

Ready, Set, Go



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Welcome and thank you for participating in training designed to help you get started on Certification. My name is Tammie Scholz, together with my coworkers Lynn Goering and Michelle Stephens, we will be providing you an overview for how to get ready to become certified. Before we get started, I would like to take a moment to review a few technical details. Throughout the presentation, you can type in questions at any time. You can perform this function by simply typing your question into the box on the left side of your screen. The presentation portion will be 45 minutes in duration; there will be 15 minutes at the end of the presentation saved to respond to typed questions from the audience. This webinar is being recorded and will be available online soon. Slides from this live webinar can be found on Nebraska Department of Education Nutrition Services web link [School Lunch Program Applying for Certification – Additional 6 Cents](#).

Objectives

- Define the Certification purpose
- Outline the Certification process
- Review preparation for certification
- Provide resources
- Discuss Certification Worksheet
- Transferring Data Menu Items
- Discuss Uploading Completed Certification Documents into CNP system



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Objectives for this webinar encompass:

- Defining the Certification purpose
- Outlining the Certification process
- Reviewing how to prepare for certification
- Providing resources
- Discussing the Certification Worksheet
- Discussing the uploading of the completed Certification Documents into the CNP system

Why all the changes?

- School meal program impact millions of children every day
- Obesity and food insecurity/hunger are dual threats to many of these children
- Rule informed by current nutrition science



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Why all of the changes?

New school meal requirements are part of the Healthy, Hunger-Free Children Act of 2010 that was passed into law.

The new standards impact the 32 million students that participate in school meal programs every school day.

Obesity and food insecurity/hunger are dual threats to many children. While the incidence of childhood obesity is higher than ever before, for many children, school meals may be the only meals they eat in any given day.

USDA built the new meal requirements around recommendations from a panel of experts convened by the Institute of Medicine and the 2010 Dietary Guidelines for Americans.

Certification Process

- The Healthy, Hunger-Free Kids Act makes an additional 6-cent reimbursement available for meals meeting the updated meal pattern requirements.

*In order for SFAs to be eligible to receive this new performance-based reimbursement, the NDE Nutrition Services 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.*



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The new meal pattern became effective July 1, 2012 and School Food Authorities are required to meet the new requirements. While there is no deadline for submitting Certification documentation, all School Food Authorities are required to meet the new meal patterns and be certified for the 6-cent reimbursement.

Certification includes documentation submitted to Nutrition Services to demonstrate compliance with new meal pattern requirements.

In order to receive the additional 6-cent per lunch reimbursement, all schools within the district must be in compliance with the meal pattern requirements.

Certification Documentation

- Menu: Planned lunch and breakfast (if applicable)
- Certification Worksheets
- Attestation Statement



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The Certification process involves submitting specific documentation which demonstrates compliance with the new meal pattern requirements to Nutrition Services.

This documentation includes:

1. A monthly calendar of planned lunch and breakfast (if applicable) menus which includes the one week of menus to be reviewed is suggested. However, at a minimum the menu for the week being certified must be provided.
2. Completed detailed menu worksheets for each grade group the School Food Authority serves; a separate worksheet must be submitted for each unique menu offered within the School food Authority. The required worksheets to be used have been created by USDA and contains specific information regarding food components and quantities by reimbursable meal.
3. Attestation Statement much be checked online by Authorized Representative. This represents assurance that on-going meal service is in compliance with all new meal pattern requirements.

Timeline

You can submit documentation for the current month or the preceding month



NDE Nutrition Services has 60 days from the date of submission to approve/deny



Payment for the additional \$.06 will be retroactive back to the beginning of the month for the certified menu submitted



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For Certification, documentation can be submitted for the current month or the preceding month. Nutrition Services has 60 days from the date of submission to approve or deny the certification. Payment for the additional 6 cents will be retroactive back to the beginning of the month for the certified menu that is submitted.

Materials to Complete Worksheet

- 1 week menu (5 days) **ONE FULL WEEK**
(Must be from the month the SFA is submitting the materials or the preceding month.)
- Portion sizes for all reimbursable menu items
- Production Records
- Nutrient Information
- Standardized Recipes



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Here is a summary of the list of materials you will need to complete the worksheet. A detailed explanation of these materials can be found by viewing the first training video posted on the Nutrition Services 6 cents link.

The material needed to complete the certification includes:

A written menu which contains the new meal pattern requirements. Remember when submitting for Certification, the menu must be from the month the school is submitting the materials or the preceding month.

Portion sizes planned for. You will need the exact portion sizes for all items used as part of the reimbursable meal. Your production records will help you complete this requirement.

Nutrient information. You can obtain nutrient information from a variety of resources such as CN labels, USDA Fact Sheet or FoodTracker. Review your recipes and food labels to make sure they are accurate.

You will need to complete a separate Certification worksheet for each of the three grade groups. In addition, if your school serves breakfast, a separate Certification worksheet must be completed as well.

Entering the accurate information into the certification worksheet is a critical part of this process, so you will want to give yourself plenty of time to prepare the required documents to assure that you are meeting the requirements for the new meal pattern.

Nutrition Services 6 Cents Link

<http://www.education.ne.gov/ns/forms/nslpforms/Certification/Certification.html>



Home State Board Portal Master Calendar Departments & Programs: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

NDE News Releases 	NDE Bulletins Updated information or clarifications as we progress through the end-of-the school year reporting, etc.	eyes ON Nebraska Schools Click Here	Ask NDE - FAQ's Contact Information
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Nutrition Services

Nutrition Services Home

School Meals Program

- Fresh Fruit & Veg Program
- Forms & Resources
- Training
- Important Dates
- School Breakfast Program
- Special Milk Program
- After School Snack Program
- Celebrations/Contest

National School Lunch Program - NSLP

New Meal Pattern Certification - 6 Cents

The Healthy Hunger-Free Kids Act provides an additional 6-cents per lunch reimbursement to school districts that certify to be in compliance with the new meal pattern requirements. The increased reimbursement, a significant investment in improving the quality of school meals, will be provided to school districts once they meet the new meal patterns published in the final rule on January 26, 2012. Funding becomes available to school districts starting October 1, 2012.



By going to our **Applying for Certification-Additional 6 Cents** link, you will find a wealth of resources to help guide you through the Certification process.

Outline – Getting Started

New Meal Pattern Certification - 6 Cents

Outline for Certification Process

Memorandum sent to the Authorized Representatives September 20, 2012. [Getting Started on the Menu certification Process](#). Click here for an [Outline of the Certification Process.pdf](#)

This outline will give you a general overview of all the Certification Steps. It also includes a menu Organization checklist and links to resources.



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To start to understand what the requirements are for certification, click on the two hyperlinks under the **“Outline for Certification Process.”**

The first link will take you to a Memo which was sent out in the Fall to all Schools. Within this memo, the process for getting certified is described. The second link provides you with a basic outline of the certification process.

Resources - Videos

Training Videos created by NDE, Nutrition Services

Before you begin the Certification Worksheets, Nutrition services recommends watching the 3 training videos below, in the order listed. You will also want to print out the Sample Day menu Organization Tool prior to viewing "Get Ready for Certification."

1. View Video: [Get Ready for Certification: The Menu Organization Tool](#)
 - [Print the Sample of the Menu used in the Organization Tool video.](#)
 - [Menu Organization Tool. xls](#) - This is an Excel Worksheet to help organize your data for entry into the certification worksheet.
 - [Slide Handout - OrgTool_Slides.pdf](#)
2. View Video: [Completing the Certification Worksheet](#)
 - [Slide Handout - CertWrkshT_Slides.pdf](#)
3. View Video: [Simplified Nutrient Assessment](#)
 - [Slide Handouts - NutAssemt_Slides.pdf](#)



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A bit further down on the 6 Cents page, you will find three training videos which been created to help you complete the Certification Worksheets.

The first video is designed to assist you in getting your menu organized. Before viewing this video, print the sample menu provided.

The second video will walk you through completing a certification worksheet.

The third video explains how to complete the simplified nutrient assessment page found inside the certification worksheet.

Resources - Link

□ Nutrition Services 6 Cents Link

<http://www.education.ne.gov/ns/forms/nslpforms/Certification/Certification.html>

The screenshot shows the Nebraska Department of Education website. At the top, there is a navigation bar with links for Home, State Board, Portal, Master Calendar, and Departments & Programs. Below this, there are several featured sections: NDE News Releases, NDE Bulletins, eyes ON Nebraska Schools, and Ask NDE - FAQ's. The main content area is divided into two columns. The left column is titled 'Nutrition Services' and includes a 'Resources' section with a red arrow pointing to it. The right column is titled 'National School Lunch Program - NSLP' and features a 'New Meal Pattern Certification - 6 Cents' section. The 'Resources' section contains a list of links: Recipes - List of USDA recipes nutrition information (with sub-links for Excel File.xls and Adobe File.pdf), Center for Nutrition Policy and Promotion - CNPP SuperTracker Website (with sub-links for SuperTracker and MyCombo), Vegetable Subgroup List.pdf, and Nutrient Analysis Software Approved for NSMP and Portions of Option 1 for Certification of Compliance.

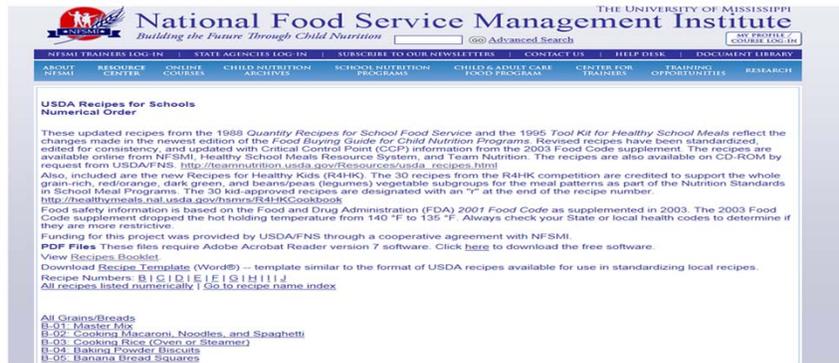


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At the bottom of the 6 Cents link, additional resources with hyperlinks can be found.

Resources – USDA Recipes

<http://www.nfsmi.org/Templates/TemplateDefault.aspx?q=cEIEPTIwMiZpc01ncj10cnVl>



The screenshot shows the website for the National Food Service Management Institute (NFSMI) at The University of Mississippi. The page is titled "USDA Recipes for Schools" and provides information about updated recipes from 1988 and 1995. It includes a search bar, navigation tabs for various services, and a list of recipe categories such as "All Grains/Breads", "Master Mix", "Cooking Macaroni, Noodles, and Spaghetti", "Cooking Rice (Coven or Steamer)", "Baking Powder Biscuits", and "Banana Bread Squares".



One of the resources provided on our resource list is the link to USDA recipes. Within these recipes, nutrition information is provided. If you are using a school recipe for the week you are certifying, you will need nutrition information. You may use the nutrient information from a USDA recipe, if your recipe is of a comparable nature. For example, if the USDA recipe for chili soup is similar to your school recipe, it would be permissible to use the calories and saturated fat reported on the USDA recipe.

