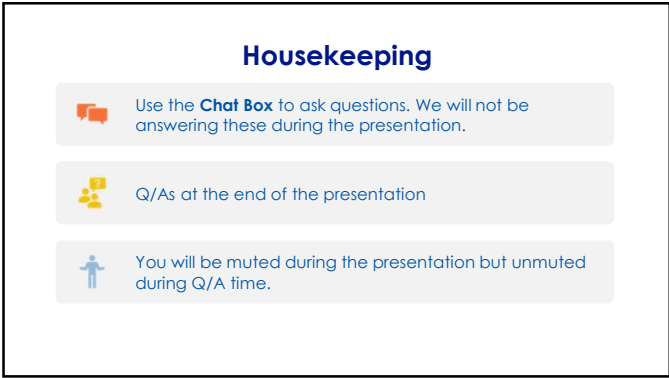


1



2



3

Training Certificate

• Certificate is in your handout packet

• Using the honor system

• Stay until the end for success and less stress *(you might miss something you need to know)*


Success

Stress


Handout

4


More Housekeeping Tips



The slide deck and handouts have been emailed to you and posted on the Nutrition Services Website



Handouts will be reviewed in packet order



Training Certificate for today in packet

Handout

5

Areas Covered in Part 1 and 2

Part 1: Meal Pattern and Service

• Food Based Meal Patterns for Lunch and Breakfast

• 5 Food Components (meat/meat alt., fruits, vegetables, grains, and milk)

• Grade Group Portion Sizes (K-5, 6-8, 9-12)

• Nutrient Standards

• Required Signage to be posted for students to recognize a reimbursable meal

• Offer versus Serve

• Point of Service Meal Counting

Part 2: Required Documentation


• Labels

• Food Buying Guide

• HACCP

• Production Records

• Record Retention



6

NDE Nutrition Services 8/2023

2

After training you will be able to:

Identify

• Requirements for meal service for PreK, After-school Care Snack, and the Special Milk Program, along with other program requirements

Develop

• Program menus, and procedures for meeting all program requirements

Complete

• Record keeping requirements for the school meals program

7

Providing Meals for Preschoolers in the School Meals Program

8

USDA Preschool Meal Patterns

• The National School Lunch Program (NSLP) – portions based on child's grade (Grades K-5)

• The Child and Adult Care Food Program (CACFP) – portions based on child's age (Ages 1-2, Ages 3-5)

Meal Pattern	Breakfast	Lunch	Snack	Dinner
1-2 Years	1 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables	1/2 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables	1/2 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables	1/2 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables
3-5 Years	1 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables	1/2 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables	1/2 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables	1/2 cup milk, 1/2 cup cereal, 1/2 cup fruit, 1/2 cup vegetables

Handouts

9

- **SBP and NSLP** meal pattern can be followed when preschoolers are served in the cafeteria at the same time as other students. Students are intermingled with other students in different grades. The server can't distinguish a PreK student from a grade school student. This is called **co-mingling**.
- **CACFP** meal pattern **must** be followed when preschool meals are served in the classroom or if preschoolers are **not co-mingled** with other students in the cafeteria. An example would be if they come to the serving line all in one group, they are **not co-mingled**.

Lunch/Meat serves all 5 components for a reimbursable meal			
Food Components and Food Items	Ages 1-2	Ages 3-5	
Fluid Milk*	3/2 cup	3/4 cup	
Meat/Meat Alternatives			
Lean Meat, poultry, or fish	1 oz	1.75 oz	
Tofu, soy product, or alternate protein product ¹	1 oz	1.75 oz	
Cheese	1 oz	1.75 oz	
Large Egg	1/2	3/4	
Cooked dry beans or peas	3/4 cup	3/8 cup	
Peanut butter or soy nut butter or another seed butter	2 Tbsp.	3 Tbsp.	
Yogurt, plain or flavored, or unsweetened ²	4 oz	4 oz	
Yogurt, plain or flavored, or unsweetened ²	4 oz	4 oz	
Nuts or more than 50% of meat/meat/alternative requirement	1/2 oz	3/4 oz or 1/2 cup	
Vegetables³	1/8 cup	3/4 cup	
Fruits⁴	1/8 cup	3/4 cup	
Grains (or equivalents)⁵			
Whole grain or enriched bread	1/2 oz	1/2 oz	
Whole grain-rich or enriched bread product such as flatbread, roll or muffin	1/2 oz	1/2 oz	
Whole grain-rich, enriched or fortified cooked cereal (dry/cold)	1/4 cup	1/4 cup	

