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Christopher N. Ruskowski Susana Martinez
Secretary of Education Governor

Administrative Review Summary and Corrective Actions

SFA Name:	Alamogordo Public School
SFA Code/ ID Number:	046000
Administrative Review Conducted on:	February 28-March 2, 2018
SFA Contact Name and Title:	Gayle Reeves, Interim Director, Adeline Derenzy, SNS
CNR Reviewer:	Debbie Hawkins

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 28-March 2, 2018; an exit conference summarizing the findings took place on March 2, 2018.

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 **Friday, April 20, 2018**. 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 **Friday, April 20, 2018**.

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

Administrative Review Technical Assistance Summary

SFA Name:	Alamogordo Public School
SFA Code/ID Number:	046000
Administrative Review Conducted on:	February 28-March 2, 2018
SFA Contact Name and title:	Gayle Reeves, Interim Director, Adeline Derenzy, SNS
CNR Reviewer:	Debbie Hawkins

Commendations & Suggestions

Great job meeting the whole grain-rich requirement for the week of menu review!
Nice work meeting all meal pattern requirements for the breakfast menus, for the week of menu review.

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.
Menu Review- maintain nutrition facts labels and Child Nutrition Labels or Product Formulation Statements for all menu items served. Technical assistance was provided by searching for many of these labels.
Menu Review- it is acceptable to use USDA recipes, but any changes by the school need to be noted on the recipe so recipe results and portions are standardized. Items not used in a recipe need to be noted as such.
Verification - the verifying official should complete the verification section on each application chosen for review. Technical assistance provided.
Professional Standards - during the review, hiring requirements were discussed with the SFA. To be in compliance, the SFA must ensure that any new director hired on or after July 1, 2015 meets the new Professional Standards. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.
Food Safety - technical assistance was provided regarding posting the most current food safety inspection in a public place. The manager at Alamogordo High School immediately posted it in the cafeteria. No further action is required.
Wellness Policy- technical assistance was provided regarding the wellness policy. Once it has been updated and approved the PED, it must be made available to the public and must be assessed on a triennial basis, but the wellness committee.
Buy American - during the review, Buy American requirements were discussed with the SFA. 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: <ul style="list-style-type: none"> • 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: <i>Alamogordo Public School</i>	Site(s) Selected for Review: 1 <i>Oregon Elementary</i>	NSLP Grade Group: K-5	SBP Grade Group: K-5	<input type="checkbox"/> N/A
SFA ID Number: <i>046000</i>	2 <i>Yucca Elementary</i>	NSLP Grade Group: K-5	SBP Grade Group:	<input checked="" type="checkbox"/> N/A
Week of Menu Review: <i>1/8/18 - 1/12/18</i>	3 <i>Alamogordo High School</i>	NSLP Grade Group: 9-12	SBP Grade Group: 9-12	<input type="checkbox"/> N/A

Menu Review Findings: Lunch

Site 1: Oregon Elementary

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 weekly requirement for the dark green vegetable subgroup.

Site 2: Yucca Elementary

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.

Site 3: Alamogordo High School

1. For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for meat/meat alternate. A meat/meat alternate was offered daily, however the minimum daily and weekly requirements were not met.
2. For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for grain. A grain was offered daily, however the minimum daily and weekly requirements were not met. This was observed on the day of review as well. The salads offered at the high school did not contain 2 oz of grain. This is a finding for the day of review as well.
3. 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.

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 the daily and weekly grain, daily and weekly meat/meat alternate, daily vegetable, and dark green vegetable subgroup requirements are now met. Include details to describe what specific changes were made to the menu to correct all menu review findings and bring the menu into compliance.			
2. Submit any necessary documentation to demonstrate that the menu findings listed under step 1 are now corrected. This documentation may include: production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.			
3. 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.			
4. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
5. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.			

Menu Review Findings: Breakfast

For the week of menu review, not all grains offered at breakfast were whole grain-rich; including the Corn Flakes. This is a finding for the day of review as well.

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 grain items served in the breakfast program will be whole grain rich.			
2. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			

3. 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: Alamogordo Public School
 SFA Code/ID: 046000

Administrative Review Conducted: February 28-March 2, 2018
 Site(s) Selected for Review: Oregon Elementary
Yucca Elementary
Alamogordo High School

Date Corrective Action Plan was provided to SFA: 3/21/2018 **Due Date for Corrective Action Plan:** 4/20/2018

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 Components and Quantities - Day of Review			
Signage is not posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal for breakfast.			
Technical Assistance			
During the review, the importance of signage was discussed with the SFA. The SFA must ensure that signage is posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal.			
For detailed regulation see: 220.8(a)(2) Unit pricing.			
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 meal signage has been posted at all breakfast locations.			

