Get Ready for Certification

Nutrition Services
Nebraska Department of Education
2012

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.

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

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.*

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.

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).
Get Ready for Certification

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

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.

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.

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.

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.

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.

How many menus are required?
If the SFA serves multiple, DISTINCT menus within one age group, the SFA must submit all menus served.
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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

Menu Organization Tool

Enter remaining Menu Items
- Fruit/Veg Bar
- Vegetables
- Fruit
- Other—grains, sides, dessert, condiments

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

How to Use the Menu Organization Tool

- Optional tool
- Collect and organize information
- Make completion of Certification worksheets easier.
### How to Use the Menu Organization Tool

#### MONDAY

<table>
<thead>
<tr>
<th>Menu Items:</th>
<th>Portion Size</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List Entrée Choices First</strong></td>
<td></td>
</tr>
<tr>
<td>Cheese pizza w/ WG crust</td>
<td>1</td>
</tr>
<tr>
<td>Yogurt w/ granola</td>
<td>2 oz</td>
</tr>
<tr>
<td>Turkey sandwich on WW bread</td>
<td>2 oz</td>
</tr>
<tr>
<td>Chef salad w/ WG croutons</td>
<td>1.5 oz</td>
</tr>
</tbody>
</table>

#### Menu Organization Tool

In the next 2 columns, indicate
- If product has a CN Label
- Standardized School Recipe (SR)
- Specific brand of item

<table>
<thead>
<tr>
<th>Fruit</th>
<th>Portion Size</th>
<th>Cartoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Slices</td>
<td>2/2 C</td>
<td>Red</td>
</tr>
<tr>
<td>Packed Peaches</td>
<td>1/2 C</td>
<td>Green</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER</th>
<th>Product</th>
<th>Portion Size</th>
<th>Cartoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grains, Sides, Desert Condiments</td>
<td>Nutella</td>
<td>2T</td>
<td>Black</td>
</tr>
<tr>
<td>Milk</td>
<td>Nestle</td>
<td>1 C</td>
<td>Blue</td>
</tr>
</tbody>
</table>

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### How to Use the Menu Organization Tool

#### MONDAY

<table>
<thead>
<tr>
<th>Menu Items:</th>
<th>Portion Size</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List Entrée Choices First</strong></td>
<td></td>
</tr>
<tr>
<td>Fruit/Veg Bar</td>
<td></td>
</tr>
<tr>
<td>Vegetables</td>
<td></td>
</tr>
<tr>
<td>Grains, Sides, Desert Condiments</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td></td>
</tr>
</tbody>
</table>

**Fruit/Veg Bar**
- **Circle** YES
- **NO**

<table>
<thead>
<tr>
<th>Portion Size</th>
<th><strong>1 C</strong></th>
<th><strong>8 oz</strong></th>
<th><strong>2 oz</strong></th>
<th><strong>2.5 oz</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Slices</td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>Diced Peaches</td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>Ranch Dressing</td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>Milk</td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
</tbody>
</table>

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### Menu Organization Tool

Enter the component contribution for each entrée.

<table>
<thead>
<tr>
<th>Menu Items:</th>
<th>Portion Size</th>
<th>Recipe or Brand</th>
<th>Entrée Component Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List Entrée Choices First</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheese pizza w/ WG crust</td>
<td>1</td>
<td>Trix</td>
<td></td>
</tr>
<tr>
<td>Yogurt w/ granola</td>
<td>2 oz</td>
<td>WW bread</td>
<td></td>
</tr>
<tr>
<td>Turkey sandwich on WW bread</td>
<td>2 oz</td>
<td>Sara Lee</td>
<td></td>
</tr>
<tr>
<td>Chef salad w/ WG croutons</td>
<td>1.5 oz</td>
<td>WW bread</td>
<td></td>
</tr>
</tbody>
</table>

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### Menu Organization Tool

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

<table>
<thead>
<tr>
<th>Menu Items:</th>
<th>Portion Size</th>
<th>Recipe or Brand</th>
<th>Entrée Component Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List Entrée Choices First</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple Slices</td>
<td>1</td>
<td>Trix</td>
<td></td>
</tr>
<tr>
<td>Diced Peaches</td>
<td>2 oz</td>
<td>WW bread</td>
<td></td>
</tr>
<tr>
<td>Ranch Dressing</td>
<td>2.5 oz</td>
<td>Sara Lee</td>
<td></td>
</tr>
</tbody>
</table>
Menu Organization Tool

Enter the Calorie and Saturated Fat for main dish items.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Portion Size</th>
<th>Others in Same Entrée Component Contribution</th>
<th>Total Components</th>
<th>Nutritional info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese pizza</td>
<td>1X Tony's</td>
<td>XX</td>
<td>270</td>
<td></td>
</tr>
<tr>
<td>w/ WG crust</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yogurt</td>
<td>8oz Trix</td>
<td>XX</td>
<td>243</td>
<td></td>
</tr>
<tr>
<td>w/ granola</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turkey sandwich</td>
<td>2 oz</td>
<td>XX</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td>on WW bread</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chef salad</td>
<td>1/3 C SR</td>
<td>XX</td>
<td>215</td>
<td></td>
</tr>
<tr>
<td>w/ WG croutons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Menu Organization Tool

Enter the total number of planned servings for all of the sites.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Number of Planned Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese pizza</td>
<td>140</td>
</tr>
<tr>
<td>Yogurt</td>
<td>4</td>
</tr>
<tr>
<td>Turkey sandwich</td>
<td>4</td>
</tr>
<tr>
<td>Chef salad</td>
<td>4</td>
</tr>
</tbody>
</table>

Next Steps

*Select menu and start gathering the needed information

*You are ready to view the Certification Worksheet training

* Download the appropriate Certification Worksheets

Additional Resources

• Food Buying Guide
  To determine component contribution

• Using the Grain Equivalency Chart

• Super Tracker
  • www.my-calorie-counter.com
  • http://www.bon-app.com

For Calorie and Saturated Fat content of recipes.