Milk

- For children 2-5 years of age:
Unflavored 1% or skim milk only;
flavored milk **cannot** be served

In CACFP & NSLP:


- WATER** - must be offered at meals




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Meat/Meat Alternate Options

- Tofu and yogurt, including soy yogurt, can be served in CACFP
- Yogurt – must contain no more than 15 grams of sugar per 4 ounce serving
(1/2 cup = 1 ounce of M/MA)
- Overall, M/MA quantities credit the same as school lunch




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Fruits and Vegetables


- Fruits and vegetables are separate meal components
- For ages 3-5 the portion size is ¼ c. for fruit and ¼ c for vegetable. A ½ c. vegetable may be served in place of the fruit but must serve two different vegetables. *See footnote # 8 of Preschool Meal Pattern Chart.*
- Juice – limited to serving once a day/child




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Fruits and Vegetables

- A vegetable may be used to meet the entire fruit requirement at lunch
- If replacing the fruit component, with a vegetable the portion size must be at least the ¼ c. The total portion size for vegetables would be ½ c.
- **Two different types of vegetables must be offered**







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Juice

- For children ages 1-18, pasteurized 100% juice may only be used to meet the vegetable or fruit requirement at **one meal**, including snack, per day








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Grains

- At least **one** serving per day must be WGR or Whole Grain
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce
- Grain-based desserts – **not** creditable in CACFP, with exceptions: *muffins, quick breads, graham crackers, and animal crackers.*
- Other dessert type items may not be served
(doughnuts, sweet rolls, cereal/granola/breakfast bars, toaster pastry, cookies, and cake)










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Minimum Portions for Ages 3-5 yrs. at Breakfast



What is in a Breakfast?
Milk (6 fl. oz. or ¾ cup)
Vegetables, Fruits, or Both (½ cup)
Grains (½ oz. eq.)
Optional: Meats/meat alternates may be served or part of the grain component up to 3 times per week at breakfast.

½ oz. eq.
Whole Grain-Rich
Mini Pancakes

¾ cup
Unflavored
Low-Fat (1%)
or Fat-Free
(Skim) Milk

½ cup
Sweet
Strawberries

Sample Breakfast

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Minimum Portions for Ages 3-5 yrs. at Lunch

¾ cup
Unflavored Low-Fat (1%)
or Fat-Free (Skim) milk

1 Taco
Made with:
1½ oz.
Lean Ground Beef,
¾ cup
Lettuce*, and
½ cup
Chopped Tomatoes

½ oz. eq.
Enriched Flour Tortilla

¾ cup
Unflavored Low-Fat (1%)
or Fat-Free (Skim) milk

What is in a Lunch or Supper?
Milk (6 fl. oz. or ¾ cup)
Meats/Meat Alternates (1½ oz. eq.)
Vegetables (¾ cup)
Fruits (½ cup)
Grains (½ oz. eq.)

Sample Lunch/Supper

¾ cup
Baked Sweet
Potatoes


*New leafy greens, such as lettuce, should be half the amount served. The ¾ cup of lettuce in the taco recipe as ½ cup of vegetables in this meal.

All grains served must be whole grain-rich or enriched.
Breakfast cereals may also be fortified.
At least one grain served each day must be whole grain-rich.

20

Serving Snack

- Snacks served during the school day **cannot** be claimed for reimbursement
- Non-reimbursable snacks may need to follow CACFP meal patterns for licensing requirements
- Pre-school snacks **cannot** be paid for out of the school meals account. These will need to be billed to the PreK Program or General fund.



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NDE Nutrition Services 8/2023

7

Other Program Considerations...

