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Christopher N. Ruszkowski      Susana Martinez  
Secretary of Education      Governor

**Administrative Review Summary and Corrective Actions**

SFA Name:	Lake Valley Navajo School
SFA Code/ ID Number:	616000
Administrative Review Conducted on:	Tuesday, October 31, 2017
SFA Contact Name and Title:	Dr. Tonya Knight, Principal
CNR Reviewer:	Richard Cummard

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on October 31, 2017; an exit conference summarizing the findings took place on the same day.

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**

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## Administrative Review Technical Assistance Summary

SFA Name:	Lake Valley Navajo School
SFA Code/ID Number:	616000
Administrative Review Conducted on:	Tuesday, October 31, 2017
SFA Contact Name and title:	Dr. Tonya Knight, Principal
CNR Reviewer:	Richard Cumnard

### Commendations & Suggestions

Outstanding job meeting all of the requirements for the breakfast menu. All daily and weekly meal component and food quantity requirements were met for the week of menu review for breakfast.

SFA does a great job with food storage and food safety

SFA serves high quality meals

### 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.

Civil Rights -technical assistance was provided that During the on-site review the requirement that the SFA must document the date the training was completed, the staff that attended and the topics that were covered.

Local School Wellness Policy - technical assistance was provided that once a Local School Wellness Policy is formulated and approved, that it 1) Must be made available to the public 2) Must be periodically reviewed and updated 3) The SFA is required to allow certain parties - parents, students, representatives of the school food authority, teachers of physical education, school health professions, the school board, school administrators, and the general public - to participate in the development, implementation, periodic review, and update of the Local Wellness Policy 4) Perform an assessment of the Local Wellness Policy at a minimum once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy. 5) Perform an assessment of the Local Wellness Policy at a minimum at least once every three years. The results of the assessment must be made available to the public.

Professional Standards - technical assistance provided that once a Director is appointed that he/she will take the required training and meet all other requirements of a Food Service Director.

Professional Standards - technical assistance provided that the SFA should utilize a tracking document to track the hours of training for FNS staff.

Breakfast Outreach - technical assistance provided that besides an announcement at meetings, SFA should have a poster at school as well as brochures to announce the availability of the School Breakfast Program.

Meal Counting and Claiming - technical assistance provided that someone must staff the POS for the entire length of meal service.

Buy American - The SFA must purchase, to the maximum extent practicable, domestic commodities or products. "Domestic commodity or product" is defined as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the "domestic" standard in circumstances when use of domestic foods is truly not practicable. The SFA must keep documentation justifying the limited exception(s). These exceptions, as determined by the SFA, are:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

SFA Name:	Site(s) Selected for Review:	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
Lake Valley Navajo School	1 Lake Valley Navajo School	K-8	K-8	<input type="checkbox"/> N/A
SFA ID Number:	2 N/A	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
616000	3 N/A	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:

- 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.
- For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the beans/legumes vegetable subgroup.

### 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.

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**Required Corrective Actions- Review Areas**  
**New Mexico Public Education**  
**Coordinated School Health & Wellness**  
**Administrative Review Corrective Action Plan**

SFA Name: Lake Valley Navajo School  
 SFA Code/ID: 616000

Administrative Review Conducted: Tuesday, October 31, 2017  
 Site(s) Selected for Review: Lake Valley Navajo School  
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			
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 to ensure meal counts do not exceed attendance adjusted eligible and total enrollment.			
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: Meal Counting and Claiming	
The point of service did not provide an accurate meal count. This is a non-systematic error. Staff member at POS leaves POS which results in underclaiming.	
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 lunches served. Tracking students	

accurately at the point of service was reviewed with the SFA. was reviewed with the SFA. 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 #3: Civil Rights

The SFA must use the current civil rights statement on all Program materials. The SFA is not using the civil rights statement on all Program materials.

#### Technical Assistance

During the review the requirement for the most current civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the most current statement on all Program material. Per USDA requirements the new Non-discrimination statement must be on all program materials no later than September 30, 2016. The SFA was provided with the USDA link to the new non-discrimination statement. <http://www.fns.usda.gov/fns-nondiscrimination-statement>

*For detailed regulation see: FNS Instruction 113-1 IX A 3 Nondiscrimination Statement*

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 non-discrimination statement has been added to all nutrition program materials.			
4. Provide an example to show that the non-discrimination statement has been added. Ex: any letter to the household			

### Finding #4: Civil Rights

The SFA did not submit a public release.

#### Technical Assistance

During the review the requirement for a public release to be submitted for publishing was discussed with the SFA. At or near the beginning of each year, the SFA must submit a public release to the local media, the unemployment office and any major employers who are contemplating large layoffs in the attendance area of the school.

For detailed regulation see: §245.5(a)(1) Public Release			
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 a public release will be submitted for publishing at or near the beginning of each school year.			

Finding #5: Civil Rights			
The SFA does not have a procedure in place for handling civil rights complaints.			
Technical Assistance			
During the review the requirement for the SFA to have a complaint procedure was discussed. The procedure must indicate: that any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint; all complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place; in the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. The procedure must also identify the outside agency to which the complaints are forwarded.			

For detailed regulation see: FNS Instruction 113-1 Section XV Complaint Procedure			
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 procedure for how the SFA will handle any alleged civil rights complaints.			

