

Get Ready for Certification

Nutrition Services
Nebraska Department of Education
2012



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1

Understanding the Certification Process

- Certification is a one time process
- Six cent certification is by School Food Authority (SFA)
- Individual schools may not apply.
- All schools within the SFA must be in compliance.



4

Get Ready for Certification

1. Understanding the Certification process
2. Who needs to complete the Certification process?
3. Outline of the process
4. Organizing materials



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2

Understanding the Certification Process

- Certification is based on planned menus- do not consider the offer versus serve option.
- All menu types must be submitted for certification
- Every unique breakfast and lunch menu type offered must be entered into the worksheet, using a new worksheet for each menu.



5

Understanding the Certification Process

The Healthy, Hunger-Free Kids Act (HHFKA) makes an additional 6-cent reimbursement available for lunch meals meeting the updated meal pattern requirements starting October 1, 2012.

In order for SFAs to be eligible to receive this new performance-based reimbursement, Nutrition Services at NDE must certify that the School Food Authority (SFA) is in compliance with the requirements of the final meal pattern rule published in the *Federal Register* on January 26, 2012.



3

Understanding the Certification Process

- Certification Worksheets include:
 - LUNCH
 - K-5
 - 6-8
 - K-8
 - 9-12
 - BREAKFAST:
 - K-12
- Certification is based on a full school week (no holidays).



6

Understanding the Certification Process

- Some requirements of the new meal patterns are phased in over several years
 - Sodium restriction
- New requirements for breakfast are not effective until SY 2013-14.
- SFAs must demonstrate compliance with those requirements in effect at the time of Certification.
- Nutrition Services will review documentation submitted.

Who Needs to Complete the Certification Process?

The new meal pattern requirements effective July 1, 2012, are **not optional**.

While there is no deadline for submitting Certification documentation, all SFAs are required to meet the new meal patterns and be certified for the 6-cent reimbursement.

The 6-cent reimbursement is meant to encourage SFAs to implement the updated requirements as quickly as possible.

Certification Steps

1. View Training:
 - **"Getting Ready for Certification"**
2. Assemble the information you will need to complete the certification worksheets.
3. View Training:
 - **"Completing the Certification Worksheet"**

Programs Not Requiring Certification

- Afterschool Care Snack Care Program- ACSP
- Special Milk Program- SMP
- Summer Food Service Program- SFSP



Certification Steps

4. Complete the Certification Worksheets including the Simplified Nutrient Assessment tab.
5. Submit 1 Week of Planned Menus and the Certification Worksheet(s).
6. Complete the Attestation Statement.
7. Nutrition Services notifies SFA when approved.



Time Required To Complete Certification Worksheets

The amount of time needed will vary depending on:

- Number of grade levels in your SFA
- If sites serve different menus
- And the number menu choices served at each site



Organizing the Needed Materials

Organization and planning ahead are KEY to the success of completing the Certification materials.

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13

How many menus are required?

The SFA must submit one week of EACH menu offered for breakfast and lunch.

Example 1:

If the SFA serves different lunch menus at the elementary school, middle and high school; and the same breakfast menu for all grade levels (K-12) . . .

*The SFA must submit: **4** Menus
4 Certification Worksheets.*

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16

Let's get started . . . Select One Full Week of Menus

- Use a typical week with no holidays
- RCCI – submit 7 days
- The timeframe for menu selection is the month the SFA is submitting the materials or the preceding month. *For example:*
 - If you **submit** in December,
 - You can select 1 week of **menus** from November or December.

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14

How many menus are required?

If the SFA serves multiple, DISTINCT menus within one age group, the SFA must submit all menus served.

Example 2:

If the SFA has **two** high schools that offer lunch menus with different entrees . . .

*The SFA must submit separate menus and Certification Worksheets for **each of the two** high schools, and the remaining lunch and breakfast worksheets for other grade groups served.*

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17

Exception to the Menu Timeframe

- Early Submission:
 - *If the SFA is applying for Certification **prior** to September 30, 2012, the SFA may submit planned meals for October or November.*
- BUT--Cannot** submit menus from August or September.

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15

How many menus are required?

If the SFA serves multiple, DISTINCT menus within by grade group, the SFA must submit all menus served.

Example 3:

If the SFA offers **two** different K-5 lunch menus, **two** different K-8 lunch menus, **one** 6-8 lunch menu, and **three** different 9-12 lunch menus and the **one** breakfast menu for all schools (K-12) . . .