- Recordkeeping: Production Records and Label information **must** be on file to document compliance
- Food Production: frying not allowed
- **OVS: not an option** when utilizing the CACFP Meal Pattern
- Serving Option: **Family Style Meal Service**

22

Family Style Meal Service

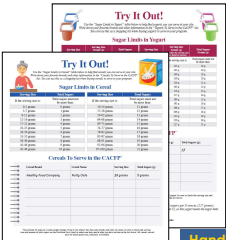
- With adult supervision, children seated at tables serve themselves
- Each food component, in sufficient quantity, must be available for each child to select at least the minimum required portion size
- A child may decline all foods as long as each food component is offered more than once



23

Important Resources


- [USDA's Guide: Serving Meals to Preschoolers](#)
- [USDA Cereal Sugar Limit Guide](#)
- [USDA Yogurt Sugar Limit Guide](#)



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Civil Rights

- USDA's Nondiscrimination Statement: must be included in program information, student handbooks and district website in the areas that address the school meals program
- The **"And Justice for All"** poster must be posted in the foodservice area and be visible to program participants
- On menus, it can be the single sentence – **"USDA is an equal opportunity provider."**

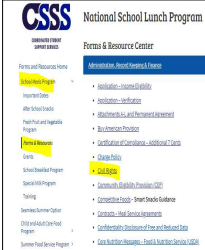


USDA has not sent the new poster - keep the old version posted

Handout

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Civil Rights Training Resources



Civil Rights

Resources Center

Civil Rights

USDA's Civil Rights guidance includes USDA's Nondiscrimination Statement, handbooks and website, if applicable.

When training is available

- **USDA Civil Rights Training** (USDA's Civil Rights Training) is available on the USDA website.
- After opening the slide, click on comment icon in upper left corner to open transcript.
- If opening in desktop version of slides you can also go to View, Tools, Comment, Open to display the transcript.

- **USDA's Civil Rights Training** (USDA's Civil Rights Training) is available on the USDA website.
- **USDA's Civil Rights Training** (USDA's Civil Rights Training) is available on the USDA website.
- **USDA's Civil Rights Training** (USDA's Civil Rights Training) is available on the USDA website.

Documentation of training includes staff name, position, name of training, if receiving continuing education hours indicate length of training

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Civil Rights

- Child Nutrition Program Sponsors are responsible for training all frontline staff annually, these include:
 - All food service staff
 - Staff responsible for reviewing/approving free and reduced meal application or income eligibility forms
 - Point of Service/Cashiers
 - Teachers responsible for breakfast in the classroom
 - Program volunteers
- New employees must receive training prior to involvement in program activities

27

Special Diets

- Food Service is required to work with the household to best meet the nutritional needs of their student(s)
- Households **must** be informed of the process and procedure for requesting student meal accommodation requests




Americans with Disabilities Act



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Special Diets

- Accommodations can be made within Meal Pattern Requirements (*Request for Meal Accommodation form should be completed by student/household*)
- Accommodations outside of Meal Pattern Requirements (*Medical Statement form must be completed and signed by licensed health care provider*)
- Lifestyle Choices – consider offering menu options to accommodate

[Special Diets –NS Website](#)






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Best Practices

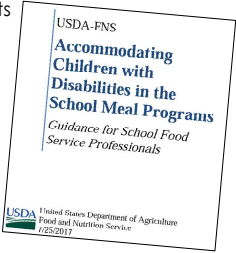
- Working with Special Diets involves the **School Team** (*Principals, School Nurses, Classroom Teachers, Food Service*)
- Keep an open line of communication with the household about the special diet needs of their student
- While a new medical statement is not required annually – check in with the household annually if their student is still needing the meal accommodations. If you are told of different meal accommodations request a new Medical Statement (*remember to document the contact and what was discussed*).



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USDA Guidance Manual: [Accommodating Children with Disabilities in the School Meals Program](#)

- Statutory and Regularity Requirements
- Addresses Meal Modifications
- Reimbursement for Modified Meals
- Meal Service Modifications
- Procedural Safeguards and Training
- Non-Disability Situations





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Professional Standards

- Annual Professional Standards Continuing Education Training Hours for **all** foodservice staff.
- Training hours earned in excess of the annual requirement may be applied to the school year directly preceding or directly following the date of training.
- All training **must** be documented on a training/tracker log.