Finding #2: Verification			
The SFA's verification notification letter does not include the most current non-discrimination statement and is incorrectly requiring Social Security numbers.			
Technical Assistance			
During the review, the content of the verification notification letter was discussed with the SFA. In its notification letter, the SFA must include the information outlined in the Eligibility Manual for School Meals, Chapter 4.			
For detailed regulation see: 245.6a(f) Verification 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 understanding that the SFA's verification notification letter must include the information outlined in the			
4. Provide a copy of the revised verification notification letter.			

Finding #3: Civil Rights

The SFA did not submit an accurate 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. It did not contain statements about parents/guardians becoming unemployed; SNAP and WIC participants may be eligible for free or reduced price meals; an application can not be approved if it is incomplete; SNAP, FDPIR or TANF recipients may submit an abbreviated application; the application may be verified at any time during the school year; appeal procedures; eligibility for free or reduced meals; etc.

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 revised copy of the public release that includes all required items.			

Finding #4: Wellness Policy

The SFAs Local Wellness Policy does not contain all the required components.

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.			

Finding #5: Professional Standards

Program staff did not meet training requirements and did not have scheduled/planned training for the remainder of the school year to meet annual requirements. Training hours are not recorded or tracked on a regular basis.

Technical Assistance

During the review, annual training hour requirements were discussed with the SFA. To be in compliance the SFA must ensure the School Nutrition Program Director completes 12 hours of training; the School Nutrition Program Managers complete 10 hours; School Nutrition full-time staff complete 6 hours; and part-time staff complete 4 hours of training. Trainings must be tracked and recorded for each employee.

For detailed regulation see: 210.30 (b)(3)(c)(d)(g)

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 ensure that the School Nutrition staff complete the required amount of training each school year. Include the plan that will be put into place to offer trainings and ensure each employee meets the			
4. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff.			
5. Provide a copy of the tracker that will be used by the SFA.			

Finding #6: Certification and Benefit Issuance

The SFA annualized income when it should have been determined at its stated frequency.

Technical Assistance

During the review, making determinations based on the stated frequency was discussed with the SFA. When determining eligibility, the SFA may not annualize income unless income sources are listed at different frequencies. If there are multiple income sources with more than one frequency, the LEA must annualize, that is, calculate all income as for an entire year, by multiplying: Weekly income by 52; or Bi-weekly income (received every two weeks) by 26; or Semi-monthly income (received twice a month) by 24; or Monthly income by 12.

For detailed regulation see: 245.6(c)(4) Application, eligibility and certification

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 income will not be annualized when it should be determined at its stated frequency (monthly, weekly, bi weekly, or 2 x per mo.)			

Finding #7: Afterschool Snack Program

Point-of-service snack counts by student/benefit category have not been maintained.

Technical Assistance

During the review, the requirements for maintaining point-of-service snack counts by student/benefit category were discussed with the SFA. The SFA must maintain documentation of point-of-service snack counts by student and benefit category. This finding may result in fiscal action.

For detailed regulation see: SP 99-4: 7 CFR section 210.23@

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 maintain documentation of point-of-service snack counts by student and benefit category.			
4. Provide point of service meal count sheets for the month of March for Oregon Elementary School.			

Finding #8: Fresh Fruit and Vegetable Program

Oregon Elementary school is not widely publicizing the Fresh Fruit and Vegetable Program.

Technical Assistance

During the review, program publicity was discussed with the SFA. To be in compliance, the school participating in the FFVP must ensure that the program is widely publicized so that students and their families are aware of this opportunity. The SFA was informed to review the current year's FFVP Handbook for additional guidance.

For detailed regulation see: RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT SEC. 19. [42 U.S.C. 1769a] FRESH FRUIT AND VEGETABLE PROGRAM (e)

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 is now publicizing the Fresh Fruit and Vegetable Program.			
4. Provide supporting documentation as needed to demonstrate the methods of publication.			

Finding #9: After School Snack Program

Snacks have not been properly counted and claimed. More than one snack per child was claimed; based on the number of components listed and the number of snacks claimed, production records do not support that each snack claimed met the 2 component per student requirement. The snack programs at Oregon and North Elementary schools have not been monitored twice per year.

