

**State of New Mexico
Public Education Department**

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<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:	Raton Public Schools
SFA Code/ ID Number:	009000
Administrative Review Conducted on:	Wednesday, February 6, 2019
SFA Contact Name and Title:	Myra Baird/Business Manager
CNR Reviewer:	Debbie Hawkins, David Christensen, Emily Lott

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 6, 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
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Administrative Review Technical Assistance Summary

SFA Name:	Raton Public Schools
SFA Code/ID Number:	009000
Administrative Review Conducted on:	Wednesday, February 6, 2019
SFA Contact Name and title:	Myra Baird/Business Manager
CNR Reviewer:	Debbie Hawkins, David Christensen, Emily Lott

Commendations & Suggestions

Excellent job meeting the daily and weekly breakfast meal pattern requirements for the week of menu review.
Great work meeting the whole grain-rich requirement for breakfast and lunch week of menu review!
Thank you for your kind accommodation during the review. We appreciate your willingness to make changes to improve your program.

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

Milk Variety - The custodian was trying to be helpful on the day of review by handing the students milk at breakfast. However, he was only offering 1% white milk. This was something he did to be helpful on the day of review but did not normally hand out milk. Technical Assistance was provided that students must have a choice of milk and he moved and let them take milk on their own. No further Corrective Action is required.
Civil Rights - Initially the poster was not up in the cafeteria. Technical Assistance was provided and it was posted prior to lunch meal service. No further Corrective Action is required.
Food Safety - Initially the food safety inspection was not posted. Technical Assistance was provided and this was corrected prior to lunch meal service. No further Corrective Action is required.
Meal Signage - Breakfast meal signage was not posted as required. Technical Assistance was provided and signage was found including Offer vs Serve information and was posted prior to the lunch meal service. No further Corrective Action is required.
Local Wellness Policy - The wellness policy was just completed and approved by the State Agency. Technical Assistance was provided regarding assessing the policy every three years and posting the assessment to the District website.
Resource Management - Program adult meals were not accurately tracked at the point of sale. The onsite reviewer observed staff recording 15 program adult meals on the meal count sheets without counting the number of free program meals actually served. The SFA must keep accurate meal counts, including nonprogram and program adult meals.

Required Corrective Actions- Menu Review

SFA Name: *Raton Public Schools*
 SFA ID Number: *009000*
 Week of Menu Review: *12/3/18 - 12/7/18*

Site(s) Selected for Review:

1 <i>Raton Intermediate School</i>	NSLP Grade Group: K-8	SBP Grade Group: K-8	<input type="checkbox"/> N/A
2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A

Menu Review Findings: Lunch

For the week of menu review, the lunch menu did not meet the minimum weekly requirement for meat/meat alternate. A meat/meat alternate was offered daily, however the weekly minimum requirement 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 weekly meat/meat alternate 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.			



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

SFA Name: Raton Public Schools
 SFA Code/ID: 009000

Administrative Review Conducted: Wednesday, February 6, 2019
 Site(s) Selected for Review: Raton Intermediate School
N/A
N/A

Date Corrective Action Plan was provided to SFA: 3/11/2019

Due Date for Corrective Action Plan: 4/10/2019

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

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

Finding #1: Meal Counting and Claiming			
The point of service did not provide an accurate meal count by eligibility status. This is a systemic error. The meal count sheets used at the point of service and the production records yielded different meal counts. The production record numbers were being used as the counts for the day. A recalculation for lunch is required.			
Technical Assistance			
To be in compliance, the SFA must ensure that meal counts taken at the point of service correctly identify the number of lunches served. Tracking students accurately at the point of service was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.			
<i>For detailed regulation see: 210.7(c)(1) Lunch count system.</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 the new/revised process, in writing, that will be implemented at the point of service to ensure accurate meal counts.			
4. Provide the 30 day meal counts to be used in the recalculation of lunch meal counts.			

Finding #2: Meal Counting and Claiming			
The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures from the edit check report. The counts were not correctly used in the claim for reimbursement resulting in an underclaim.			