Annual Training Requirements	
Title	Required Hours
Program Directors	12 hours
Program Managers	10 hours
Program Staff (20 or more hours per week)	6 hours
Program Staff (less than 20 hours per week)	4 hours
Vended Site Staff (20 or more hours per week)	6 hours
Vended Site Staff (less than 20 hours per week)	4 hours

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Professional Standards

- Training documentation is required and should include:
 - Dates
 - First and last name of each person attending training
 - Signatures
 - Topics/Title



33

Professional Standards

- USDA Hiring Standards for all new food service directors (**education and experience requirements**)
- SFA's must hire staff that meet these standards and supply documentation upon request

Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).)

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards	Bachelor's degree, or equivalent educational experience, with academic major in specific areas *	Bachelor's degree, or equivalent educational experience, with academic major in specific areas *	Bachelor's degree, or equivalent educational experience, with academic major in specific areas *

Handout

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Professional Standards

- **New Food Service Directors** must have at least 8 hours of food safety that is not more than 5 years prior to their starting date or complete this training within **30 days** of their start date as the Food Service Director.
- [SERV Safe Manager Certificate](#)
- or
- [Always Food Safe Food Manager Certification](#)


Contact beth.haas@nebraska.gov (our expert on Food Safety)



35

Non-Program Foods

- **Definition:** any non-reimbursable food or beverage purchased using funds from the nonprofit food service account
- Includes the sale of 2nd entrees, milk, any other "extra" items and adult meals
- Prices charged must be set high enough to recover food cost - cannot lose money; keep calculations on file
- Adult meals – NDE's recommendation



Handout

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NDE Recommended Adult Meal Price SY23-24

Adult Lunch Price \$4.60

- Free Rate of Reimbursement + Value of Donated Foods (commodities) + Performance Based Incentive
- \$4.25 + \$.295 + \$.08 = \$4.625 (NDE recommended adult lunch price \$4.60)


Adult Breakfast Price \$2.75

- Severe Need Free Reimbursement + State Reimbursement
- \$2.73 + \$.05= \$2.78 (NDE recommended adult breakfast price \$2.75)

37

Nebraska's Competitive Food Policy

- Identifies **WHEN** foods can be sold
- Competitive food sales prohibited from 1/2 hour before meal service until 1/2 hour after meal service
- Applies to breakfast and lunch
- Reimbursement withheld from schools in violation of this policy



Handout

38

Smart Snacks in Schools

Regulations specify **WHAT** foods/beverages can be sold during the school day



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Smart Snacks Decision Chart

Effective July 1, 2021

MUST meet all of the Nutrient Standards for:

1. Calories ≤ 200 Snack/side
≤ 350 Entree

2. Sodium (mg) ≤ 200 Snack/side
≤ 480 Entree

3. Total Fat (≤ 35% calories)

4. Saturated Fat (< 10% calories)

5. Trans fat (g) 0

6. Total sugar (≤ 35% by weight)

AND

Snack/Side/
Entree that is

1st Ingredient Grain

• ≥ 50% WHOLE GRAIN

A

OR

1st Ingredient (one of the following)

• FRUIT

• VEGETABLE

• DAIRY (pudding, ice cream, cheese, yogurt)

• MEAT (poultry, eggs, nuts, fish)

B

OR

A Combination Food

• With 1/4 cup fruit/vegetable

C

The Smart Snacks Guidelines define **smart** as can be sold during the school day.

The Nebraska Competitive Food Rule requires that no other program or school group sell food or beverages anywhere on the school campus 1 hour before to 1 hour after breakfast and lunch. This rule defines **smart** items can be sold during the school day.

School Campus—all areas of school property that are accessible to students during the school day.

School Day—for food/beverages that do not meet the Smart Snacks criteria, nothing can be sold from midnight before until 30 minutes after the end of the official school day.

See reverse side for information on Beverages and Exemptions. See NDE-NE website for more information.

This institution is an equal opportunity provider.

