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

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 of the changes?

New school meal requirements are part of the Healthy, Hunger-Free Childs 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.
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

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.
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.
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.
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.
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.
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.
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=ceLEP1EwM1Zpc01nc10cnVI

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.
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.
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.
The Team Nutrition HOMEPAGE has an abundance of great information.

If you have not done so already, make this website one in your favorites.
Inside the Team Nutrition website, a Resource Library is provided.
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.
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.
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
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
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
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 are not familiar with how to download,
save, rename . . .

Ask for help from your IT department

Ask for help from your school computer department
Or maybe someone in your school office who regularly works with computer files.
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
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 accidently 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
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.
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 on ....will 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....
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% ------------
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.
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
Or you can click the arrows at the top and bottom of the slide bar.
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.
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.
And finally you can also use the arrow keys on your keyboard to move
Up and down or right and left.
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.
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.

This menu is for the week of November 5-9
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.

<table>
<thead>
<tr>
<th>Meal Name Description</th>
<th>Meats/Meal Alternate</th>
<th>Ounces offered with this meal</th>
<th>Ounces bread servings including whole grain rich and desserts offered with this</th>
<th>If the grain with this the ounce serving whole</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Chicken nuggets w/ roll and honey</td>
<td>2.00</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Chili, cinnamon roll, peaches</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Hamburger, WG bun, Sweet potato fries</td>
<td>2.00</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Cheese pizza, WG crust</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Turkey cheese sub on WG roll, corn</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Grilled Chick sand, baked beans</td>
<td>1.00</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. PBX</td>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
After you enter the entrée Meal Name, then continue working to the right across the row

Filling in general portion information for all 5 components of the reimbursible meal
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.
Next let's 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
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........
Now we have to move over to the right to see the additional columns that have prefilled....

the fruit, vegetable and milk serving sizes
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.
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
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.
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.
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.
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.
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
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.
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.
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.
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 scenario you would need to complete 2: certification worksheets
1 would be the K-8 lunch
and the 2\textsuperscript{nd} would be the 9-12 lunch
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 scenario 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 3rd would be the 9-12
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

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
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
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 additional entrée choices such as PBJ

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 entrée choices
What about your CN labels, 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
When Schools have 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.

And then the Certification documents of all sites MUST be uploaded together, ....ALL at one time
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.
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.
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.
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.
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.
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.
So let's look at an Example.

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

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

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 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.
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”.
And then Select “Modify”
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”.

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

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.
“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.
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.
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”
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.
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.
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.
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”
The Attestation needs to be competed 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.
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.
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?
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