USDA Recipes Nutrition Facts

□ USDA Recipes Credits

http://www.education.ne.gov/ns/forms/nslpforms/Recipes_USDA_NutFacts.pdf

Recipe Name	Recipe #	Serving Size	Creditable Amounts	Calories	Saturated Fat
Apple Cobbler	C-01	1 serving	1/2 cup fruit, 1 serving grains/breads	299	2.96g
Apple Crisp	C-02	1 serving	1/4 cup fruit, 3/4 serving grains/breads	200	1.59g
Apple-Honey Crisp	C-02A	1 serving	1/4 cup fruit, 3/4 serving grains/breads	194	1.59g
Applesauce Cake	C-03	1 piece	1 serving grains/breads	218	2.13g
Arroz con Queso (Rice with Cheese)	D-48	1/2 cup	2 oz eq M/MA, 1/8 cup vegetable, 3/4 serving grains/breads, or 1 oz eq M/MA, 1/4 cup vegetable, 3/4 serving grains/breads	248	4.11g
Baked Beans (Canned Vegetarian Beans)	I-06	2/3 cup	2 oz eq M/MA, or 1/2 cup vegetable	159	0.16g
Baked Cajun Fish	D-46	1 serving	2 oz eq M/MA	128	1.75g
Baked Fish Scandia	D-47	1 serving	2 oz eq M/MA	162	1.53g
Baked French Toast Strips	J-03	2 strips	1 oz eq M/MA, 1 serving grains/breads	155	1.18g
Baked Sweet Potatoes and Apples	I-07	1/4 cup	1/4 cup of vegetable and fruit	78	0.28g
Baking Powder Biscuits	B-04	1 each	1 1/2 servings grains/breads	164	1.66g
Banana Bread Squares	B-05	1 each	1 serving grains/breads	149	1.10g
Barbecued Beef or Pork on Roll (Canned Meat)	F-02	1 each	2 oz eq M/MA, 1/8 cup vegetable, 2 servings grains/breads	276	2.33g
Barbecued Chicken	D-11	1 portion	2 oz eq M/MA	295	3.73g
Barbecue Sauce	G-02	2 TBSP		48	0.02g
Bean Burrito	D-12A	1 each	2 oz eq M/MA, 1/4 cup vegetable, 1 1/2 servings grains/breads	288	3.53g
Bean Soup	H-01	1 cup	2 oz eq M/MA and 1/8 cup vegetable	159	0.22g
Bean Taco	D-13A	2 each	1 3/4 oz eq M/MA, 1/2 cup vegetable, 1 serving grains/breads	249	2.69g
Beef and Bean Tamale Pie	D-15A	1 serving	2 oz eq M/MA, 3/8 cup vegetable, 1 serving grains/breads	268	3.60g
Beef or Pork Burrito (Updated March 2006)	D-12	1 each	2 oz eq M/MA, 1/4 cup vegetable, 1 serving grains/breads	273	5.76g



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Another way to obtain the nutrient information is by utilizing the USDA Recipes Credits list. This helpful reference provides you with useful information on how each USDA recipe will contribute to the meal pattern and nutrition information.

SuperTracker Resource

□ <https://www.supertracker.usda.gov/foodtracker.aspx>

The screenshot displays the SuperTracker website interface. At the top, the USDA logo and "United States Department of Agriculture" are visible. Below the header, a navigation menu includes "Home", "Food-A-Pedia", "My Plan", "Track Food & Activity", "My Reports", and "My Features". A secondary menu lists "Food Tracker", "My Favorite Foods List", "My Combo", "Physical Activity Tracker", and "My Favorite Activities List".

The main content area shows tracking data for "Today" (11/16/12). It includes a "Physical Activity Target" section with a target of "AT LEAST 150 minutes per week" and an actual value of "0 minutes". A "Daily Calorie Limit" section shows an allowance of "2000", "Eaten" of "0", and "Remaining" of "2000". A "Daily Food Group Targets" table is also present:

	Grains	Vegetables	Fruits	Dairy	Protein Foods
Target	0 oz.	2 1/2 cup(s)	2 cup(s)	3 cup(s)	5 1/2 oz.
Eaten	0 oz.	0 cup(s)	0 cup(s)	0 cup(s)	0 oz.
Status	-	-	-	-	-

Below this is the "Food Tracker" section, which includes a search bar with a dropdown menu set to "All Foods" and a "Go" button. A "Total Eaten: 0 Calories" indicator is visible. A graph on the right shows "100% of target" on the y-axis and "Total Percentage of Target" on the x-axis. The Nebraska Department of Education logo is at the bottom.

Yet one more way to acquire nutrient information can be achieved through SuperTracker. This functional resource allows you to search for food items used in your menu and provides specific nutrient information for each food item entered.

Team Nutrition: Teamnutrition.usda.gov

The screenshot shows the homepage of the Team Nutrition website. At the top, the USDA logo is on the left, and the text 'United States Department of Agriculture Food and Nutrition Service' is next to it. To the right is the 'TEAM NUTRITION' logo with a stylized figure. Below the header is a navigation bar with links for 'Home', 'About Team Nutrition', 'FNS Newsroom', 'Help', and 'Contact Us'. A search bar is located on the left side. The main content area features a 'Spotlights' section with several featured items: 'HealthierUS School Challenge Awards' (2062 awards in 45 states), 'Healthier Middle Schools: Everyone Can Help', 'Recipes for Healthy Kids: Winning Recipes', 'MyPlate for Kids Poster', 'Fuel Up to Play 60: Resources for Schools', '2012 Training Grant Application', 'First Lady Celebrates Let's Move! Anniversary', and 'Blast Off Game'. There is also a 'What's New' section and a 'Nutrition Standards for School Meals' section. The page number '15' is visible in the bottom right corner.

The Team Nutrition HOMEPAGE has an abundance of great information.

If you have not done so already, make this website one in your favorites.

Resource Library

 United States Department of Agriculture
Food and Nutrition Service



[Home](#) | [About Team Nutrition](#) | [FNS Newsroom](#) | [Help](#) | [Contact Us](#)

Search FNS

- Search all USDA
- Search Tips
- Topics A-Z

Email Updates

 Sign-up to receive free email updates

Browse by Audience

Information For ...

Browse by Subject

- ▶ [Join the Team](#)
- ▶ [HealthierUS Schools](#)
- ▶ [Local Wellness Policy](#)
- ▶ [Training Grants](#)
- ▶ [Resource Library](#)
- ▶ [Graphics Library](#)
- ▶ [MyPlate](#)
- ▶ [Eat Smart. Play Hard.](#)

You are here: [Home](#) > [Resource Library](#)

Resources A to Z

The following is a comprehensive listing of all the resources available through Team Nutrition to schools and child care facilities that participate in the Federal Child Nutrition Programs. For easy reference, these resources have also been subdivided by audience:

- [Foodservice Professionals](#)
- [Educators](#)
- [Parents](#)
- [Child Care Providers](#)

Related Materials

- [Online Order Form](#)

See Also

- [Healthy Meals Resource System \(HMRS\)](#)
- [National Food Management Institute \(NFMI\)](#)
- [Let's Move](#)
- [ChooseMyPlate.gov](#)

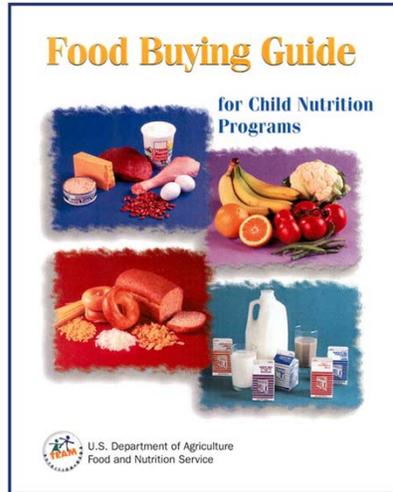
- [2010 Dietary Guidelines for Americans](#)
- [Are You on the Team?](#)
- [Blast Off Game](#)
- [Building Blocks for Fun and Healthy Meals](#)
- [Changing the Scene: Improving the School Nutrition Environment](#)
- [Empowering Youth with Nutrition & Physical Activity - Manual](#)
- [Empowering Youth with Nutrition & Physical Activity - Online Modules](#)
- [Fact Sheets For Healthier School Meals](#)
- [Feeding Infants: A Guide for Use in the Child Nutrition Programs](#)
- [Food Buying Guide for Child Nutrition Programs](#)
- [Food for A Day](#)
- [Fruits & Vegetable Challenge Packet](#)
- [Fruits & Vegetables Galore: Helping Kids Eat More](#)
- [Grow It! Try It! Like It!](#)
- [Healthier Middle Schools: Everyone Can Help](#)



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Inside the Team Nutrition website, a Resource Library is provided.

Resources - Food Buying Guide



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From the Resource Library List on the Team Nutrition website, the link to the Food Buying Guide can be found. This resource will assist you in determining how food items contribute to meal pattern requirements. You can also access the Food Buying Guide from the Nutrition Services website under Forms and Resources.

Menu Planning

<http://healthymeals.nal.usda.gov/menu-planning-0>

USDA United States Department of Agriculture

Healthy Meals Resource System

TEAM NUTRITION

Home | About HMRS | News | Topics A-Z | Get Connected | Chefs Move to Schools | Help | Contact Us

Search HMRS

Go

Search all USDA
Advanced Search

Browse by Subject

- Recipes
- Menu Planning
- Best Practices
- Resource Library
- Healthiest School Challenge Resources
- Farm to School Resources
- Local Wellness Policy Resources
- State Sharing Center
- Professional & Career Resources

Menu Planning

Menu Planning Tools
Find cycle menus, marketing ideas, and tips for planning menus.

Beans
Find recipes, fact sheets, and other resources to help you and your staff incorporate more beans into the menu.

Nutrition Standards for School Meals
Through the Healthy, Hunger-Free Kids Act championed by the First Lady and signed by President Obama, USDA made the first major changes in school meals in 15 years.

Fruits and Vegetables
Find tips for preparing, serving, and promoting fruits and vegetables. Quantity recipes using fruits and vegetables are also available.

Whole Grains
Includes information on whole grains, educational materials, posters, recipes, research, cooking tips, and school success stories.

Sodium Reduction
The 2010 Dietary Guidelines for Americans recommend reducing daily sodium intake. These resources provides tips to help plan menus with lower sodium.

USDA Foods (Commodity) Resources
View fact sheets, program information, resources, and recipes for using USDA Foods.



Need some ideas for adding beans to the menu? Or incorporating more whole grains? The TEAM Nutrition Menu Planning link has plenty of ideas to offer.

Now Lynn Goering will discuss more about the certification worksheet.

The Certification Worksheets

NEBRASKA DEPARTMENT OF EDUCATION
Languages | Text +/-

Search

Home
State Board
Portal
Master Calendar
Departments & Programs: ABCDEFGHIJKLMNOPQRSTUVWXYZ

NDE News Releases

NDE Bulletins

Updated information or clarifications as we progress through the end-of-the school year reporting, etc.

eyes

ON
Nebraska Schools

Click Here

Ask NDE - FAQ's

?

