

**State of New Mexico**  
**Public Education Department**  
300 Don Gaspar  
Santa Fe, New Mexico 87501-2786  
Telephone (505) 827-5800  
[www.ped.state.nm.us](http://www.ped.state.nm.us)

Christopher N. Ruszkowski      Susana Martinez  
Secretary of Education      Governor

**Administrative Review Summary and Corrective Actions**

SFA Name:	Na Neelzhiin Ji Olta
SFA Code/ ID Number:	619000
Administrative Review Conducted on:	Thursday, November 2, 2017
SFA Contact Name and Title:	Corrina Casaus, FSD
CNR Reviewer:	Richard Cummand

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on November 2, 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  
☎ 866 041 6768    ☎ 480 325 9966

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



## Administrative Review Technical Assistance Summary

SFA Name:	Na Neelzhiin Ji Olta
SFA Code/ID Number:	619000
Administrative Review Conducted on:	Thursday, November 2, 2017
SFA Contact Name and title:	Corrina Casaus, FSD
CNR Reviewer:	Richard Cummard

### Commendations & Suggestions

Great work meeting the whole grain-rich requirement for breakfast and lunch, for the week of menu review.
Very clean and efficient kitchen, serving area and cafeteria.
Great job adjusting menus when product is not delivered by supplier.
Very good in counting and claiming.

### 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- technical assistance provided to SFA that reimbursable meals need to be checked off at the POS instead of as children enter the serving site.
Meal Counting and Claiming - technical assistance provided to the SFA that a daily edit check should be completed with the total enrollment and that number used with the attendance factor to figure the number of attendance adjusted students.
Civil Rights - technical assistance was provided that the process of collecting racial/ethnic data needs to be formalized and the Ethnic/Racial Data Form completed annually. Currently, SFA is 100% Native-American. SFA requires that a Certificate of Indian Blood be on file for those students.
Local School Wellness Policy - During the review, Local Wellness Policies were discussed with the SFA. The SFA has not adopted a Local School Wellness Policy. 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. The SFA must reach out to these parties to make them aware of their ability to participate.
Local School Wellness Policy - During the review, Local Wellness Policies were discussed with the SFA. The SFA has not adopted a Local School Wellness Policy. The SFA is required to 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.
Professional Standards - 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.
Food Safety - technical assistance provided that once a Food Safety Plan is adopted, it needs to be implemented.

Food Safety - technical assistance provided that in formulating a Food Safety Plan, it should contain all of the required elements at available at the serving site.

Special Provision Option - technical assistance provided that CEP documentation used to establish Identified Student Percentages needs to be retained.

SFA Name: <i>Na Neelzhiin Ji Olta</i>	Site(s) Selected for Review: 1 <i>Na Neelzhiin Ji Olta</i>	NSLP Grade Group: K-8	SBP Grade Group: K-8	<input type="checkbox"/> N/A
SFA ID Number: <i>619000</i>	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
Week of Menu Review: <i>9/11/17 - 9/15/17</i>	3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A

**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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### Menu Review Findings: Breakfast

1. For the week of menu review, the breakfast menu did not meet the minimum daily fruit requirement. Fruit was offered daily, however the minimum required portion size was not met. For day of review many, breakfast menu did not meet the minimum daily grain requirement, and did not meet the fruit requirement for the entire length of meal service.
2. On the day of review, the breakfast menu did not meet the 1 ounce equivalent daily grain requirement. A grain was provided, however the minimum required portion size was not met.

### 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.			













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

SFA Name: Na Neelzhiin Ji Olta  
 SFA Code/ID: 619000

Administrative Review Conducted: Thursday, November 2, 2017  
 Site(s) Selected for Review: Na Neelzhiin Ji Olta  
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: 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. <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a>			
<i>For detailed regulation see: FNS Instruction 113-1 IX A 3 Nondiscrimination Statement.</i>			
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 #2: Civil Rights
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The SFA did not maintain the record of the civil rights training.

#### Technical Assistance

During the on-site review the requirement to keep civil rights training documentation on file was reviewed with the SFA. The SFA must document the date the training was completed, the staff that attended and the topics that were covered.

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

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 sign in sheet or other record to show civil rights training was provided will be maintained on file.			

