

**State of New Mexico  
Public Education Department**

300 Don Gaspar  
Santa Fe, New Mexico 87501-2786  
Telephone (505) 827-1821

<https://webnew.ped.state.nm.us/bureaus/student-success-wellness/>

Howie C. Morales  
Lieutenant Governor

Michelle Lujan Grisham  
Governor

**Administrative Review Summary and Corrective Actions**

SFA Name:	Logan Municipal Schools
SFA Code/ ID Number:	051000
Administrative Review Conducted on:	Wednesday, February 13, 2019
SFA Contact Name and Title:	Linnea Paris, Food Service Director
CNR Reviewer:	Sarah Thomas

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 13, 2019; 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, April 10, 2019**. 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, April 10, 2019**.

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:	Logan Municipal Schools
SFA Code/ID Number:	051000
Administrative Review Conducted on:	Wednesday, February 13, 2019
SFA Contact Name and title:	Linnea Paris, Food Service Director
CNR Reviewer:	Sarah Thomas

### Commendations & Suggestions

The Food Service staff had a wonderful relationship with their students.
The meal served on the day of review had great appeal. It offered many different vegetable options and the fruit offered was colorful and fresh.
Information was well organized and easy to follow.

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

<p>Menu Review- recipes are not standardized, and not all are in written standardized format. Items on the menu that need standardized recipes include the following: BBQ Chicken in the BBQ Chicken Sandwich, Tossed Salad, Macaroni &amp; Cheese, Beef Enchiladas, and Chicken Enchiladas. Standardize the recipes so that true yields and portion sizes can be determined. 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. To be standardized, recipes must include:</p> <ul style="list-style-type: none"> <li>-All ingredients in recipe.</li> <li>-Correct measures and specific weight/measure of each ingredient.</li> <li>-Serving/portion size(s) for each age/grade group.</li> <li>-The true yield made by recipe.</li> <li>-Clear and complete preparations steps / directions.</li> </ul>
<p>Certification and Benefit Issuance - Applications need to be dated when they are received. After reviewing applications, they are approved in a timely manner.</p>
<p>Resource Management - The SFA incorrectly completed the PLE Tool. The incorrect price was input into "Step 1." The SFA should have completed the Annual Unrounded Requirement Finder using the SY 10-11 weighted average price, then transferred the "Price 2: SY 17-18 Requirement Price" to Step 1 to calculate the SY 18-19 unrounded requirement price. Additional technical assistance was provided via email during the review.</p>
<p>Resource Management - Nonprogram foods were discussed with the SFA via email during the review. The SFA said they do not provide internal catering through the food service program, but it was determined that Fund 21000 does pay for catering expenses and is later repaid by the general fund. In the future, the SFA should report that they do provide catering through food service.</p>
<p>Resource Management - The SFA should revise the district unpaid meal policy to specifically state that food service funds will not be used to pay for bad debt expense. Any unpaid meal balances determined to be uncollectible should be written off with operational funds transferred into the food service fund. Bad debt expense is not an allowable cost to the food service program.</p>

**Required Corrective Actions- Menu Review**

SFA Name: *Logan Municipal Schools*  
 SFA ID Number: *051000*  
 Week of Menu Review: *1/7/19 - 1/10/19*

Site(s) Selected for Review:

<i>1 Logan Elementary School</i>	NSLP Grade Group: K-5	SBP Grade Group: K-5	<input type="checkbox"/> N/A
<i>2 N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
<i>3 N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A

**Menu Review Findings: Lunch**

1. For the week of menu review, the lunch menu did not meet the minimum daily requirement for grain. A grain was offered daily, however the minimum required portion size was not met.
2. For the week of menu review, the lunch menu did not meet the minimum daily fruit requirement. Fruit was offered daily, however the minimum required portion size was not met.
3. For the week of menu review, the lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met.
4. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the dark green 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 the daily grain, fruit, 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**

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.
2. For the week of menu review, the breakfast menu did not meet the requirement of no more than 50% of the fruit offerings may be in the form of juice.
3. For the day of review, the breakfast menu did not meet the requirement for 1 cup of fruit, only 1/2 cup fruit juice was offered.

**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 written statement that the fruit and fruit juice 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.

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**Required Corrective Actions- Review Areas**  
**New Mexico Public Education**  
**Student Success & Wellness Bureau**  
**Administrative Review Corrective Action Plan**

SFA Name: Logan Municipal Schools  
 SFA Code/ID: 051000

Administrative Review Conducted: Wednesday, February 13, 2019  
 Site(s) Selected for Review: Logan Elementary School  
N/A  
N/A

Date Corrective Action Plan was provided to SFA: \_\_\_\_\_

Due Date for Corrective Action Plan: \_\_\_\_\_

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: Certification and Benefit Issuance			
Changes are not being made to the point of service benefit issuance document in an appropriate manner to reflect the 30 days of carryover eligibility. All students are at paid status at the beginning of the school year.			
Technical Assistance			
During the review, properly handling the status of children for whom an application has not been submitted was discussed with the SFA. A student is only eligible for carryover benefits if during the previous school year they were enrolled within the SFA and were receiving free or reduced meal benefits. Additionally, if a new student is enrolled in the SFA and they have other household members that attended in the previous year, the carryover status may be extended to this child. Carryover status applies for the first 30 operating days of the school year or until a new application is approved, whichever comes first.			
For detailed regulation see: 245.6(c) 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 written plan to ensure that changes to the point of service will be made when new current school year meal benefit information is obtained and if nothing is received, the status will be changed to paid after the 30 day carryover period expires.			