Contact Information

Nutrition Services

Nutrition Services Home

School Meals Program

- Fresh Fruit & Veg Program
- Forms & Resources
- Training
- Important Dates
- School Breakfast Program
- Special Milk Program
- After School Snack Program
- Celebrations/Contest
- Grants

Child and Adult Care Food Program

Summer Food Service Program

ne.gov/ndebulletins/index.html

National School Lunch Program - NSLP

Program Information

- Applying for Certification - Additional 6 Cents
- New Meal Pattern Requirements - July 1, 2012
- After School Snacks
- Fresh Fruit & Vegetable Program
- Healthier US School Challenge
- School Breakfast
- Special Milk Program
- Team Nutrition

Training & Resources

Applying for Certification - Additional 6 Cents

Thanks Tammie

OK.

Lets talk specifically about the Certification worksheets

As mentioned, the worksheets are posted on the department web site.

The easiest and most straightforward way is to start from the main School lunch page

The second bullet down is APPLYING FOR CERTIFICATION – ADDITIONAL 6 CENTS.

Click here

Scroll Down

The screenshot shows a website page with a navigation menu on the left and a main content area on the right. The navigation menu includes links for 'Services Home', 'Programs', 'Fruit & Veg Program Resources', 'Event Dates', 'Breakfast Program', 'Milk Program', 'School Snack Program', 'Contests/Contests', 'Child Care Food Program', and 'Food Service Program'. The main content area has a header 'National School Lunch Program - NSLP' and a sub-header 'New Meal Pattern Certification - 6 Cents'. Below this, there is a paragraph of text starting with 'The Healthy Hunger-Free Kids Act provides an additional 6-cents per...'. A yellow arrow points downwards from the top of the page to the bottom. A yellow callout box with black text says 'SCROLL DOWN Certification Worksheets are posted near the bottom of the page'. Below the callout box, there is a section titled 'Outline for Certification Process' with a paragraph of text starting with 'Memorandum sent to the Authorized Representatives September 20, 2012, Gett...'. The page number '20' is visible in the bottom right corner.

Services

Services Home

Programs

Fruit & Veg Program Resources

Event Dates

Breakfast Program

Milk Program

School Snack Program

Contests/Contests

Child Care Food Program

Food Service Program

html

National School Lunch Program - NSLP

New Meal Pattern Certification - 6 Cents

The **Healthy Hunger-Free Kids Act** provides an additional 6-cents per... certify to be in compliance... increased reimbursement, a sig... meals, will be provided to... patterns published in the final... available to school districts

SCROLL DOWN
Certification Worksheets are posted near the bottom of the page

Outline for Certification Process

Memorandum sent to the Authorized Representatives September 20, 2012, Gett... Menu certification Process. Click here for an Outline of the Certification Proces... This outline will give you a general overview of all the Certification Steps. It al...

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This will bring you to the New Meal Pattern Certification 6 cents page....

Scroll down

The worksheets are posted near the bottom of the page

5 Day Worksheets

Lunch Certification Worksheets - 5 Day Meal Service

- Grades K-5 Lunch.xls
- Grades 6-8 Lunch.xls
- Grades K-8 Lunch.xls
- Grades 9-12 Lunch.xls
- Breakfast K-12.xls

Lunch Certification Worksheets (RCCI) - 7 Day Meal Service

- Grades K-5 Lunch 7 day.xls
- Grades 6-8 Lunch 7 day.xls
- Grades K-8 Lunch 7 day.xls
- Grades 9-12 Lunch 7 day.xls
- Breakfast K-12 7 day.xls

Lunch Certification Worksheets - 4 Day Meal Service

- Grades K-5 Lunch 4 day.xls
- Grades 6-8 Lunch 4 day.xls
- Grades K-8 Lunch 4 day.xls
- Grades 9-12 Lunch 4 day.xls
- Breakfast K-12 4 day.xls

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There are 3 sections of worksheets.

The top section contains worksheets for schools offering 5 day meal service

This is the most common situation

So it is listed first

7 or 4 Day Worksheets

Lunch Certification Worksheets - 5 Day Meal Service

- Grades K-5 Lunch.xls
- Grades 6-8 Lunch.xls
- Grades K-8 Lunch.xls
- Grades 9-12 Lunch.xls
- Breakfast K-12.xls

Lunch Certification Worksheets (RCCI) - 7 Day Meal Service

- Grades K-5 Lunch 7 day.xls
- Grades 6-8 Lunch 7 day.xls
- Grades K-8 Lunch 7 day.xls
- Grades 9-12 Lunch 7 day.xls
- Breakfast K-12 7 day.xls

Lunch Certification Worksheets - 4 Day Meal Service

- Grades K-5 Lunch 4 day.xls
- Grades 6-8 Lunch 4 day.xls
- Grades K-8 Lunch 4 day.xls
- Grades 9-12 Lunch 4 day.xls
- Breakfast K-12 4 day.xls

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Below the 5 day section are sections for 7 day meal service—these would be worksheets for residential facilities

And the 4 day meal service worksheets are for the handful of schools that operate on a 4 day week

Downloading and Saving

- If you not familiar with how to download, save, rename . . .
- Ask for help from your IT department



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DOWNLOADING AND SAVING

If you are not familiar with how to download a file-----

How to save a file to your computer -----

Or how to rename a file

Ask for help from your school computer department

Or maybe someone in your school office who regularly works with computer files.

The Certification Worksheets

NO Mackintosh (common in schools)

Standard PC = Dell, HP, Acer



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First and foremost

It's important to know that the Certification Worksheets will not function properly on a Mackintosh

Which is also known as a MAC computer.

Unfortunately some folks have started their worksheets on a MAC, and it will falsely APPEAR that things are working ok,

however when you get about 3/4th done you WILL run into problems. And have to start completely over.

Trust me You must work on a standard Personal Computer or PC
This might be a Dell, or an HP or an Acer.....there are many brands.

If you don't have access to a PC, you will want to talk with your Principal or Superintendent to discuss making other arrangements

Working in Excel

- Formulas protected
- May find you can't click on some cells
- Some Basics
 - ▣ Tabs
 - ▣ Zoom
 - ▣ Moving left/right and up/down



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As we've mentioned --- the certification documents were designed by USDA – and created in Excel workbooks

If you've never worked in Excel before --- it may appear intimidating -- especially the first time you open it up.

Formulas and calculations are built into some of the cells,
So You might find that you can't click on or type in certain cells,
this is a safety measure---
some cells have been locked or protected so the formula won't be accidentally typed over or erased

First I'm going to over some general information about Excel
And then talk a little about the certification worksheets themselves

Let's cover some basics that are good to know -----

In the next few slides we'll look at the tabs,
how to zoom in and out, and also how to navigate left and right
....and up and down as you fill in your information

Meal Pattern Reimbursable Lunches Grades 6-8

SFA Name:
b-8 Menu #:

Enter each reimbursable lunch offered during the reference week and select or enter the quantity of each component. Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

[Click here to go the Food Buying Guide Calculator](#) [Click here to go the Instructions](#) [Click here to the Weekly Report](#)

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat/Meat Alternate (oz equivalents)	Grains (oz equivalents)			Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)
<i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**</i>	<i>Enter the total meat/alternate ounces offered with this meal</i>	<i>Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal</i>	<i>Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich</i>	<i>Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts</i>	<i>Select the number of cups of fruit including fruit juice offered with this meal</i>	<i>ONLY select the cups of fruit juice</i>	<i>Select the number of cups of vegetables including vegetable juice offered with this meal</i>	<i>ONLY select the cups of vegetable juice</i>	<i>Enter the number of cups of fluid milk offered with this meal</i>
1									
2									
3									
4									
5									
6									
7									

Menu Worksheet Instructions SFA Not... **All Meals** Optional VegBar Monday Tuesday Wednesday Thursday

Tabs

26

Here's a view when you open up the certification worksheet document.

Excel workbooks have multiple tabs or worksheets. These are circled in yellow

Individual Tabs are like pages of a book. An individual tab is circled in red.

Meal Pattern Reimbursable Lunches Grades 6-8

SFA Name:
6-8 Menu #:

Enter each reimbursable lunch offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any grain/meat/meat alternate in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

[Click here to go to the Food Buying Guide Calculator](#) [Click here to go to the Instructions](#) [Click here to the Weekly Report](#)

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**</i>	Meat/Meal Alternate (oz equivalents) <i>Enter the total meal/meat alternate ounces offered with this meal</i>	Grains (or equivalents) (or source equivalents or bread servings) <i>**NOTE: Grains may be offered as source equivalents or bread servings</i>	3a <i>Of the grains offered with this meal, enter the number of source/bread servings that are whole grain rich</i>	3b <i>Of the grains offered with this meal enter number of source/bread servings that are desserts</i>	Fruit (cups) <i>**NOTE: Enter the CREDITABLE amount of dried fruit</i>	4a <i>ONLY select the cups of fruit juice</i>	Vegetables (cups) <i>Select the number of cups of vegetables including vegetable juice offered with this meal</i>	5a <i>ONLY select the cups of vegetable juice</i>	Fluid Milk (cups) <i>Enter the number of cups of fluid milk offered with this meal</i>

All Meals Tab

Menu Worksheet Instructions / SFA Notes / **All Meals** / Optional VegBar / Monday / Tuesday / Wednesday / Thursday

Ready

12 Tabs – Click to select

27

Here's a more close-up view of the tabs..

There are 12 tabs or 12 pages of worksheets within the lunch certification document....

In this slide we are on the ALL MEALS tab which I've circled in yellow the tab or page you are onwill appear slightly highlighted while the other tabs are a grey hue

To move from tab to tab.....You can simply use your mouse to click on the tab you want....

Meal Pattern
Reimbursable Lunches
Grades 6-8

SFA Name:
b-d menu #:

Enter each reimbursable lunch offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

[Click here to go to the Food Buying Guide Calculator](#) [Click here to go to the Instructions](#) [Click here to the Weekly Report](#)

1	2	3a	3b	4a	5a	6
Meal Name	Meat/Meat Alternate (oz equivalents)	Grains (oz equivalents)	Fruit (cups)	Vegetables (cups)	Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS **	Enter the total meat/meal alternate ounces offered with this meal	Enter the total grains ounces/bread servings including whole grain rich and desserts offered with	Of the grain with this meal, enter the number of servings that are whole grain rich	Enter the CREDITABLE amount of dried fruit	Select the number of cups of vegetables including vegetable juice	ONLY select the cups of vegetable juice

Worksheet tabs: Menu Worksheet Instructions / SFA Note / **All Meals** / Optional VegBar / Monday / Tuesday / Wednesday / Thursday