*The SFA must submit **nine** menus and **nine** Certification Worksheets.*

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18

Other information needed

- Portion sizes
- Crediting information
 - CN labels
 - Recipes
 - Or brand
- Information on
 - Added fat or sugar
 - Calories per serving
 - Grams of saturated fat per serving



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Menu Organization Tool

MONDAY												
Menu Items:	Portion Size	Recipe or Brand	Entire Component Contribution				Fats & Sugars		All Other Items/Portions		Number of Planned Servings	
			Grains	Protein	Vegetables	Fruit	g Fat	g Sugar	g Saturated Fat	g Trans Fat		
List Entrée Choices First												
Cheese pizza w/ WG crust	1	TCopy	2.00	2.00						270	3	140
Yogurt w/ granola	8 oz	TCopy	2.00	1.50						243	1.75	9
Turkey sandwich on WW bread	2 oz	Savory	2.00	2.00						210	0.5	9
Chef salad w/ WG croutons	1.5	SR	2.00	1.50			1.00			215	3.5	9
Fruit/Veg Bar (Circle YES/NO) 1 C												
OTHER - Grains, Sides, Dessert, Condiments												
Ranch Drg	2T	RC								70	0.5	9

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Other information needed

You will also need:

- Fruit/Vegetable Bar
- Condiments
 - Multi-Day forms



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How to Use the Menu Organization Tool

1. Select the appropriate day
2. In the first column list all the Menu items.
3. Start with Entrees

MONDAY											
Menu Items:											
List Entrée Choices First											
Cheese pizza w/ WG crust											
Yogurt w/ granola											
Turkey sandwich on WW bread											
Chef salad w/ WG croutons											

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Menu Organization Tool

- Optional tool
- Collect and organize information
- Make completion of Certification worksheets easier.

MONDAY											
Menu Items:	Portion Size	Recipe or Brand	Entire Component Contribution				Fats & Sugars		All Other Items/Portions		Number of Planned Servings
			Grains	Protein	Vegetables	Fruit	g Fat	g Sugar	g Saturated Fat	g Trans Fat	
List Entrée Choices First											
Fruit/Veg Bar (Circle YES/NO) 1 C											
OTHER - Grains, Sides, Dessert, Condiments											

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How to Use the Menu Organization Tool

Enter remaining Menu Items

- Fruit/Veg Bar
- Vegetables
- Fruit
- Other—grains, sides, dessert, condiments

Fruit/Veg Bar (Refer to Multi-Day Form when completing the "Optional VegBar" worksheet)	Circle YES/NO See MDF
Vegetables	
Fruit	Apple Slices
OTHER -- Grains, Sides, Dessert, Condiments	Diced Peaches
	lite syrup
	Ranch Drg
Milk	white/skim choc

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How to Use the Menu Organization Tool

Enter portion sizes for all the entrée items

MONDAY	
Menu Items:	Portion Size
List Entrée Choices First	
Cheese pizza w/WG crust	1
Yogurt w/granola	8 oz 1/3 C
Turkey sandwich on WW bread	2 oz 2 sl
Chef salad w/WG croutons	1 1.5 oz

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Menu Organization Tool

In the next 2 columns, indicate

- If product has a CN Label
- Standardized School Recipe (SR)
- Specific brand of item

Fruit	Apple Slices	1/2 C	
	Diced Peaches <small>lite syrup</small>	1/2 C	Commodity
OTHER -			
Grains, Sides, Dessert, Condiments	Ranch Drsg	2T	RC
Milk	<small>white%/skim choc</small>	1C	

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How to Use the Menu Organization Tool

Enter portion sizes for all other items...Fruits, Condiments, Milk

MONDAY	
Menu Items:	Portion Size
List Entrée Choices First	
Fruit/Veg Bar <small>(Refer to Multi Day Form when completing the "Optional Vegetable" worksheet)</small>	1 C
Apple Slices	1/2 C
Diced Peaches <small>lite syrup</small>	1/2 C
OTHER -	
Ranch Drsg	2T
Milk <small>white%/skim choc</small>	1C

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Menu Organization Tool

Enter the component contribution for each entrée.

Menu Items:	Portion Size	X CN Label	Recipe or Brand	Entrée Component Contribution						
				Meat/Meat Alt (oz)	Total Grains (servings)	Whole Grain Rich	Grain Dessert	Fruit (cups)	Vegetable (cups)	
List Entrée Choices First										
Cheese pizza w/WG crust	1	X	Tonys	2.00	2.00	2.00				
Yogurt w/granola	8 oz 1/3 C		Trix SR	2.00	1.50	1.50				
Turkey sandwich on WW bread	2 oz 2 sl		SaraLee	2.00	2.00	2.00				
Chef salad w/WG croutons	1 1.5		SR	2.00	1.50	1.50				1.00

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Menu Organization Tool

In the next 2 columns, indicate

- If product has a CN Label
- Standardized School Recipe (SR)
- Specific brand of item

Menu Items:	Portion Size	PROCT	NO	X	Recipe or Brand
Cheese pizza w/WG crust	1	X			Tonys
Yogurt w/granola	8 oz 1/3 C				Trix SR
Turkey sandwich on WW bread	2 oz 2 sl				SaraLee
Chef salad w/WG croutons	1 1.5				SR

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Menu Organization Tool

Indicate if fat or sugar was used in the preparation of the fruits and vegetables.

Menu Items:	Portion Size	X CN Label	Recipe or Brand	Entrée Component Contribution						Fruits & Vegetables		
				Meat/Meat Alt (oz)	Total Grains (servings)	Whole Grain Rich	Grain Dessert	Fruit (cups)	Vegetable (cups)	X Added Fat	X Added Sugar	
List Entrée Choices First												
Fruit												
Apple Slices	1/2 C											
Diced Peaches <small>lite syrup</small>	1/2 C		Commodity									X

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