#### Finding #3: 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. <http://www.fns.usda.gov/tn/local-school-wellness-policy>

*For detailed regulation see: 210.31 Local school wellness policy*

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 copy of the completed Local Wellness Policy.			
4. If the SFA needs more time to finish the Local Wellness Policy, provide a timeline for when parts of the plan will be completed.			

#### Finding #4: Professional Standards

The School Nutrition Program Director 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, annual training hour requirements were discussed with the SFA. 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)(3) Continuing education/training 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 #5: 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 #6: Food Safety**

The SFA does not have a food safety plan.

**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. The SFA must have a food safety plan available at each site so that food service staff may stay in compliance with food safety requirements and procedures.

*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 statement that a complete food safety plan has been developed and is available at each site within the SFA.			
4. Provide the following Standard Operating Procedures (SOP) from the food safety plan: Receiving Deliveries, Washing Hands and Date			

### Finding #7: Water

Free potable water is not available to students for lunch and for breakfast.

#### Technical Assistance

During the review, the requirements for potable water were discussed with the SFA. It was determined that free potable water is not available to students for lunch and breakfast. To be in compliance, the school must ensure that free potable water is made available to students during the meal service wherever meals are served, without restriction.

*For detailed regulation see: 210.10(a)(1)(i) Requirements for lunch and 220.8(a)(1) General nutrition requirements.*

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 process that will be implemented to ensure that all student have access to water during the meal period.			

### Finding #8: Food Safety

Storage violations were observed on-site. The SFA had food that was not stored 6 inches off the floor.

#### Technical Assistance

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is stored at least six (6) inches off the floor.

*For detailed regulation see: 210.13(d) (d) Storage.*

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 all food is stored at least six (6) inches off of the floor .			

### Finding #9: Food Safety

Storage violations were observed on-site. The SFA had food that was opened and not dated with date opened.

#### Technical Assistance

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated once opened.

*For detailed regulation see: 210.13(d) (d) Storage.*

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 all food items are dated with the date the product was opened.			

### Finding #10: Resource Management

The SFA did not provide the requested documentation to complete the Maintenance of the NonProfit School Food Service Account portion of the resource management review. The reviewer was unable to determine compliance with separate financial account requirements and net cash resource limitations.

#### Technical Assistance

The SFA was asked to submit a Statement of Revenues & Expenditures for SY 16-17, as well as a Balance Sheet as of June 30, 2016. The SFA did not submit any financial documentation. Alternately, the SFA could submit the entire food service trial balance for SY 16-17. This is required in order to complete the Maintenance of the Food Service Account section of the comprehensive review form.

The SFA did not know the total revenues and total expenditures for the food service program. The SFA needs to take action to ensure proper financial management of federal funds awarded under the National School Lunch Program. This should include conducting an annual budget review of the food service program and running regular financial reports. Additionally, free food service financial management training can be found through the Institute of Child Nutrition's "Financial Management: A Course for School Food Service Directors" (<http://www.nfsmi.org/>).

*For detailed regulation see: 210.14(a) & (b)*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.

1. Provide the Statement of Revenues for the food service fund for SY 16-17. This should include all revenues that accrued to the food service fund, including USDA reimbursements, student sales, and adult meal sales.			
2. Provide the Balance Sheet for the food service fund as of June 30, 2016. This should include all asset, liability, and equity accounts for food service.			
3. Provide written assurance that the SFA understands how to conduct a year end review of the food service program. This should include assurance that the SFA will run annual financial reports for the food service program, showing the profit/loss for the year and the ending balance in the food service program.			
4. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

**Finding #11: Resource Management**

The SFA did not provide the requested sample of food service expenditures for allowable cost testing. The resource management comprehensive review form could not be completed.

**Technical Assistance**

The SFA was requested to submit the October 2016 general ledger report showing food service expenditures incurred during the month, as well as corresponding invoices and receipts for these expenditures. This report should show all food service expenditures, including food, labor, supplies, etc., and should include dates and vendor names. The reviewer is required to complete allowable cost testing to ensure all recorded expenses are compliant with 2 CFR 200 Subpart E.

*For detailed regulation see: 210.19(a)(1) Assurance of compliance for finance.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the October 2016 general ledger report for the food service account.			
2. Provide all corresponding invoices/receipts from the month of October 2016 for the food service account.			