Select different tab

28

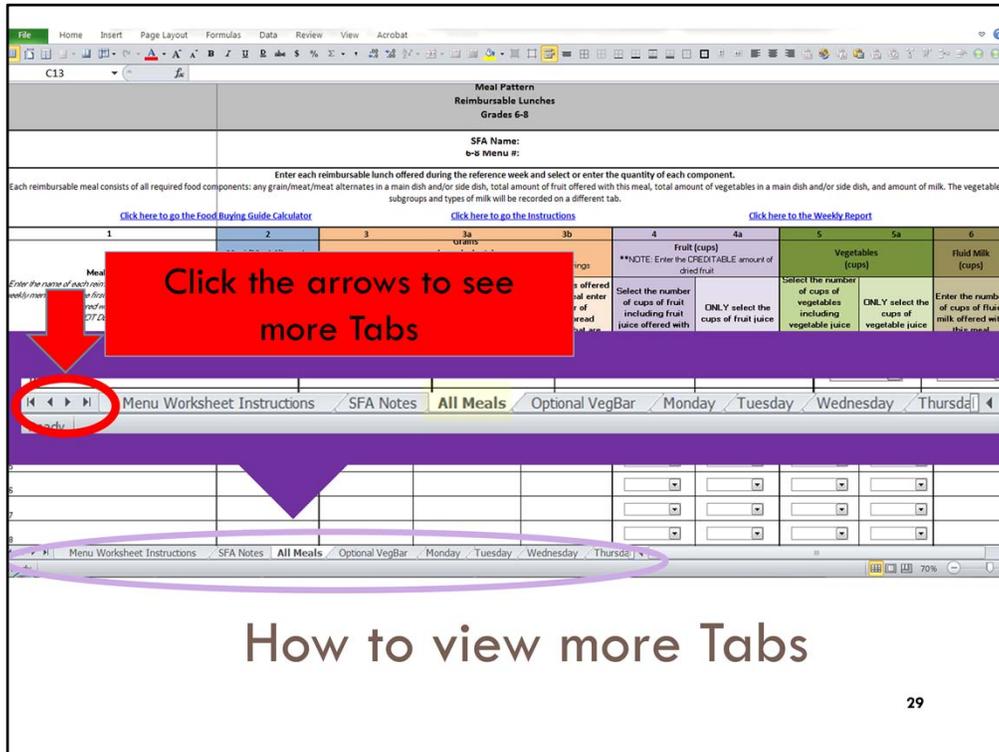
For example

right now we're on the ALL MEALS tab

but if I want to move to the OPTIONAL VEGGIE BAR tab,

I'll simply click on the tab OPTIONAL VEGGIE BAR

And this will move me to that tab, so I can now work on that page....

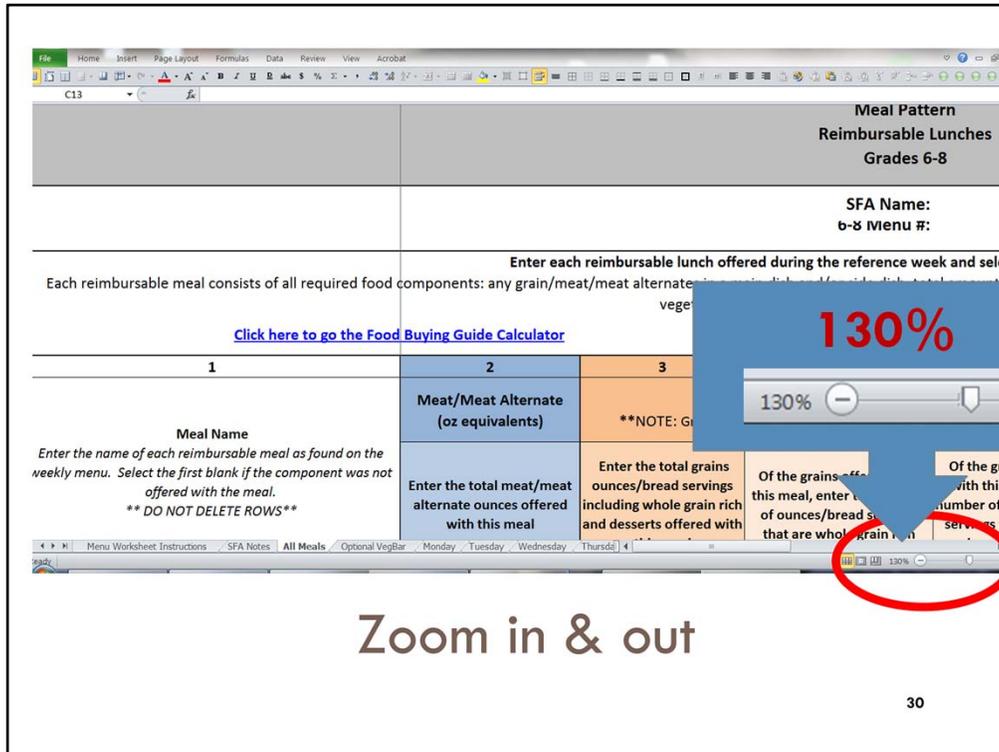


In this view.....Notice how even though we know there are a total of 12 tabs
we can only see 8 of them

- The menu instructions tab
- SFA Notes
- The ALL MEALS TAB
- THE VEGGIE BAR tab
- And tabs for Monday through Thursday

You can't see FRIDAY...or the other 3 tabs located further to the right

You can use the ARROWS located in the bottom left hand corner of the screen
 to navigate right (or left)
 Allowing you to see the other tabs.



Zooming in and out....

You might find that when you open a document for the first time, you can't see all the columns or rows

You'll need to use the zoom function located in the bottom right hand corner ----- to adjust the zoom to a view that works for you

To demonstrate this We'll go from 130% -----

Meal Pattern
Reimbursable Lunches
Grades 6-8

SFA Name:
b-3 Menu #:

Enter each reimbursable lunch offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any gram/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

[Click here to go to the Food Buying Guide Calculator](#) [Click here to go to the Instructions](#) [Click here to the Weekly Report](#)

1	2	3	3a	3b	4
Meal Name	Meat/Meat Alternate (or equivalents)	Grains (or equivalents)	Grains (or equivalents)	Grains (or equivalents)	Fruit (cups)
<i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first brand if the component was not offered with the meal. **DO NOT DELETE ROWS**</i>	<i>Enter the total meal/meat alternate ounces offered with this meal</i>	<i>Enter the total grains ounces offered servings including whole grain rich and desserts offered with this meal</i>	<i>Of the grains offered with this meal, enter the number of ounce/bread servings that are whole grain rich</i>	<i>Of the grains offered with this meal enter number of ounce/bread servings that are grain based desserts</i>	<i>Select the number of cups of fruit including fruit juice offered with this meal</i>

Menu Worksheet Instructions / SFA Notes / All Meals / Optional VegBar / Monday / Tuesday / Wednesday / Thursday

70%

Zoom out

31

To 70%

You'll probably also find that you need to adjust the zoom so that column headings and other text are easy for you to read....

AND

It's important to note that You may need to adjust the zoom each time you move to a new tab.

Moving up & down

The screenshot shows a spreadsheet titled "Monday Daily Lunch Requirement Check Grades 6-8". The spreadsheet is divided into three main sections: "1. Meal Name", "2. Meat/Meat Alternate (M/MA)", and "3. Grains". The "3. Grains" section is further divided into sub-sections: "a. Grains", "Daily Grain Requirement Check", "b. Whole Grain Rich", and "c.". A green callout box with a purple arrow points to a vertical slide bar on the right side of the spreadsheet, with the text "Slide bar up and down" inside. The slide bar is circled in purple. The spreadsheet shows a table with several rows and columns, and a status bar at the bottom indicating "32".

Ok next lets talk a little bit about how to move around WITHIN the spreadsheet.

Depending on the size and settings of your monitor
or if you are working on a laptop,
the view you see will vary

It's important to know that not all the columns or rows will be visible.

When you want to move up and down, use the slide bar on the right of the screen

Moving up & down

Monday Daily Lunch Requirement Check
Grades 6-8

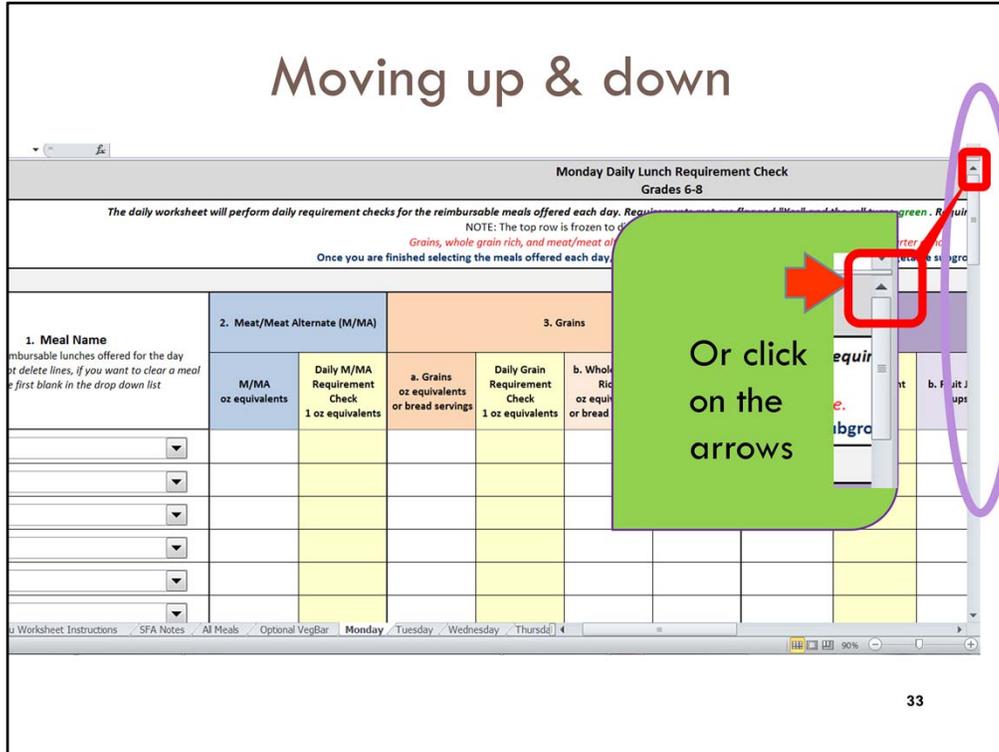
The daily worksheet will perform daily requirement checks for the reimbursable meals offered each day. Requirements must be filled in for all categories. Requirements are color-coded: green for M/MA, orange for Grains, whole grain rich, and meat/meat alternate. Requirements are color-coded: purple for Fruits and Vegetables.

NOTE: The top row is frozen to help you see the requirements. Once you are finished selecting the meals offered each day, you can click on the arrows to move the worksheet up or down.

1. Meal Name Reimbursable lunches offered for the day. Do not delete lines, if you want to clear a meal, enter a first blank in the drop down list	2. Meat/Meat Alternate (M/MA)		3. Grains		
	M/MA oz equivalents	Daily M/MA Requirement Check 1 oz equivalents	a. Grains oz equivalents or bread servings	Daily Grain Requirement Check 1 oz equivalents	b. Whole Grain Rich oz equivalent or bread

Worksheet Instructions / SFA Notes / All Meals / Optional VegBar / Monday / Tuesday / Wednesday / Thursday

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A screenshot of a worksheet titled "Monday Daily Lunch Requirement Check Grades 6-8". The worksheet has a table with columns for Meal Name, Meat/Meat Alternate (M/MA), and Grains. A green callout box with the text "Or click on the arrows" and a red arrow points to a red box on the slide bar. The red box contains two arrows, one pointing up and one pointing down, which are used for navigating between worksheets. A purple oval highlights the slide bar area.

Or you can click the arrows at the top and bottom of the slide bar.