Smart snacks

Competitive foods

Handout

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Smart Snacks

Smart Beverages

Beverages allowed and maximum sizes for buildings with:

Mixed grades of K-12, K-8, K-4 or Elementary only

SEE NOTE

Water: Any size Plain, Carbonated or Non-Carbonated

Milk: (8 oz) — Skim or 1% Unflavored, Skim or 1% Flavored

Juice: (8 oz) - 100% Juice, Plain or Carbonated (With no added sweeteners)

NOTE — All beverages must be caffeine free. Buildings with Elementary and Middle School students combined can serve only beverages from Group 1.

GROUP 1

Beverages allowed and maximum sizes for buildings with:

Mixed grades of 4-12, 4-8 or Middle School Only

SEE NOTE

Water: Any size Plain, Carbonated or Non-Carbonated

Milk: (12 oz) — Skim or 1% Unflavored, Skim or 1% Flavored

Juice: (12 oz) - 100% Juice, Plain or Carbonated (With no added sweeteners)

NOTE — All beverages must be caffeine free. Buildings with Middle School and Elementary students combined: see Group 1.

GROUP 2

Handout

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Alliance For a Healthier Generation

<https://foodplanner.healthiergeneration.org>

Recipes

Freshen up your menu with these kid-friendly recipe ideas.

Menu Planner

Check out our menu planner.

Product Calculator

View Smart Snacks Product Calculator

View CACFP Product Calculator

Food for Thought

Slam Dur Snacking

03/27/2019 | Does March Cheer on your delicious diet?

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NDE Nutrition Services 8/2023


14

Procurement

To receive federal reimbursement... federal procurement regulations must be followed

Must be conducted in a manner that promotes full and open competition

Must be good stewards of taxpayers' dollars




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USDA Program Regulations Pertaining to Procurement

USDA Program Regulations Procurement Rules Access to the U.S. National Archives and Records Administration website at https://www.archives.gov/cy/online/2000 Allowable Cost Rules Access CDR Circulars on the Office of Management and Budget website at https://www.omb.eop.govt/2000/2000/ Federal Small Purchase Threshold Anticompetitive Practices Geographical Preferences	Public Schools and Public Residential Child Care Institutions 7 CFR Parts 210, 213, 220, and 225 Part 203B Sections: 203B.3020-10, 203B.402-2, 37 A-37 Lessor of \$250,000, state or local rules Potential contractors may provide information. Potential contractors named agency procurement document or contract information. Geographical preferences are prohibited, except agencies may specify an regional geographic preference in the procurement of unprocessed locally grown or locally raised agricultural products.	Private Schools and Private Residential Child Care Institutions 7 CFR Parts 210, 213, 220, and 225 Part 203B Sections: 203B.402-28 A-322 Lessor of \$250,000, state or local rules Potential contractors may provide information. Potential contractors named agency procurement document or contract information. Not applicable
---	--	---

Indirect Costs:
Guidance for State Agencies and School Food Authorities



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The Multi-step Process of Procuring Goods, Products, and Services

Steps Involved:

- Plan Menus
- Determine the products needed for the menus
- Forecast the necessary quantities of each product
- Product descriptions and quality standards
- Establish delivery schedules and inventory management



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More Steps for **PROCUREMENT**

- Determine the proper procurement method and create solicitation documents
- Contact potential vendors to obtain competitive offers
- Evaluate vendor responses
- Select the vendor that is most responsive and responsible with consideration of price
- Manage the contract or purchasing process

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Procurement Methods

```
graph TD; A["Small Purchase Threshold  
(Federal & State Threshold = $250,000)"] -- "<=" --> B["Informal"]; A -- ">" --> C["Formal  
Anytime - Required over $250,000"]; B --> D["Micro-Purchases  
<$10,000"]; B --> E["Small Purchases"]; D --> F["Distribute equitably among suppliers"]; E --> G["Requires price quotes from at least 3 bidders"]; G --> H["Bread, Milk  
Large Equipment"]; C --> I["Sealed Bids (IFBs) & Competitive Proposals (RFPs)"]; I --> J["* Requires public advertising"];
```

USDA's Guidance Manual: Procuring Local Foods for Child Nutrition Programs

Handout

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Procurement

- USDA required **Procurement Reviews** conducted at the same time as an Administrative Review
- SFA's must have the following:
 - Code of Conduct (ethical practices)**
 - Procurement Plan (procurement methods)**
- Review of purchasing practices and past purchases

