



# Outline of Certification Process

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1. Open and print “Menu Organization Tool” Sample Day

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2. View “***Get Ready for Certification***”

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3. Complete Menu Organization Tool      Or use alternate method to compile information needed to fill out the Certification Worksheet.

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4. Download Certification Worksheet(s) and save  

Select “SAVE AS” and the location to save the files.

At this point you can leave the worksheet name as the default (K-5.xls, 6-8.xls, 9-12.xls, bfast K-12.xls) or change the name of the worksheet.

Naming suggestions so you can distinguish between different worksheets:

  - *K-5 Lunch*
  - *K-8 Lunch*
  - *6-8 Lunch*
  - *9-12 Lunch*
  - *Breakfast*

Suggestions for naming, if you have sites that serve different menus and need to fill out multiple worksheets:

  - *K-5 Lunch 1, K-5 Lunch 2, K-5 Lunch 3*
  - *K-8 Lunch1, K-8 Lunch2*
  - *9-12 Lunch1, 9-12 Lunch2*
  - *Breakfast1, Breakfast2*

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5. View “***Completing Certification Worksheets***”

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6. View “***Completing Simplified Nutrient Assessment***”

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7. Complete Certification Worksheet(s)      Complete worksheets for lunch (and breakfast if applicable), for all different, distinct site menus and grade types.  

The worksheet for Breakfast is set up the same as the lunch worksheet. Refer to the instruction tab if needed. There is no simplified nutrient assessment required for the breakfast meal.

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8. Submit Certification Packet via upload to the CNP web site      The Certification Packet will include Menus and Certification Worksheets.  

Print Upload Instructions from the Nutrition Services web site. Click link under “*Instructions for Completing Certification Worksheet*”.

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

Note: The Attestation Statement will be completed online via electronic signature by the Authorized Representative.

# Menu Organization Checklist:

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**The following is a list of information and materials that should be collected prior to beginning the Certification Worksheets.**

Having everything prepared ahead of time will simplify the process and decrease the amount of time required to complete the process.

- 1 Week of Lunch Menus (and breakfast if applicable) for all the distinct menus and school/age groups served in the SFA
- Food Production Records
- Multi-day forms for Fruit/Vegetable bar and or Condiments
- Portion size for all menu items, including condiments
- The component contribution for each item
- Child Nutrition (CN) Labels
- Nutrition Fact Labels
- Standardized Recipes with calculated component contribution, calories, and saturated fat
- Number of planned servings for all menu items, including condiments

## Resources:

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Super Tracker -- calorie and saturated fat information

<http://www.choosemyplate.gov//SuperTracker/default.aspx>

USDA Recipes – Component, calorie and saturated fat information

<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTEwMiZpc01ncj10cnVI>

Food Buying Guide

<http://www.teamnutrition.usda.gov/resources/foodbuyingguide.html>