Technical Assistance

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

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

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a detailed explanation of the new/revised process that will be implemented at the point of service to ensure an accurate counting and claiming system.			

Finding #3: Meal Components and Quantities

The SFA was not using standardized recipes as required. A food service worker added cheese to the chili by dumping it in from an opened bag with out properly measuring it.

Technical Assistance

During the review Standardized recipes were discussed with the SFA. All schools must develop and follow standardized recipes to ensure compliance with the meal pattern requirements. A standardized recipe is a recipe that was tested to provide an established yield and quantity using the same ingredients for both measurement and preparation methods. Standardized recipes developed by USDA/FNS are in the Child Nutrition Database. If a school has its own recipes, they may seek assistance from the State agency or school food authority to standardize the recipes. Schools must add any local recipes to their local database as outlined in FNS guidance.

For detailed regulation see: 210.10 (c)(5) Standardized Recipes

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 procedure that will be implemented to ensure standardized recipe are used in the central kitchen and at each serving site.			

Finding #4: 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 allegin

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.			

Finding #5: On-Site Monitoring

On-site monitoring was not completed for all or some of the sites within the SFA for breakfast and lunch .

Technical Assistance

During the review, the requirement for on-site monitoring was reviewed with the SFA. It was determined that the SFA is not completing on-site monitoring for all or some of the sites within the SFA. Since the SFA has multiple sites, they are required to monitor the lunch counting and claiming system for each site in the SFA prior to February 1st of each year. The SFA was provided with the link to the USDA memo that includes a sample monitoring form. If the SFA chooses to create their own monitoring form, at a minimum it must include all information that is on the USDA monitoring form. <https://fns-prod.azureedge.net/sites/default/files/cn/SP56-2016os.pdf>

For detailed regulation see: 210.8(a)(1) On-site reviews and 220.11(d)(1)On-site reviews

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 on-site monitoring will be completed for all sites by February 1, each year moving forward.			
4. Provide the on-site monitoring forms that have been completed for the current school year.			

Finding #6: Smart Snacks

The SFA is selling items that do not meet the Smart Snacks nutrition standards for foods during the school day, with regard to the General Standard for Competitive Food.

Technical Assistance

During the review, Smart Snacks nutrition standards were discussed with the SFA. The SFA must ensure that all competitive items sold meet the general standard for competitive foods. The SFA should review Smart Snack requirements online at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>

For detailed regulation see: 210.11 (c) General nutrition standards for competitive foods.

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 ensure that all items sold to students during the day meet Smart Snacks nutrition standards .			
4. Submit a list of food items with the labels and a copy of the Smart Snack calculator printout for each item sold at Raton Intermediate.			

Finding #7: Food Safety

A copy of the food safety plan was not available at each site.

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 is available at each site within the SFA.			

Finding #8: Water

Water was not available and accessible to children for breakfast and lunch as required. The only drinking fountain was at the end of a long hallway outside of the cafeteria. Students were not allowed to leave the cafeteria during meal time.

Technical Assistance

During the review, water availability was discussed with the SFA. Schools offering breakfasts and lunches to children ages 1 through 4 must meet meal pattern requirements and must make potable water available and accessible without restriction to children at no charge in the place(s) where lunches are served during the meal service.

For detailed regulation see: 210.10 (a)(i) and 220.8 (a)(1)

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

1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide the steps that will be taken to provide water to students in the cafeteria during breakfast and lunch meal service.			

Finding #9: Buy American

The SFA is not in compliance with the Buy American provision. Noncompliant food items were observed and no documentation was available justifying the limited exception(s).

Technical Assistance

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:

- 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.

For detailed regulation see: 210.21(d) Buy American

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 understands the Buy American provision. As part of the statement, the SFA must state that documentation justifying the limited exception(s) is now maintained on file for the noncompliant food items identified during the review.			
4. Provide documentation justifying the limited exception(s) for the noncompliant food items that were identified during the review.			

Finding #10: 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 for each program at each school participating in the snack program. 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 meal count sheets for 30 days, for each site serving snacks, for the recalculation of the snack program.			