Moving side to side

The screenshot shows a spreadsheet interface for a 'Monday Daily Lunch Requirement Check' for 'Grades 6-8'. The spreadsheet has several columns: '1. Meal Name', '2. Meat/Meat Alternate (M/MA)' (subdivided into 'M/MA oz equivalents' and 'Daily M/MA Requirement Check 1 oz equivalents'), and 'a. Grains, whole grain or bread service'. The spreadsheet is currently displaying the 'Monday' column. A yellow callout box with the text 'Slide bar to view right or left' and a purple arrow points to a horizontal scroll bar. A purple oval highlights the scroll bar at the bottom right of the spreadsheet area.

	1. Meal Name Select the reimbursable lunches offered for the day Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list	2. Meat/Meat Alternate (M/MA)		a. Grains, whole grain or bread service
		M/MA oz equivalents	Daily M/MA Requirement Check 1 oz equivalents	
1				
2				
3				
4				
5				
6				

To see columns to the right (or to the left)

....use the bar located in the bottom right-hand corner of your screen
....just above the zoom function

Slide the bar right (or left) to view the column you want to see.

Moving side to side

G15

Monday Daily Lunch Requirement Check
Grades 6-8

The daily worksheet will perform daily requirement checks for the reimbursable lunches. Once you are finished selecting the meals, click on the arrow to move right or left to view the column you want to see.

1. Meal Name Select the reimbursable lunches offered for the day Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list	2. Meat/Meat Alternate (M/MA)		a. Grains oz equivalent or bread service
	M/MA oz equivalents	Daily M/MA Requirement Check 1 oz equivalents	
1			
2			
3			
4			
5			
6			

Click on the arrow to move right or left

35

Or as I mentioned previously.... when we were talking about moving up and down.....

You can also click on the arrows located on either side of the bar to move right or left. to view the column you want to see.

Arrow keys on keyboard



And finally you can also use the arrow keys on your keyboard to move Up and down or right and left.

The 12 Tabs



- Menu Instructions
- SFA Notes
- All Meals
- Optional VegBar
- Monday – Friday
- Weekly Report
- Instructions & Simplified Nutrient Assessment

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Now we're ready to talk about the Certification Worksheet tabs themselves

In the next few slides we'll take a look at each of the tabs....

SFA notes

ALL MEALS

Optional Vegetable bar

Monday through Friday

Weekly report

And Simplified nutrient assessment

Again ---I want to remind everyone that the purpose of this webinar

is to give a **broad, general** overview of the certification steps and worksheets

The 3 training videos posted on our web page take you through each of these tabs, step by step in MUCH more detail.

Today I'll skip over the INSTRUCTIONS tabs, which are also covered in the videos.

SFA Notes Tab



SFA Certification Worksheet Notes
Lunch

This menu is for the week of
November 5-9

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The SFA notes tab is an optional space where you can add notes or share information about your specific school, menus or anything else you feel would be helpful to know.

This is a good spot to indicate the month and week of menus you are submitting.

All Meals Tab

Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**</i>	Meat/Meat Alternates (oz equivalent)	Enter the total meat/meat alternate ounces offered with this meal	grains/bread servings including whole grain rich and desserts offered with this	Or the grains with this the number of ounce servings whole
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	2.00	2.00	2.50	
1 Chili, cinn roll, peaches	2.00	2.00	3.00	
2 Hamburger, WG bun, Sweet potato fries	3.00	3.00	2.00	
3 Cheese pizza, WG crust	2.00	2.00	2.00	
4 Turkey/chicken sub on WG roll, corn	3.00	3.00	2.00	
5 Grilled Chick sand, baked beans	3.00	3.00	2.00	
6 PBJ	1.00	1.00	2.00	
7				39

The All Meals Tab is where you will enter all ENTRÉE choices offered during the week.

If you only offer 1 choice per day, you will only enter 5 Meals.

How you choose to “NAME” your entrees and the amount of detail you list here is your choice

We recommend keeping the name reasonably short but meaningful to you

All Meals Tab



Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**</i>	Meat/Meat Alternate (oz equivalent) Enter the total meat/meat alternate ounces offered with this meal	grains/beans/peas Enter the total grains/beans/peas servings including whole grain rich and desserts offered with this meal	Other grains Enter the number of other grain servings offered with this meal
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	2.00	2.50	
1 Chili, corn roll, peaches	2.00	3.00	
2 Hamburger, WG bun, Sweet potato fries	3.00	2.00	
3 Cheese pizza, WG crust	2.00	2.00	
4 Turkey cheese sub on WG roll, corn	3.00	2.00	
5 Grilled Chick sand, baked beans	3.00	2.00	
6 PBJ	1.00	2.00	
7			40

In the example shown, my fictional school offers a main entrée choice each day along with a PBJ as an alternate choice all 5 days of the week

....thus I have 6 on my list

Optional VegBar		
DARK GREEN vegetables offered	Quantity (cups)	Red/Orange vegetables offered
<input type="text" value="ROMAINE"/>	<input type="text"/>	<input type="text" value="CARROTS"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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The next tab is the optional Vegetable bar tab.

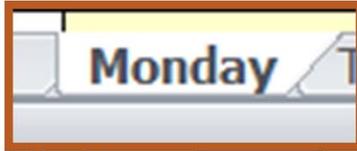
Many schools offer a self serve fruit and vegetable bar

On this tab you will only enter the Vegetables
 Not the fruits even though they may be served from the same bar.

Enter the vegetables you routinely set out on your bar, 5 days a week.
 For example romaine and carrots
 Then use the drop down box to select the portion size

Seasonal items that are not consistently offered each day should not be listed.

Monday – Friday Tabs



1. Meal Name

Select the reimbursable lunches offered for the day

Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list

		M/I oz equiv
1	Chili, cinn roll, peaches	2.0
2	PBJ	1.0
3		
4		43

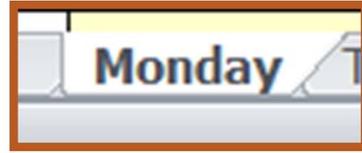
Next lets look at the daily tabs.

In the meal name column, use the arrow to select the entrée or entrees offered on Monday from a drop down list

The information you typed on the All Meals tab populate the drop down lists.

Here' I selected 2 entrees: CHILI and PBJ

Components Auto-fill

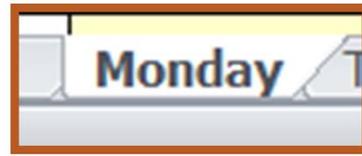


M/MA oz equivalents	Daily M/MA Requirement Check 1 oz equivalents	a. Grains oz equivalents or bread servings	Daily Grain Requirement Check 1 oz equivalents	b. Whole Grain Rich oz equivalents or bread servings	c. Grain Des oz equ or breac
2.00	Yes	3.00	Yes	0.00	2.
1.00	Yes	2.00	Yes	2.00	0.

The component information for each entrée chosen will populate from the ALL MEALS tab

The ounces of meat, grains and whole grain rich ounce equivalents, desserts.....

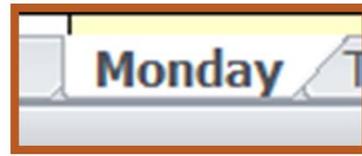
Monday – Friday Tabs



4. Fruit			5. Vegetables			6. Milk		Milk Type
a. Fruit cups	Daily Fruit Requirement Check 1/2 cup	b. Fruit Juice cups	a. Vegetables cups	Daily Vegetable Requirement Check 3/4 cup	b. Vegetable Juice cups	Milk cups	Daily Milk Requirement Check 1 cup	Check the type of milk below if it is offered Monday. All types of milk included
3/4	Yes		1	Yes		1	Yes	Skim/fat-free, unflavored
3/4	Yes		1	Yes		1	Yes	Skim/fat-free, flavored
								Low-fat (1% or less), unflavored
								Low-fat (1% or less), flavored
								Reduced fat (2% fat) or whole.

Now we have to move over to the right to see the additional columns that have prefilled...
the fruit, vegetable and milk serving sizes

Monday – Friday Tabs



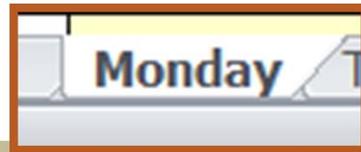
4. Fruit			5. Vegetables			6. Milk		Milk Type Check the type of milk below if it is offered to students on Monday. All types of milk included.	
a. Fruit cups	Daily Fruit Requirement Check 1/2 cup	b. Fruit Juice cups	a. Vegetables cups	Daily Vegetable Requirement Check 3/4 cup	b. Vegetable Juice cups	Milk cups	Daily Milk Requirement Check 1 cup	Skim/fat-free, unflavored	<input type="checkbox"/>
3/4	Yes		1	Yes				Skim/fat-free, flavored	<input checked="" type="checkbox"/>
3/4	Yes		1	Yes				(or less), unflavored	<input checked="" type="checkbox"/>
								(es), flavored	<input type="checkbox"/>
								(at) or whole.	<input type="checkbox"/>

Indicate types of Milk offered

In the next box, you will indicate the 2 types of milk offered on that day.

Don't forget to do this on each day of the week.

Monday – Friday Tabs



4. Fruit			5. Vegetables			6. Milk		Check the type of milk below if it is offered to students Monday. All types of milk included.	
a. Fruit cups	Daily Fruit Requirement Check 1/2 cup	b. Fruit Juice cups	a. Vegetables	Daily Vegetable Requirement	b. Vegetable Juice	Milk	Daily Milk Requirement	Skim/fat-free, unflavored	<input type="checkbox"/>
3/4	Yes							Whole, flavored	<input checked="" type="checkbox"/>
3/4	Yes							2% (lowfat), unflavored	<input checked="" type="checkbox"/>
								Whole, flavored	<input type="checkbox"/>

On "DAILY" tabs – use the slide bar to see the columns to the right

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As you are working your way across the row filling in the daily tabs
----you will need to use the slide bar to move to the far right

Even further to the right, past the milk section
is where you will enter specific vegetable subgroups and the portions planned for each day
of the week

Monday – Friday Tabs

Monday

Monday vegetable subgroup data entry
Grades 6-8

[Go to Weekly Report](#)

Creditable Amount of Each Vegetable Subgroup Offered on Monday
 In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and quantity of the vegetable subgroup offered. If you want to clear an entry, select the first blank in the drop down boxes.

Check this box if you offered the weekly vegetable bar on Monday with NO CHANGES

If you offered any vegetables in addition to the weekly vegetable bar, select the name and quantity of the vegetable subgroup offered. NOTE: If you offered a vegetable bar on Monday that differs from the weekly vegetable bar, select the name and quantity of the vegetable subgroup offered and quantities for each vegetable subgroup.

		DARK GREEN vegetables offered on Monday	Quantity (cups)	Red/Orange vegetables offered on Monday	Quantity (cups)	Beans/Peas offered on Monday	Quantity (cups)
<input type="checkbox"/>	Yes	Largest amount of dark green vegetables to select on Monday	<input type="text"/>	Largest amount of red/orange vegetables to select on Monday	<input type="text"/>	Largest amount of beans/peas to select on Monday	<input type="text"/>
<input checked="" type="checkbox"/>		Broccoli	1/2				
<input type="checkbox"/>							
<input type="checkbox"/>							

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Here's the daily vegetable subgroup section

First—if you offer a daily vegetable bar, make sure that you check the box at the top of the page.