**Finding #12: Resource Management**



The SFA could not demonstrate that nonprogram revenues accrued to the food service account.

#### Technical Assistance

The SFA sells adult meals, extra milks, and extra entrees/sides, but was unable to provide a revenue report showing the revenue was deposited into the food service account. The SFA needs to provide documentation showing that the sales for these items are properly recorded to the SFA's food service revenue account.

*For detailed regulation see: 210.14(f) Revenue from nonprogram foods.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a point of sale report for at least one week from the current school year, showing the breakdown of the adult meal, a la carte, extra entrée/side, and extra milk sales.			
2. Provide a revenue report showing the revenue from the adult meals, extra milks, and extra entrees/sides accruing to the food service account.			

#### Finding #13: Resource Management

Resource Management - The SFA sold nonprogram foods, but did not determine compliance with nonprogram food requirements.

#### Technical Assistance

The SFA has not determined compliance with nonprogram food revenue requirements. The USDA NonProgram Food Revenue Tool should be completed every year. You can use a 5-day reference period to complete the tool. This tool should include adult/staff meals, extra entrees/sides, and extra milks as your nonprogram foods. If the tool shows you are out of compliance, you need to increase nonprogram food prices. A copy of the tool and a link to USDA memo SP 20-2016 was sent in an email during this review. Both documents can be found on the USDA website. The SFA was given technical assistance concerning the NonProgram Food Revenue Tool during their last Administrative Review, but has not yet completed the tool.

*For detailed regulation see: 210.14(f) Revenue from nonprogram foods.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement of understanding that the USDA Nonprogram Food Revenue Tool will be completed each year. This should include a timeframe for when the tool will be completed and assurance that the SFA will take the necessary steps to come into compliance if the tool shows they did not generate sufficient nonfederal revenue.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Submit a completed copy of the USDA NonProgram Food Revenue Tool, including the calculations and documentation used to complete the tool. If the tool shows you are out of compliance, include a written statement explaining how nonprogram food prices will be increased to come into compliance.			

**Finding #14: Resource Management**

The SFA's adult meal price is not in compliance with FNS Instruction 782-5, Rev. 1.

**Technical Assistance**

The SFA has priced their adult meals below the cost of producing these meals. Adult meals should be priced at least at the free student per-meal reimbursements and the value of commodities received. The SFA should be charging at least \$3.47 (\$3.24 USDA reimbursement + \$.2325 commodities). The SFA's adult lunch price of \$3.00 is not meeting this requirement. The SFA should increase adult meal prices to an appropriate level.

Reimbursement rates and the commodities value per-meal can be found on the USDA website:  
<https://www.fns.usda.gov/school-meals/rates-reimbursement>  
<https://www.fns.usda.gov/fdd/value-donated-foods-notices>

*For detailed regulation see: FNS Instruction 782-5, Rev. 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. This should include documentation showing the new adult meal price.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement outlining the SFA's adult meal pricing policy. This policy should establish guidelines for an annual reassessment of adult meal prices in line with FNS Instruction 782-5.			

**Finding #15: Resource Management**

The SFA did not provide documentation showing they reimburse the food service account for free nonprogram snacks.

Technical Assistance		
<p>The food service program purchased nonreimbursable snacks offered to students for free, but did not provide documentation showing the food service account is reimbursed for these purchases. This is an unallowable use of food service funds. If nonprogram foods are purchased and given away for free, the expenses incurred must be reimbursed to the food service account. The food service department should bill the district for these snacks and ensure repayment is received in full. This includes any other nonprogram foods the food service program may purchase for other school departments, internal catering events, etc.</p>		
<p><i>For detailed regulation see: 210.14(f) Revenue from nonprogram foods.</i></p>		
Required SFA Response	SFA Response	CNR Internal Use
<p>1. Provide written assurance that the SFA has implemented a procedure for reimbursing the food service account for nonprogram foods offered for free. This should include training the food service staff to clearly separate foods purchased for non-reimbursable foods on purchase invoices, and training the financial staff to either code these expenses to non-food service accounts or reimbursing the food service account for these purchases.</p>		

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

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: November 2, 2017

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



Administrative Review Team

CN Resource

P.O. Box 31060

Mesa, AZ 85275

866-941-6368

[adminreview@cnresource.com](mailto:adminreview@cnresource.com)























## 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>