tracker that will be used by the SFA.			

#### Finding #5: School Breakfast Outreach

Breakfast outreach did not occur throughout the school year.

#### Technical Assistance

It was determined during the review that the SFA has not performed breakfast outreach. Breakfast outreach must occur prior to or at the beginning of the school year, as well as throughout the school year. Examples of outreach such as posting the menus on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.

*For detailed regulation see: 210.12(d) Outreach activities. (1)*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will conduct outreach on the availability of breakfast prior to or at the beginning of the school year and again multiple times throughout the year.			

#### Finding #6: Summer Food Service Program Outreach

The SFA has not performed SFSP outreach.

#### Technical Assistance

It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.

Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites.

Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Visit the website: [www.fns.usda.gov/summerfoodrocks](http://www.fns.usda.gov/summerfoodrocks) (note, this replaces the [whyhungry.org](http://whyhungry.org) website)
- Use the site locator for smartphones - [Rangeapp.org](http://Rangeapp.org)

*For detailed regulation see: 210.12(d) Outreach activities. (2)*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

### Finding #7: Food Safety

The SFA's food safety plan does not contain the required elements.

#### Technical Assistance

During the review, the food safety plan was discussed with the SFA. The SFA must have a complete food safety plan that includes all of the required sections as specified by USDA.

A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes:

Standard operating procedures to provide a food safety foundation;

**Menu items grouped according to process categories;**

Critical control points and critical limits;

Monitoring procedures;

Corrective action procedures;

Recordkeeping procedures;

Periodic program review and revision.

*For detailed regulation see: 210.13(c) Food safety program.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

3. Provide a written statement that the food safety plan has been updated to include the required elements.			
4. Provide documentation that demonstrates the food safety plan has been updated and now contains all the required elements.			

**Finding #8: Resource Management**

The SFA offers nonprogram adult meals for free without collecting reimbursement.

**Technical Assistance**

Only food service employees may eat for free at the cost of the food service program. Any other staff members, visiting adults, or "lunch duty" staff must pay for the full cost of their meal, as outlined in FNS Instruction 782-5. If they will not be charged directly, the food service program must be reimbursed for the full cost of these meals. The SFA should bill the department that will pay for the free meals, submit the funds transfer request to the BIE, and ensure the funds are received by the food service program. These meals should accrue as nonprogram revenue to the food service account. Per FNS Instruction 782-5, the SFA should be charging at least \$3.47 (\$3.24 USDA reimbursement + \$.2325 commodities). The SFA was sent a copy of the October 2015 PED memo concerning Program Adult Meals. This memo clarifies that lunch duty staff cannot eat for free, as they do not meet the definition of a program adult. The SFA received the same finding on their previous Administrative Review, and has not corrected the issue.

*For detailed regulation see: FNS Instruction 782-5, Rev. 1*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
Provide documentation showing that the SFA has either started to reimburse the food service account for the free nonprogram adult meals or has discontinued their policy of offering free nonprogram adult meals. If the food service program will be reimbursed, include: 1) The source of the nonfederal funds (the general fund, outside organization, etc.). 2) The frequency at which the food service program will be reimbursed (weekly, monthly, etc.). 3) The rate the food service program will charge for these meals. 4) If the reimbursement will come from an internal school transfer, provide an explanation showing that you know how to request a journal entry for an inter-departmental transfer through the BIE.			

**Finding #9: Resource Management**

Not all USDA reimbursements accrued to the food service account.

**Technical Assistance**

During the comprehensive review, the reviewer was unable to find the January USDA reimbursement in the SFA's food service ledger. The amount was for \$25,453.86. The SFA needs to work with the BIE to determine where this revenue was recorded and ensure it is transferred into the food service account if it was recorded to another fund.

*For detailed regulation see: 7 CFR 210.14 (a)*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide documentation showing where the missing reimbursement was recorded. If it was not recorded to the food service account, provide documentation showing the funds were transferred into the food service account.			
2. Provide written assurance that the business technician will regularly review the food service fund's revenue ledger to ensure all USDA reimbursements are properly recorded to the food service account in the future. This should explain how the SFA will obtain food service revenue reports from the BIE.			

**Finding #10: Resource Management**

Adult meal revenues are not recorded to the food service account in a timely manner.

**Technical Assistance**

The SFA's SY 16-17 adult meal revenues totaled \$108.00, but this amount was not submitted for deposit until October 22, 2017. The SFA should make routine adult meal deposits in order to mitigate the risk of errors and fraud.

*For detailed regulation see: 7 CFR 210.14 (f)*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement of understanding that adult meal revenues will be submitted for deposit on a more regular basis. Include the frequency that your food service department has decided to adopt as part of their improved cash deposit policy, as well as an explanation of where the cash will be securely stored when it is awaiting deposit.			