Next, enter other vegetables offered that day in addition to what is available on the bar.

In my example cooked broccoli was served.
Use the drop down box to select the portion.

What about the FRUIT I serve?

In the Certification Worksheet you

- ▣ Must indicate **Portion** size

Do not need to identify what KIND on the Certification documents

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So what about the FRUIT that is served?
Where does that get entered?

For purposes of Certification, you must indicate the PORTION size of fruit served
But you do not need to identify the kind of fruit served.

This does not change or affect the ongoing requirement of daily production records which
would show the actual fruit served.

Weekly Report Tab



Day	Friday	Weekly Total	Weekly Requirement (cups)	Check
	1	5	3.34	Yes
	0	0	12	No
	0	0	34	No
	0	0	12	No
	0	0	12	No
	0	0	12	No
Day	Friday	Weekly Total	Weekly Requirement (oz)	Weekly Requirement Check
	1.00	5.00	9	No
	3.00	13.00	10	No

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The weekly report tab will summarize and review your menu for compliance with the required portions and vegetable subgroup offerings.

If any of the boxes are red, you will first want to go back to the ALL MEALS tab to check your portion sizes for typos or needed changes.

Or go to the daily tabs to ensure that the milk and vegetable information has been entered correctly

Simplified Nutrient Assessment

Click here to go to Upstream Serving Size and Fraction Calculators

Fruit, Milk, and Vegetable Subgroup Nutrient Assessment

Enter the number of servings of each component offered throughout the week. Only select one option per component.

Fruit (excp.)

Offered throughout the week with added fat:

Less than 30% of the total fruit offerings

30% to 70% of the total fruit offerings

More than 70% of the total fruit offerings

Fruit not offered

Milk (excp.)

Offered throughout the week:

Nonfat unflavored & nonfat flavored

Nonfat flavored & nonfat (FL) unflavored

Low-fat (1%) unflavored & nonfat flavored

Main Dish Simplified Nutrient Data Entry

Enter the number of servings of the main dish and the number of servings of items from the week. Only include the serving size for the main dish and any components included as part of the main dish. The number of planned servings should include all items on the menu.

Meal Name	Main Dish	M1	M2	M3	M4	M5	Other Items: Sides, Desserts, Condiments
This column is pre-populated with the meal name entered into "Meal Name" tab	The part of the meal associated with the information entered in columns M1-M5	Calories (kcal)	Saturated Fat (g)	Cholesterol (mg)	Total Fat (g)	Total Carb (g)	Sodium (mg)
Example: Chicken strips w/ roll and blue cheese		200	4	10			
OMG chicken pizzeria							
Hamburger (1) w/ French fries							
Cheddar cheese w/ roll							
Turkey chili w/ roll and 100% roll							
Grilled chicken & blue cheese							
PEZ							

Other Items: Sides, Desserts, Condiments

Enter the volume or amount of fat for a whole, dessert, or condiment. Enter the number of servings planned during the week. Do not include fruit as a side or dessert.

Use standard rounding procedure.

Item	Volume/Amount	Servings
Example: Ice cream		

The last tab that requires entry is the Simplified Nutrient Assessment tab

It is divided into 3 sections.

And we recommend completing one section at a time.

Simplified Nutrient Assessment

□ FRUIT, MILK and VEGETABLE SUBGROUP

Fruit [cups]			
Average serving size:	0	Total Weekly servings:	0
Fruit is offered throughout the week with added fat:		Fruit is offered throughout the week with added sugar:	
<input checked="" type="radio"/> Less than 30% of the total fruit offerings	<input type="radio"/> 30% to 70% of the total fruit offerings	<input type="radio"/> Less than 30% of the total fruit offerings	<input type="radio"/> 30% to 70% of the total fruit offerings
<input type="radio"/> More than 70% of the total fruit offerings	<input type="radio"/> Fruit not offered	<input type="radio"/> More than 70% of the total fruit offerings	<input type="radio"/> Fruit not offered

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SECTION 1: Fruit, milk and vegetable subgroup information

Here you simply click the button that best describes the items offered through out the week.....

Whether you use added sugar/fats and the type of milk offered most frequently.

Please note that Section 1 extends down quite a few rows, so you will need to scroll down to complete all the questions of this section

Simplified Nutrient Assessment

Main Dish Simplified Nutrient Data Entry

Enter the calories and saturated fat for one serving of the main dish and the number of servings planned during the week. Only include saturated fat for the main dish and any components included as part of the main dish. The number of planned servings should include all menu type.

Column prefills from
ALL MEALS Tab

M2 Main Dish	M3 Calories/serving (kcal)	M4 Saturated Fat/serving (g)
The part of the meal associated with the information entered in column M3-M5		
Example: Chicken nuggets w/ roll and honey sauce		
<input type="checkbox"/> Chili, cinn roll, peach	250	2
Hamburger, WGBun, Sweet potato fries		

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SECTION 2 Is the Main dish information.

The first column will prefill from the all meals tab information

You will need to fill in the entrée item along with the calories, saturated fat and planned number of servings.

Simplified Nutrient Assessment

Other items: Sides, Desserts, Condiments Nutrient Data Entry

Enter the calories and saturated fat for each side, dessert, and condiment offered. Also enter the number of servings planned during the week. Do not include fruit or vegetable based sides.

Use standard rounding procedures to two decimal points.

01	02	03	04
Dessert, Side, or Condiment	Calories per serving (kcal)	Saturated Fat per serving (g)	Number of planned servings per week
Example: Small cookie	50	1	100
CINNAMON ROLL	210	0	100

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And finally the third section is for SIDES, DESSERTS, and CONDIMENTS

List all the grain items, desserts, condiments, sauces or extras

NOTE that the worksheet automatically calculates calorie values for the fruits and vegetables, therefore it's not necessary to list any of those items here.

Simplified Nutrient Assessment

Daily Amounts Based on the Average for a 5-day week			
Nutrient	Measure	Required Range	Assessment
Calories	Daily Average	600-700 kcal	Estimated calories are NOT within the required range
	0.00		
Saturated Fat	Percent of Calories	Less than 10% of total calories	Estimated percent of saturated fat meets the requirement
	0.00%		

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And lastly at the very bottom middle of this tab is a chart which tallies the average calories and saturated fat for the week.

As with the WEEKLY tab, you will need to ensure that both boxes are green

WOW -- That was a huge amount of information in a very short time.

Please Don't panic....the handouts for this webinar and the webinar itself will be posted on our web page, along with the other certification training materials—which you can view multiple times, at your convenience.

How many Worksheets to complete?

Example 1 --

- ▣ K-12 school serves **Lunch ONLY:**
- ▣ **Same** menu for all grades
- ▣ Same **portions** for K-8

- ▣ **Fill out 2:**
 - K-8
 - 9-12



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So how many worksheets do you need to fill out?

I'll go through several examples

In our first example we have a K-12 school
That only serves Lunch
(not breakfast)

All grade groups get the same menu
And all students in grades K through 8 get the same portion size

In this scenerio you would need to complete 2: certification worksheets
1 would be the K-8 lunch
and the 2nd would be the 9-12 lunch

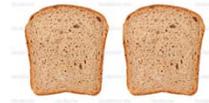
How many Worksheets?

Example 2 --

- K-12 school serves **Lunch ONLY**:
- **Same** menu for all grades
- **Different** portions and/or foods for K-5 vs 6-8

- **Fill out 3:**

- K-5
- 6-8
- 9-12



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Our next example.....Example 2 –

A K thru 12 school serves Lunch ONLY
Has the Same menu for all grade groups

BUT **Different** portions for K-5 and the 6-8

So how many worksheets do you need to fill out?

In this scenerio You would need to complete 3 worksheets :

The 1st would be the K-5 lunch
and the 2nd would be the 6-8
and the 3nd would be the 9-12

How many Worksheets?

Example 3 --

- ▣ K-12 school serves **Lunch AND Breakfast:**
- ▣ **Same** menu for all grades
- ▣ K-8 get same portion

- ▣ **Fill out 3:**
 - K-8
 - 9-12
 - K-12 Breakfast



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Example 3 –

A K-12 school serves Lunch AND Breakfast:

And All grades get the Same menu

And K-8 students all get the same portion size

In this case you would complete 3 worksheets:

A K-8 lunch

A 9-12 lunch

and a K-12 Breakfast

How many Worksheets?

Example 4 --

- ▣ **Same** lunch menu for 2 sites
- ▣ One site has a vegetable bar and **one doesn't**

- ▣ Fill out **2 SEPARATE** worksheets:
 - 1 with the veg bar
 - 1 without the veg bar



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Another example:

The Same lunch menu is served at 2 sites

BUT

One site has a vegetable bar and one doesn't

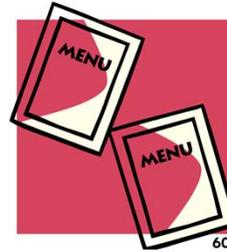
In this case you need to Fill out **2 SEPARATE** worksheets:

- 1 that INCLUDES the vegetable bar
- 1 without the vegetable bar

How many worksheets?

Example 5 --

- ▣ 2 elementary sites
- ▣ **Different** lunch choices
 - Site A has only 1 entrée
 - Site B has the **same** entrée but **additional** entrée choices such as PBJ
- ▣ **Fill out 2 SEPARATE worksheets:**
 - 1 with 1 entree
 - 1 with **multiple entree choices**



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And the last example is --

2 elementary sites that serve **Different** lunch choices

Site A has only 1 entrée choice

Site B has the **same** entrée but also has **additional** entrée choices such as PBJ or some other type of sandwich choice

In this case you would need to Fill out a SEPARATE worksheet: for each elementary:

1 for the school that serves just **1 entree**

And another for the school that has the **multiple entree choices**

What about CN labels, recipes....

- Make a file
- Keep on site
- Do not mail



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What about your CN labels, your school recipes, multi day forms, production records, etcetera?

Make a file and keep all your back-up documentation and notes.

These are important to keep on site

You should NOT mail them to our office

Schools with multiple sites

- ❑ All sites must be in compliance with new meal pattern.
- ❑ Directors of different sites within an SFA must work together to compile all the needed certification documents.
- ❑ Certification documents for all sites must be uploaded together.



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When Schools have multiple sites

All sites have to be in compliance with new meal pattern.

The food service Directors of the different sites within a School Food Authority must work together to compile all the needed certification documents.

And then the Certification documents of all sites
MUST be uploaded together,ALL at one time

Schools where meals are delivered

- ❑ The RECIPIENT school should work with the DELIVERY school or company.
- ❑ Establish a timeline.
- ❑ RECIPIENT school submits the certification documents.



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If a school has meals delivered from a different School Food Authority

The RECIPIENT school should work with the DELIVERY school or company.

To Establish a timeline or goal for when certification will be complete

And the RECIPIENT school will be responsible for uploading the certification documents via the CNP web site....

This leads to the next topic of our webinar....

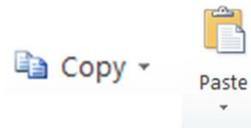
so I'm going to turn things over to Program Specialist Michelle Stephens

Who will talk to you about

Submitting your certification documents to the state via UPLOAD.