Finding #6: Local School Wellness Policy			
The SFA does not have a Local School Wellness Policy.			
Technical Assistance			
During the review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to contain the following: a designation of one or more SFA officials in charge of school compliance oversight; a plan for measuring compliance; goals for nutrition education, nutrition promotion, other school based activities to promote student wellness, and physical activity; and guidance for all foods available on school campus. The SFA should also contact the state agency to determine if there are any additional requirements from the state or if they have any state specific resources. The SFA was provided with the USDA link for Wellness Policies. <a href="http://www.fns.usda.gov/tn/local-school-wellness-policy">http://www.fns.usda.gov/tn/local-school-wellness-policy</a>			

For detailed regulation see: 210.31 Local school wellness policy			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.

Required SFA Response	SFA Response	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 copy of the completed Local Wellness Policy.			

### Finding #7: Professional Standards

No individual has been designated as food service director and the required training hours have not been completed.

#### Technical Assistance

During the review, the SFA was informed that a director must be assigned and complete the required training hours as director. To be in compliance, the SFA must ensure that the School Nutrition Program Director completes the required amount of training annually. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

*For detailed regulation see: 210.30(b) Minimum standards for program directors.*

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. List the names, length, and date of trainings that have been completed/planned to meet the required training hours.			

### Finding #8: Professional Standards

The school nutrition staff did not meet the training requirements, and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.

#### Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must ensure that the School Nutrition staff complete the required amount of training annually. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

*For detailed regulation see: 210.30(d) Continuing education/training standards for all staff*

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. List the names, length, and date of trainings that have been completed/planned to meet the required training hours			

Finding #9: Summer Food Service Program Outreach			
The SFA has not performed SFSP outreach			
Technical Assistance			
<p>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:</p> <ul style="list-style-type: none"> <li>•Call 211</li> <li>•Call 1.866.3Hungry or 1.877.8Hambre</li> <li>•Visit the website: <a href="http://www.fns.usda.gov/summerfoodrocks">www.fns.usda.gov/summerfoodrocks</a> (note, this replaces the whyhunger.org website)</li> <li>•Use the site locator for smartphones - Rangeapp.org</li> </ul>			
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 #10: Reporting and Record Keeping			
Records were not retained for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.			
Technical Assistance			
<p>Records must be retained for three (3) years after the final Claim for Reimbursement for the fiscal year or until the resolution of any audits. It was determined that the SFA was not retaining records for 3 years after the final Claim for Reimbursement. The requirement for the SFA to retain records for the required time period was discussed with the SFA.</p>			
For detailed regulation see: 210.23 (c) Retention of records.			
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 includes: an indication that records will now be maintained for required time period and that a process that has been put into place to ensure that all required records will be maintained for 3 years after the final claim for reimbursement or until the resolution of an audit			
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### Finding #11: Meal Counting and Claiming - Review Period

The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures. The counts by category were not correctly used in the claim for reimbursement.

#### Technical Assistance

During the review, counting and claiming were discussed with the SFA. The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures. The counts by category were not correctly used in the claim for reimbursement. To be in compliance, the SFA must ensure that meal counts are being recorded accurately and that claims are being filed correctly. Proper counting and claiming procedures were reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately

*For detailed regulation see: 210.7(c) Reimbursement limitations.*

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 detailed explanation of the new/revised process that will be implemented at the point of service to ensure an accurate counting and claiming system.			

### Finding #12: Civil Rights

The most current "And Justice for All" poster is not posted.

#### Technical Assistance

During the review the requirement for the "And Justice for All" poster were discussed with the SFA. The poster must be on display in all serving/dining areas, the poster must be displayed in a location that is visible to students was discussed with the SFA, and the poster must be 11" wide x 17" high. Most recent poster needs to be posted.

*For detailed regulation see: FNS Instruction 113-1 Section B*

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 the most current poster has been posted.			
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**Finding #13: Resource Management**

The SFA charged unallowable costs to the food service account.

**Technical Assistance**

Expenses charged to the food service account must be necessary, reasonable and allocable in the operation/improvement of the nonprofit school food service program. During the review, it was determined that the SFA charged unallowable costs to the food service program (see list below). The SFA is responsible for ensuring no unallowable purchases are made using food service funds, and should have internal controls in place to prevent such unallowable costs from occurring. Examples of internal controls include staff training on allowable costs, developing written policies & procedures so only trained, authorized personnel can approve food service expenses, and segregation of duties. An extensive list of allowable and unallowable costs can be found in 2 CFR Part 200, Subpart E.

1) The food service program used funds from the nonprofit school food service to purchase cases of bottle water, Pillsbury brownies, and Blue Bunny Ice Cream and was not reimbursed for these purchases. These items were not used in making reimbursable meals or sold as nonprogram foods, therefore this is an unallowable use of food service funds. If foods/beverages are purchased for purposes outside the reimbursable meal service or not sold as smart snacks, the expenses incurred must be reimbursed to the food service account by other school funds.

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

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement of understanding that all purchases not used to make reimbursable meals or for further sale by the food service program will be reimbursed in full.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide written assurance that the business technician understands how to process reimbursement requests through the BIE. This should include the step by step process.			

**Finding #14: 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 December 2016 USDA reimbursement in the SFA's food service ledger. The amount was for \$1,990.44. 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.			

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

Signature of SFA Representative: \_\_\_\_\_  
 Signature of CN Resource Reviewer: Richard Cumard

Date: \_\_\_\_\_  
 Date: October 31, 2017

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



Administrative Review Team  
 CN Resource  
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 866-941-6368  
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## 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>