Finding #11: Afterschool Snack Program

Snacks have not been properly counted and claimed. Snacks were claimed at Raton Intermediate, but the snack program did not operate at that site. The snacks should have been claimed by Longfellow Elementary.

Technical Assistance

During the review, the requirements for properly counting and claiming snacks were discussed with the SFA. The SFA may count and claim only one snack per child at each site participating in the snack program. This finding may result in fiscal action.

For detailed regulation see: 210.10(o) Afterschool snacks.

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 will follow proper counting and claiming methods for snacks.			
4. Provide the written process that will be implemented to ensure accurate counting and claiming procedures.			

Finding #12: Afterschool Snack Program

Production records were not complete for each day of the review period.

Technical Assistance

During the review, production record requirements were discussed with the SFA. The SFA must complete production records as described in 7 CFR 210.10(a)(3). How to complete these records was discussed with the SFA. This finding may result in fiscal action.

For detailed regulation see: 210.10(a)(3) Production and menu records.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA must complete production records for the snack program that contain all required			
4. Provide revised production records for each day of the review period.			

Finding #13: Afterschool Snack Program

The snack program is not monitored twice per year.

Technical Assistance

During the review, program monitoring was discussed with the SFA. The SFA must monitor the program twice per year.

For detailed regulation see: 210.9(c) Afterschool care 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 a statement of understanding that the SFA must monitor the Afterschool Snack Program twice per year, and once within the			
4. The SFA must also complete the monitoring reviews and submit them or, if early in the year, must provide the date when monitoring will occur.			

Finding #14: Resource Management

The SFA had an excess net cash resource balance of \$270,691.35. This is a repeat finding from the previous Administrative Review.

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 \$145,395.82 and ending net cash resources were \$416,087.17. Net cash resources have significantly increased since SY 14-15, when the SFA received a finding for excess net cash resources. The SFA has failed to implement corrective action by spending down the excess balance. Detailed explanations on how to calculate compliance with net cash resources were provided in an email during the review.

Required Corrective Actions- Review Areas

The SFA will need to submit a detailed spend-down plan explaining how they will reduce the excess balance through allowable expenses. This should include estimated dates and amounts of any planned expenses, as well as an expected timeline for spending down the balance. Examples of allowable expenses include purchasing new equipment, improving food quality, upgrading food service software, implementing additional food service training, attending food service conferences, increasing food service wages and benefits where appropriate, etc. in order to improve the food service program. The SFA should implement internal controls to better monitor compliance with net cash resource limitations.

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

Nonprogram adult meals were served for free. The SFA does not charge for adult breakfasts. The SFA misclassified staff on "lunch duty" as program adults eligible for free meals.

Technical Assistance

Only food service employees may eat for free at the cost of the food service program. Any other staff members, visiting adults, or "lunch duty" staff must pay for the full cost of their meal, as outlined in FNS Instruction 782-5. Adult breakfasts should be priced at least at the USDA reimbursement rate (\$2.14 for SY 18-19). If adults will not be charged directly, the food service program must be reimbursed for the full cost of these meals. The SFA should bill the department or organization that will pay for the free meals and ensure the non-federal funds are received by the food service program. These meals should accrue as nonprogram revenue to the food service account. The SFA was sent a copy of the October 2015 PED memo concerning Program Adult Meals. This memo clarifies that cafeteria supervisors and playground aides cannot eat for free, as they do not meet the definition of a program adult.

For detailed regulation see: FNS Instruction 782-5

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide assurance that the SFA has discontinued their policy of offering free staff breakfasts and nonprogram adult meals to lunch monitors & playground aides.			

2. If the district will pay for the nonprogram meals instead of directly charging the adults, provide a signed statement on school letterhead explaining the new procedures for ensuring the food service fund is repaid. This should include the source of the nonfederal funds, the frequency at which the food service program will be reimbursed (weekly, monthly, etc.), and the rate the food service program will charge for these meals.

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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: February 6, 2019

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>