Transferring Data

- Instructions for Transferring Data from USDA Certification Tools
- Items you may copy:
 - ▣ Entrees listed in the All Meals Tab
 - ▣ Main Dish Information on Simplified Nutrient Assessment Tab



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So as Lynn explained in her examples, most schools will have to submit more than 1 worksheet; but entrée choices are possibly the same. To help you save time, USDA has provided instructions on how to transfer data from one worksheet to another.

The instructions are posted on our Nutrition Services 6 cent webpage. Titled “Instruction for Transferring Data from USDA Certification Tools”

Please follow the instructions because only a few cells may be copied and transferred:

The cells include:

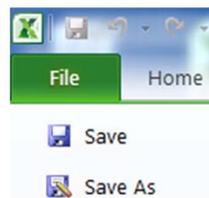
- the Entrees listed in the All Meals Tab
- and the Main Dish Information on the Simplified Nutrient Assessment Tab

Transferring data, will save you time, by not having to enter all of your meal entrees again. For a school that offers 1 single entrée each day you will only have 5 entrees to enter, but for a school that has 3 entrée choices each day they could have up to 15 entrees to record on their All Meals tab.

But as I mentioned not everything can be copied. The fruit and vegetable information must be reselected in each worksheet; and the information selected in drop down arrows may not be copied and pasted to a new worksheet.

Transferring Data

- When can I Use the “Save As”
 - Same Menu
 - Same grade group
 - Worksheet for another SFA
 - Save time not having to reenter all the data just modify



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Another idea would be to use the “Save As” function; this could be done; if you need to submit multiple menus with similar information.

An example of this would be, for schools that serve “Satellite Feeding Sites”.

So if your School provides meals to another School Food Authority, you will be helping the receiving school with their certification worksheets.

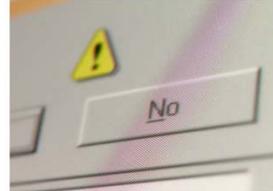
Once the menu information is entered into the appropriate grade group worksheet; you could use the “SAVE AS function” to create a copy of the worksheet for each of the satellite sites you serve. The copy can then be customized with the planned number of servings for the each of the satellite sites.

Transferring data

□ When can't I use Save As

□ Different grade groups

- K-5 ----- K-8
- 6-8
- 9-12
- Calories and Min/Max requirements specific to grade groups worksheets requirements accordingly



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Use Caution here, you need to be aware that you cannot use the "Save As" Function for different grade groups.

Because the different grade group worksheets reflect the required amounts of food components and calories specific to the grade group. There are embedded macros confirming that meal pattern requirements have been met for the grade group.

The only 2 worksheets that have the same requirements are the K-5 and the K-8 worksheets, and this is because the K-8 worksheet is staying within the K-5 meal pattern requirements.

What Documents are Required

- Option 1 & 2
 - ▣ Calendar Style Menus
 - ▣ Certification Worksheet for required grade group

- Option 1
 - ▣ Nutrient Analysis using a USDA Approved Software



Nutrient Analysis Software Approved for NSMP and Portions of Option 1 for Certification of Compliance



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In getting ready to upload “What documents are required?”

All schools are required to submit a Calendar Style Menu and Certification Worksheets for each required graded group for both Breakfast and Lunch.

In the USDA guidance the certification process has 2 Options.

- Option 1
- and Option 2

Option 1 requires the school to complete a Nutrient Analysis using a USDA Approved Nutrient Analysis Software. The results of this analysis would be an additional file the school would be required to upload. The analysis takes the place of the Simplified Nutrient Assessment tab inside of the worksheet.

But a School that has a nutrient analysis software may choose to complete Option 2 it is up to the School Food Authority to decided which Option to complete.

The majority of schools in Nebraska will complete Option 2.

Sample of Files

- K-8 Lunch.xls
- 9-12 Lunch.xls
- K-12 Brkft.xls
- District Lunch Menu.pdf
- District Breakfast Menu.pdf



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So lets look at an Example.

This slide shows a typical sample of files that would be uploaded

- K-8 Lunch worksheet
- 9-12 Lunch worksheet
- K-12 Breakfast worksheet
- and a copy of the Breakfast and Lunch Menu

The calendar style menu maybe saved in different file formats; such as a:

- Microsoft word document;
- a PDF file
- or even a Microsoft excel file.

You may need assistance from the school secretary to prepare you menu for the upload.

The final step: the Upload

- ❑ Step by Step Instructions posted on the website
- ❑ Print a copy
- ❑ Need user name and password
- ❑ <http://cnp.education.ne.gov>



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Nutrition Services Lincoln - 471-2488 (NE only: 800-731-2233)

[CNP Web login](#)

[Nutrition Services Home](#)

[Training Registration Signup](#)

Instructions:

Nutrition Services news

Reimbursement Rates for Fiscal/School Year 2012-2013 announced

[Click here for rates](#)

posted: 23 Jul 2012

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The final step is uploading the required documents to our CNP Website.

The Authorized Representative of each School Food Authority was given a user name and password to access this website. So if you are responsible for completing the worksheets; but do not have access rights.

Then we recommend that you work with the person at your school that does.

This could be the business manager or secretary at your school; that is responsible for completing your claim for reimbursement each month. This person is familiar with the CNP Website and together you can step through the instructions and upload your certification documents.

Or the Authorized Representative has the authority to grant access rights by assigning a user name and password to staff members at the school. This can be done limiting the access rights to just certification. The instructions for this assigning users is located on the login screen of the CNP Website.

But since, the certification process is a one time upload I would recommend getting help from a person that already has access rights.

CNP Website – Select Application

The screenshot shows the Nebraska Department of Education website. At the top, there is a green navigation bar with the text "Nebraska Department of Education - TEST [server1 - cap2000] School Meal Programs" and a menu with items: Applications, Accounting, Inquiries, Claims, Verification, Maintenance, and Certification. Below this, there are several news items under the heading "The NSLP Blog - news from Nutrition Services":
- "Training Workshops - New Meal Pattern" posted 22 May 2012, with a link to http://www.education.ne.gov/ns/training/nslp_alltraining.html
- "Direct Certification" posted 16 May 2012, with a link to "For more information".

Below the news items is a table with two columns: "Select to continue" and "Description". The first row in the table has "System Application" in the first column (circled in red) and "Create and maintain the System and Site Application" in the second column. Below "System Application" is a link "View Application".

At the bottom of the screenshot, there is the Nebraska Department of Education logo and the text "NEBRASKA DEPARTMENT OF EDUCATION". The page number "70" is in the bottom right corner.

We have had many questions in the office about the uploading process, so I am going to step through an example.

I don't expect to you remember all the steps I am about to show you.

There are step by step instructions posted on our 6 cent webpage that I encourage you to use when you are ready to upload.

Once you are logged on to the CNP Website you will begin by selecting "Application".

Select Modify

System Application

National School Lunch Program	
Program Year: 2013	
Cozad Community Schools	Modify

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And then Select “Modify”

Menu Certification Buttons

System Information

System			
System Name	Agreement Number	Program Year	
Cozad Community Schools	24-0011	2013	
Program Year: 2013			
Program Application		No Errors	
Site Applications		4 Site Application(s)	
Authorized Signers		1 Authorized Signature(s)	
Supporting Documents		Not on File	
Menu Certification		Not Started	
Attestation		Not Started	
Additional			
Health Inspection - Due October 15		Complete	
Financial Statement - Due July 15		Not Required	
Verification - Due November 15		Not Started	
Submit Package to NDE for Approval		Package is currently approved	
Transaction History Report			
Qualified Student List Directly Certified as Free		Available to view or download	
NDE Approval Information			
Submitted For Approval	Status	Approval Date	Approved By
	Approved	08/13/2012	mbrennannde
Comments			72

The System Information Page will appear and 2 new “Green Go” buttons have been added to this page for the certification process:

1. Menu Certification
2. and Attestation.

To get started the 1st thing you do is click on “Menu Certification”.

Contact Information

Menu Certification List

System Name		System	
System Name	System Number	County	
Cozad Community Schools	240011	Dawson	

Contact Information for Menu Certification

Name: Title First Name Last Name

Job Title:

Email Address:

Phone: Ext: Fax:

Enter contact information

Menu Name	Meal Type	Age/Grade Group	No. Sites
-----------	-----------	-----------------	-----------

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This will open a page for contact information. Please complete, with the person that we would contact if we would have any questions about the certification worksheets.

It may be possible that we will need to contact this person for additional information or need to return incomplete worksheets.

If this happens we will be sending an e-mail to the address listed here.

Add New Menu Certification

Menu Certification List

System	
System Name	System Number
Cozad Community Schools	240011

Contact Information for Menu Certification

Name:	Title	First Name	Last Name
	Ms.	Michelle	Stephens
Job Title:	Food Service Manager		
Email Address:	michelle.stephens@nebraska.gov		
Phone:	402-471-2488	Ext:	Fax: 402-471-4407

Sites exist that do not have a menu associated with them.

Sites exist which are not associated with a menu.

Menu Name	Meal Type	Age/Grade Group
<input type="button" value=" < Back"/>	<input type="button" value=" Add new Menu Certification >"/>	<input type="button" value=" Finish"/>

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Once the contact information is saved; you will select “Add new Menu Certification”.

This step will be completed more than once. We will go through an example.

Menu Name by Grade Group

Menu Certification Detail

System			
System Name	System Number	County	Pro
Cozad Community Schools	240011	Dawson	20

Menu Details

Menu Name: Age/Grade Group:
Meal Type:

SFA Comments:

 >

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This is the screen appears each time you select “Add new Menu Certification”.

So the process will be repeated for each Grade Group for Lunch Menus and Breakfast Menus.

So in My example the:

- Menu Name: is Menu 1 Lunch
- Age/Grade Group: K-8
- And Meal Type: is Lunch

After completing these 3 fields click Save.

Uploading Certification Documents

Menu Certification Detail

System			
System Name	System Number	County	Program Year
Oakland-Craig Schools	110014	Burt	2012-2013

Menu Detail information has been saved.

Menu Details

Menu Name: Age/Grade Group:
Meal Type:
SFA Comments:

Uploaded Menu Certification Documentation				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
There are no attachments.				
<input type="button" value=" Click here to Upload >"/>				

There are no sites associated with this menu.

Sites associated with this Menu Certification

Created By: jPaltzmeier Created Date: 11/20/2012 Modified By: jPaltzmeier Modified Date: 11/20/2012

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After SAVING – Additional information appears on the page for uploading and designating sites.

To actually upload a file you will now select “Click here to Upload”.

Upload the files associated with the Menu and Grade Group that you have just specified in the Menu Certification Detail at the top.

In my example, I was planning to upload the files specific to the K-8 Lunch Menu only.

The files that will be uploaded are:

- the K-8 Worksheet
- and a copy of the Calendar Style Menu.