Technical Assistance

During the review, the requirements for properly counting and claiming snacks were discussed with the SFA. The site must establish an accurate point of service and must only count reimbursable snacks, one per student. Production record and components were discussed with the SFA. The production record must show that both components were offered and served to each student. Program monitoring was also discussed with the SFA. The SFA must monitor the program twice per year.

For detailed regulation see: 210.7 (a) Afterschool snacks

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the findings were 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 will follow proper counting and claiming methods for snacks.			
4. Provide a statement of understanding that the SFA must complete production records for the snack program that contain all required information.			
5. Provide a statement of understanding that the SFA must monitor the Afterschool Snack Program twice per year, and once within the first 4 weeks of operation and one other time during the year.			

Finding #10: Food Safety Inspection (Yucca Elementary)

The SFA did not have the most recent food safety inspection report posted in a publicly visible location.

Technical Assistance

During the review, health inspections were discussed with the SFA. The SFA must post a copy of the most recent food safety inspection in a publicly visible location at the site.

<i>For detailed regulation see: 210.13(b) Food safety inspections.</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 most recent food safety inspection is posted in a visible location.			

Finding #11: Food Safety (Yucca Elementary)			
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.			
<i>For detailed regulation see: 210.13(d) (d) Storage.</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 all food is stored at least six (6) inches off of the floor .			

Finding #12: Professional Standards			
The School Nutrition Program Director, Managers and Full-time 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. The SFA is not tracking training hours adequately.			
Technical Assistance			
During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must ensure that all School Nutrition staff completes the required amount of training annually. In addition, the SFA must track the hours of training completed by all staff. For further information, pose see the USDA's Gide to Professional Standards for School Nutrition Programs.			
<i>For detailed regulation see: 210.30 (b)(3)(c)(d)(g)</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 statement of understanding that the SFA must ensure that the School Nutrition staff complete the required amount of training over the two-year period allowed by the State Agency, including completing some training in each of the two years.		
4. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff.		
5. Provide a copy of the tracker that will be used by the SFA.		

Finding #13: Resource Management

The SFA sold nonprogram foods, but did not correctly determine compliance with nonprogram food requirements.

Technical Assistance

The SFA submitted a USDA NonProgram Food Revenue Tool completed for January 22-26, 2018, but did not include a la carte items as part of nonprogram revenue and nonprogram food costs. You will need to include each smart snack, extra entree, extra milk, second meal, etc. sold during the reference period. If the tool shows you are out of compliance, you need to increase nonprogram food prices. Additional technical assistance was sent in an email during this review. An optional excel workbook was sent to the SFA to help complete the USDA tool. A link to USDA's most recent memo concerning the nonprogram food revenue requirements can be found below:

<https://www.fns.usda.gov/nonprofit-school-food-service-account-nonprogram-food-revenue-requirements>

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

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Submit a corrected 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.			
2. 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.			
3. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

Finding #14: Resource Management

The SFA incorrectly completed the Paid Lunch Equity Tool.

Technical Assistance

During the review, it was determined that the SFA did not correctly calculate the weighted average paid lunch requirement price (calculated using the Paid Lunch

Equity Tool) in order to determine compliance with paid lunch equity requirements. The SFA input the incorrect SY 10-11 price into the Unrounded Requirement Finder, and then the wrong price into Step 1 on the Unrounded Requirement Finder tab of the SY 17-18 PLE Tool. They input a SY 10-11 price of \$2.25, instead of the correct SY 10-11 weighted average price of \$1.87. The SFA should properly train staff on how to complete the Paid Lunch Equity Tool, in order to correctly determine if a paid lunch price increase is necessary. Training is available through the State Agency, and further technical assistance was provided in an email during the review to help the SFA correctly complete the tool. A corrected copy of the tool was emailed to the SFA.

For detailed regulation see: CFR 210.14 (e) Pricing paid lunches.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Confirm you received the corrected Paid Lunch Equity Tool for SY 17-18.			
2. Provide assurance that you have read through the technical assistance given by the reviewer via email, understand the error that was made on the tool, and are aware of how to correctly complete the tool for next year.			
3. Upload the corrected PLE tool to the 2018 application in the Nutrition Portal. Provide a statement saying this has been completed.			

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: Debbie Hawkins

Date: _____
 Date: March 2, 2018

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



Administrative Review Team
 CN Resource
 P.O. Box 31060
 Mesa, AZ 85275
 866-941-6368
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>