**Finding #2: Verification**

The applications subject to verification were not properly selected in accordance with the sample size option used, as the SFA did not select their verification applications from the error-prone applications.

**Technical Assistance**

During the review, selecting the verification applications from the appropriate application pool was discussed. The SFA must choose the number of applications to review in accord with the process outlined in the Eligibility Manual for School Meals, Chapter 4.

*For detailed regulation see: 245.6a(c)(3) Standard sample size.*

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 steps the SFA will take to establish the sample size for verification and how the appropriate applications will be selected.			

**Finding #3: Meal Components and Quantities**

On the day of review, fluid milk was offered at lunch that was not 1% white or nonfat white/flavored.

**Technical Assistance**

Discussed the requirement that two types of milk must be offered during each meal service. Allowable types of milk include nonfat and 1% flavored and non-flavored milk.

*For detailed regulation see: 210.10(c)(2) Food components*

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 explaining that only nonfat and 1% milk will be used.			


#### Finding #4: Meal Components and Quantities

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.			

#### 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 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 written procedure for how the SFA will handle any alleged civil rights complaints.			



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### Finding #6: Civil Rights

The SFA did not provide the yearly civil rights training for the appropriate staff.

#### Technical Assistance

During the on-site review the requirement to provide a yearly civil rights training was discussed with the SFA. The SFA must provide civil rights training at least once a year to all frontline staff and supervisor and maintain all required documentation.

*For detailed regulation see: FNS Instruction 113-1 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 civil rights training to all appropriate staff.			
4. Provide a statement of assurance that civil rights training will be provided annually to all appropriate staff.			
5. Provide a copy of the sign in sheet for the training.			

### Finding #7: 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 #8: Professional Standards**

The School Nutrition Program Manager 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 Program Manager 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(c) Continuing education/training standards for program managers.*

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: 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 #10: Professional Standards**

The SFA is not tracking their training hours.

**Technical Assistance**

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

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

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

**Finding #11: Food Safety and Storage**

Storage violations were observed on-site.

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

**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. The SFA must ensure that all food is dated upon delivery, especially when items are removed from their original box. The SFA must ensure that all food is dated once opened.

*For detailed regulation see:*

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.			
4. Provide a written statement that all food items are dated with the delivery date.			

**Finding #12: Food Safety and Storage**

The SFA does not have documentation to show that they requested the two required health inspections from the applicable agency per school year.

**Technical Assistance**

During the review, health inspections were discussed with the SFA. The SFA must request two health inspections for each site for each school year and must maintain documentation of this request.

*For detailed regulation see: 210.13(b) Food safety inspections.*

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 has requested two health inspections for the current school year and will annually request two			
4. Provide a copy of the inspection request.			

**Finding #13: SFSP Outreach**

The SFA has not performed SFSP outreach.

**Technical Assistance**

It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA. Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites. Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre

*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			

**Finding #14: Resource Management**

The SFA had an excess net cash resource balance of \$13,729.

**Technical Assistance**

The SFA may not accumulate net cash resources exceeding three months' average expenditures unless they receive prior approval from PED. The three month average expenses for the year were \$41,731 and ending net cash resources were \$55,461. A detailed explanation on how to calculate compliance with net cash resources was provided in an email during the review. The SFA will need to submit a detailed spend-down plan explaining how they will reduce the excess balance through allowable expenses. All allowable food service costs should accrue to Fund 21000, including food service labor. If this causes the food service fund to operate at a deficit, an operating transfer should be made into Fund 21000 to zero out any negative balance and show that the general fund supports food service operations.

*For detailed regulation see: 7 CFR 210.14(b) Net Cash Resources*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Attach a detailed spend down plan explaining how the nonprofit school food service balance will be spent down to a level at or below 3 months average expenditures.			
2. Provide a written statement explaining the internal controls that have been put into place to better monitor compliance with net cash resource limitations.			
3. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

**Finding #15: Resource Management**

Adult breakfasts were underpriced.

**Technical Assistance**

Adult meals must be priced above cost. When cost data is not available, the SFA should charge at least the free per-meal reimbursements plus the value of commodities received. The SFA priced adult breakfasts at \$1.00, but the SFA should charge at least \$2.14. If the school board chooses to underprice adult meals, the deficiency must be supplemented by transferring nonfederal (general) funds into the food service account.

*For detailed regulation see: FNS Instruction 782-5*

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



**Required Corrective Actions- Review Areas**

*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>