Uploading Certification Documents

Add Menu Attachment

System		
System Name	System Number	Program Year
Oakland-Craig Schools	110014	2013

Upload File	
Select the file you wish to upload to the system from your computer by clicking the 'Browse...' button. Once you have selected a file, click the 'Upload File >' button to attach the file to the Menu. NOTE - Only 1 file can be attached at a time. If you need to attach multiple files, repeat the process of clicking the 'Upload File >' button on the previous screen.	
1 - Select File	<input type="text"/> <input type="button" value="Browse..."/>
2 - Upload the selected file to the database.	<input type="button" value="Upload File >"/>



The “actual upload screen” appears and you will Browse to the file on your computer and select “Upload File”.

Uploading Certification Documents

Upload File Confirmation

→ Your document has been successfully uploaded.

System		
System Name	System Number	Program Year
Oakland-Craig Schools	110014	2013

Uploaded File

Document Name: Copy of K-8-2.xls
Document Size: 915.48 K

You may add additional comments in regards to this uploaded file if desired. Select 'Save and Continue >' to proceed to the next screen. If not, click the '< Back' button to upload additional documents if needed.

Comments

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This screen show I have uploaded a Copy of the K-8.xls file

The screen returns a message stating: “Your document has been successfully uploaded”. Shown here in the Blue text.

Click “Save and Continue” to upload the next file associated with the specified Grade group.

So I will now upload a copy of the Calendar Style Menu for K-8.

Uploading Certification Documents

Menu Certification Detail

System			
System Name	System Number	County	Program Year
Oakland-Craig Schools	110014	Burt	2012-2013

Menu Details

Menu Name: Age/Grade Group:
Meal Type:
SFA Comments:

Uploaded Menu Certification Documentation				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
Copy of K-8-2.xls Comments:	915.46 K	11/20/2012	jPeitzmeier	View Modify Delete

[Click here to Upload >](#)

There are no sites associated with this menu.

Sites associated with this Menu Certification

Created By: jPeitzmeier Created Date: 11/20/2012 Modified By: jPeitzmeier Modified Date: 11/20/2012

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“Save and Continue” takes you back screen that display “click her to Upload ”,

To upload the 2nd file, I will select a “Click here to Upload” and add the Calendar Style menu.

Files Uploaded

Menu Certification Detail

System			
System Name	System Number	County	Program Year
Cozad Community Schools	240011	Dawson	2012-2013

Menu Details

Menu Name: Age/Grade Group:
Meal Type:
SFA Comments:

Uploaded File
K-8 Lunch.xls Comments:
Lunch Menu.pdf Comments:

Certification Documentation				
Document Name	Document Size	Uploaded Date	Uploaded By	Action
K-8 Lunch.xls	911.87 K	11/27/2012	jGrinde	View Modify Delete
Lunch Menu.pdf	159.48 K	11/27/2012	jGrinde	View Modify Delete

There are no sites associated with this menu.

Sites associated with this Menu Certification

Now I have the 2 files uploaded that were associated with Menu 1 Lunch for Grades K-8. The next step is to associate a site with this menu.

Designating Sites

Menu Certification Detail

System			
System Name	System Number	County	Program Year
Cozad Community Schools	240011	Dawson	2012-2013

Menu Details

Menu Name: Age/Grade Group:
Meal Type:
SFA Comments:

Uploaded Menu Certification Documentation

Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
K-8 Lunch.xls Comments:	911.87 K	11/27/2012	jGinde	View Modify Delete
Lunch Menu.pdf Comments:	159.48 K	11/27/2012	jGinde	View Modify Delete

There are no sites associated with this menu.

Sites associated with this Menu Certification

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The Screen displays the message “There are no sites associated with this menu”

There are 2 buttons for “Sites associated with this Menu Certification”

1. Designated Sites
2. and View Associated Sites

The View Associated Sites is for display only, in order to designate a site you need to click on “Designated Sites”

Designating Sites

Menu Certification - Site Associations

System			
System Name	System Number	County	Program Year
Cozad Community Schools	240011	Dawson	2012-2013

Menu Details			
Menu Name:	Menu 1 Lunch	Age/Grade Group:	K - 8
		Meal Type:	Lunch

- Show only associated Sites
 Show sites that are NOT already associated with a menu for this same Meal Type

Select the sites that use this menu certification from the list below: Check/Uncheck All

Select	Site Name(s)	Site Nbr	Menus	Grades Served
<input type="checkbox"/>	Cozad Early Education Center (CEEC)	3		PR and K
<input checked="" type="checkbox"/>	Cozad Elementary	2		K-5
<input type="checkbox"/>	Cozad High School	5		9 thru 12
<input type="checkbox"/>	Cozad Middle School	4		6 thru 8

Comments:

Created By: _____ Created Date: _____ Modified By: _____ Modified Date: _____

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A list of the your schools sites appear. Select the school that is associated with the file you uploaded and Save and Continue.

So in my example I am now associating the Elementary building with the “Menu 1 Lunch K-8” files I uploaded.

Finish

Menu Certification Detail

System			
System Name	System Number	County	Program Year
Oakland-Craig Schools	110014	Burt	2012-2013

Menu Details

Menu Name: Age/Grade Group:

SFA Comments: Meal Type:

Uploaded Menu Certification Documentation				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
Copy of K-8-2.xls Comments:	915.46 K	11/20/2012	jPeltzmeier	View Modify Delete
SFA Site, Grade, Menu.xlsx Comments:	72.13 K	11/20/2012	jPeltzmeier	View Modify Delete

Sites associated with this Menu Certification

Created By: jPeltzmeier Created Date: 11/20/2012 Modified By: jPeltzmeier Modified Date: 11/20/2012



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Now I have completed uploading the files for the K-8 grade group.

The last step is to select “Finish” .

If you do not select Finish the Status Bar on the System Information Page will display you have an “ 1 Incomplete”.

So remember to click Finish.

As I mentioned the “Add another menu Certification” steps will be completed for each grade group.

So to add the next grade group worksheet and menu I will select “Add another Menu Certification” and repeat the steps we just went through.

View All Sites

Menu Certification Site List

System			
System Name	System Number	County	Program Year
Cozad Community Schools	240011	Dawson	2012-2013

Only show sites that are NOT already associated with any menu

Site Name(s)	Site Nbr	Lunch Served	Lunch Menu(s)	Breakfast Served	Breakfast Menu(s)
Cozad Early Education Center (CEEC)	3	Yes	Menu 1 Lunch	Yes	Breakfast Menu K-12
Cozad Elementary	2	Yes	Menu 1 Lunch	Yes	Breakfast Menu K-12
Cozad High School	5	Yes	Menu Lunch 9-12	Yes	Breakfast Menu K-12
Cozad Middle School	4	Yes	Menu Lunch 6-8	Yes	Breakfast Menu K-12

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I am not going to go through the steps again, but here is what the View Designated Sites looks like after I have uploaded a menu for each grade group and breakfast.

Please take a look, at this screen when you are finished to make sure you have associated all your feeding sites with a menu.

If any of the sites appear in red then sites are not all associated. Just like in the worksheet we don't want to see any Red when we are done.

Menu Certification Uploaded

System Information

System		
System Name	Agreement Number	
Cozad Community Schools	24.0011	
Program Year: 2013		
	Program Application	 No Errors
	Site Applications	4 Site Application(s)
	Authorized Signers	1 Authorized Signature(s)
	Supporting Documents	Not on File
	Menu Certification	4 Not Approved
	Attestation	Not Started

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Now that I am finished this is how the “System Information Page” will display.

The Menu Certification go button now displays “4 Not Approved”. This means these are ready for the State Agency to review for compliance.

But one last step is to submit the “Attestation”

Here you see the Attestation status bar displays “Not Started”

Attestation Certification

System Information

System	
System Name	Agreement Number
Cozad Community Schools	24-0011
<input type="checkbox"/> Program Year: 2013	
 Program Application	 No Errors
 Site Applications	4 Site Application(s)
 Authorized Signers	1 Authorized Signature(s)
 Supporting Documents	Not on File
 Menu Certification	4 Not Approved
 Attestation	Not Started

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The Attestation needs to be completed by the Authorized Representative. If the Authorized Representative assigned a user name a password to you, then you will not be able to see the Green go button for Attestation. This is only visible if you are logged on as the Authorized Representative of your school.

Attestation Certification

Meal Pattern Compliance

System			
System Name	System Number	County	Program Year
Cozad Community Schools	240011	Dawson	2012-2013

Attestation Certification

I, JGrinde as the duly authorized representative of Cozad Community Schools, do hereby attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C. 1773), are in compliance with the meal pattern requirements in effect for School Year 2012-2013, as set forth in 7 CFR Part 210.10 and 220.23, as applicable. In addition, for School Year 2012-2013, Cozad Community Schools attests that:

- Documentation submitted for certification is representative of the ongoing meal service within the SFA;
- The minimum required food quantities for all meal components are available to students in every serving line;
- All labels and/or manufacturer specifications for food products and ingredients used to prepare school meals indicate zero grams of *trans* fat per serving;
- The minimum calories required for breakfasts served under the Food Based Menu Planning option are offered and available to every student, as applicable; and
- All Pre – K meals are compliant with the current meal patterns for the age/grade group being served, as applicable.

I certify that this attestation is true and correct, and therefore, I believe Cozad Community Schools is eligible for the performance-based reimbursement.

I understand that if the State agency determines the SFA to be noncompliant with one or more of the requirements set forth in this attestation statement, fiscal action will include, deactivating the performance-based reimbursement, disallowance of meals, and/or withholding of payment. In addition, I understand that an attestation of compliance must be submitted annually to the State agency prior to July 1 of each year through the School Year beginning July 1, 2014, to attest full compliance with the subsequent year meal pattern requirements.

[< Back](#) [Cancel](#) [Submit to State Agency for Certification >](#)

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The Attestation is completed by checking the box for the Attestation Certification, and click on “Submit to State Agency for Certification”

By submitting the Certification the School Food Authority is attesting that they are in compliance with the current meal pattern requirements for breakfast and lunch.

Menu Certification Status Bar

System Information

System		
System Name	Agreement Number	
Cozad Community Schools	24-0011	
<input checked="" type="checkbox"/> Program Year: 2013		
	Program Application	 No Errors
	Site Applications	4 Site Application(s)
	Authorized Signers	1 Authorized Signature(s)
	Supporting Documents	Not on File
	Menu Certification	4 Not Approved
	Attestation	Submitted
Additional		

Status Bar updates



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After the Attestation is submitted, again the System Information Screen updates the Status Bar to say "Submitted".

The certification process is complete.

This webinar was meant to be a broad overview of the Certification Process, this webinar will be posted along with our other videos on our website. We encourage you to watch the videos that go into greater detail, and utilize the written instructions provided on the website. We are here to help you through this process please feel free to call office for further assistance.

So What is the next step?

Certification Process Complete

- Reviewed by State Agency
- Approval Letter mailed to SFA
- Begin receiving additional 6 cent for the month certified.



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A nutrition services consultant will be assigned to review your certification documents. When they are approved the Status Bar on the System Information Page will change to approved.

A letter will be mailed to the Authorized Representative notifying them the month the School Food Authority is eligible to begin receiving the additional 6 cent reimbursement.

The month is determined by the week the menus are submitted. So if you submit a menu in November the reimbursement will begin the 1st serving day in November.

There will be no action required by the school to receive this additional reimbursement for the eligible months. The claim will automatically be adjusted to reflect the additional reimbursement, the next time claims are processed.

Questions



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