**Finding #11: Resource Management**

The SFA did not reimburse the food service account for catering expenses.			
<b>Technical Assistance</b>			
The food service program used funds from the nonprofit school food service to cater food or beverages for internal school departments, officials, events, meetings and/or for external organizations, but was not reimbursed for these purchases. This is an unallowable use of food service funds. If catering services are provided, the food and labor expenses incurred must be reimbursed to the food service account. The food service department should bill the receiving department or organization and ensure payment is received in full for every catering event. This includes board meeting snacks requested by the principal, and meals provided to programs such as FACE. Internal fund transfers can be requested through the BIE with a journal entry request to move expenses between school departments.			
<i>For detailed regulation see: 7 CFR 210.14 (f)</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide documentation showing that the SFA has implemented a procedure for reimbursing the food service account for catering expenses. This could include a sample invoice or catering request form, and a sample journal entry request form to be sent to the BIE for interdepartmental catering reimbursements.			
2. Provide written assurance that the business technician understands how to process catering reimbursement requests through the BIE. This could include written instructions from the BIE.			
3. Provide written assurance that the food service staff have been trained to file reimbursement requests for any catering services provided.			

<b>Finding #12: Resource Management</b>			
The SFA does not conduct an annual financial review of the food service program.			
<b>Technical Assistance</b>			
The SFA should conduct an annual budget review of the nonprofit school food service program. The SFA is not currently conducting a year-end review, and was not able to demonstrate adequate financial management of the food service program's finances as a whole. A year-end review should include running financial reports showing the total food service revenues and expenses for the year. If the SFA cannot run these reports internally, they must request the reports from the BIE and keep the reports on file for at least three years. The SFA should closely review the deposits recorded to 167A2100FF to ensure all USDA reimbursements and adult meal revenues accrued to the food service account, as well as review the expenses recorded to 167A2100DD to ensure only allowable costs were charged to the food service account.			



















## Helpful Resources

*The following are a list of links to resources that may be helpful when responding to the findings from the Administrative Review and helping to bring all finding areas into compliance.*

### USDA Federal Regulations:

National School Lunch Program: [USDA FNS 7 CFR 210](#)

School Breakfast Program: [USDA FNS 7 CFR 220](#)

Determining Eligibility: [USDA FNS 7 CFR 245](#)

### Certification and Benefit Issuance:

2017-2018 Federal Income Eligibility Guidelines:

<https://www.fns.usda.gov/school-meals/fr-041017>

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

### Verification:

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

### Counting and Claiming:

2017-2018 USDA Reimbursement Rates:

<https://www.fns.usda.gov/school-meals/rates-reimbursement>

### Menu Compliance:

USDA Nutrition Standards for School Meals:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

Whole Grain Resource Guide:

<https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf>

Meal Pattern Guide by Grade Group:

<https://fns-prod.azureedge.net/sites/default/files/dietaryspecs.pdf>

### Offer vs Serve:

USDA Offer versus Serve Guidance Manual:

<https://fns-prod.azureedge.net/sites/default/files/SP57-2014a.pdf>

### Resource Management:

2017-2018 USDA Paid Lunch Equity Tool:

<https://www.fns.usda.gov/school-meals/paid-lunch-equity-sy2017-18-calculations-and-revised-tool>

USDA Non-Program Food Revenue Tool:

<https://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods>

### Civil Rights:

USDA Non-Discrimination Statement

<https://www.fns.usda.gov/fns-nondiscrimination-statement>

USDA-FNS Accommodating Children with Disabilities in the School Meal Programs

<https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf>

**On-Site Monitoring:**

USDA On-Site Monitoring forms for National School Lunch and School Breakfast Programs:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP56-2016os.pdf>

**Wellness Policy:**

USDA Wellness Policy Implementation Tools and Resources:

<https://www.fns.usda.gov/tn/implementation-tools-and-resources>

**Smart Snacks:**

USDA Guide to Smart Snacks:

<https://fns-prod.azureedge.net/sites/default/files/tn/USDASmartSnacks.pdf>

**Professional Standards:**

USDA Professional Standards tools and references:

<https://www.fns.usda.gov/school-meals/professional-standards>

**Food Safety:**

USDA Food Safety Resources:

<https://www.fns.usda.gov/ofs/food-safety>

Institute of Child Nutrition Food Safety Plan:

<http://www.theicn.org/ResourceOverview.aspx?ID=75>

**Buy American Provision:**

2017 USDA Memo on Compliance with Buy American Provision:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP38-2017os.pdf>

**School Breakfast and Summer Food Service Program Outreach:**

<https://www.fns.usda.gov/sfsp/raise-awareness>

**Afterschool Snack Program:**

USDA Webpage for the Afterschool Snack Program:

<https://www.fns.usda.gov/school-meals/afterschool-snacks>

**Special Milk Program:**

USDA Webpage for the Special Milk Program:

<https://www.fns.usda.gov/smp/special-milk-program>

**Fresh Fruit and Vegetable Program:**

USDA Fresh Fruit and Vegetable Program Handbook:

<https://fns-prod.azureedge.net/sites/default/files/handbook.pdf>

*Community Eligibility Provision and Provision II:*

USDA Community Eligibility Guidance and Updated FAQs:

<https://www.fns.usda.gov/community-eligibility-provision-guidance-and-updated-qas-1>