Handout

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Buy American Provision



All food procurement transactions using funds from the nonprofit food service must comply with the Buy American provision (included in solicitation and contract language) See SP 38-2017

Exceptions: the product is not produced or manufactured in the U.S. in sufficient and reasonable quantities of a satisfactory quality; or

Competitive bids reveal the cost of the U.S. product is significantly higher than the non-domestic product

Must keep documentation justifying the use of any exception(s) (price/availability/domestic alternative substitutes)

Handout

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Supply Chain Assistance (SCA) Funding

First distributed to SFAs in SY 21-22

Used for only unprocessed or minimally processed food items

Maintain receipts and invoices for review and audit purposes

Adhere to the "Buy American" Provision

Round 4 of SCA Funds for SY23-24
Must apply for these funds

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USDA Foods Program

- Administered by the Dept. of Health and Human Services
- Entitlement dollars for the purchase domestic agricultural food products in school and institutions
- Need to use these dollars annually

USDA Foods – www.cnpsweb.org/nebraska/login

Coordinator Chad Mohr – 402-540-0480
chad.mohr@nebraska.gov

Staff Assistant Brian Gerkenmeyer – 402-580-2503
brian.gerkenmeyer@nebraska.gov

Program Year Selection	Program Start Date	Program End Date
2019	July 1, 2019	June 30, 2019
2020	July 1, 2019	June 30, 2019
2021	July 1, 2019	June 30, 2019
2022	July 1, 2019	June 30, 2019
2023	July 1, 2020	June 30, 2021
2024	July 1, 2021	June 30, 2022
2025	July 1, 2022	June 30, 2023
2026	July 1, 2023	June 30, 2024

Handout

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If you are **New** Food Service Director....

Please enter Name, Title, School Name, School Phone Number, and Email in the **Google Sheet** now. Link is in the chat box.

Rocky Road – Food Service Director/
Perfect Public School/ 308-731-2323 ext. 9/
Rocky.road@perfectschool.org

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Important on the Sponsor Application – 3 Contacts

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application

Check the box if new

Authorized Representative

	Section	First Name	M.I.	Last Name
16. Name:		Donna	L.	Wassman
19. Email Address:		dwassman@psps.org		
21. Phone:		(402) 779-5569	Ext:	224
22. Alt Phone:			Ext:	
23. Title:		Superintendent		
24. Check if new?		<input type="checkbox"/>		

Food Service Director/Manager

	Section	First Name	M.I.	Last Name
25. Name:		Kristal		Gonzalez
26. Email Address:		kgonzalez@psps.org		
27. Phone:		(402) 779-5569	Ext:	228
28. Title:		Food Service Manager		
29. Check if new?		<input checked="" type="checkbox"/>		

Chain Contact

	Section	First Name	M.I.	Last Name
30. Name:		Jada	L.	Harris
31. Email Address:		jharris@psps.org		
32. Phone:		(505) 532-1874	Ext:	
33. Title:		Secretary		
34. Check if new?		<input type="checkbox"/>		

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After School Care Snack Program & Special Milk Program








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After School Care Snack Program




 Offer educational or enrichment activities


 Only serve snacks after the end of the school day

 Production records and an accurate point of service meal count to support the claim for reimbursement

 Conduct two onsite reviews during each school year

(The first review must be conducted within 4 weeks of program start date)

 Meet Meal Pattern and Maintain Food Safety

 Ensure potable water is available to students

This program is often served by others – make sure it is administered correctly!

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Area Eligibility

- Sites located in areas served by a school or in a RCCI, in which **at least 50 percent of the enrolled children are eligible for free or reduced-price meals**
- All students receive snacks at no cost
- Claim all snacks at the free rate of reimbursement

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Attendance Area Eligible

- Must document the site is located **in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced price meals.**
- All students receive snacks at no cost
- Claim all snacks at the free rate of reimbursement

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Non-Area Eligible

- Sites located in areas served by a school or in a RCCI in which **less than 50 percent of the enrolled children are certified eligible for free or reduced price meal benefits**
- Claim snacks at the Free, Reduced and Paid rates of reimbursement
- Can implement a pricing or non-pricing program

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Non-Area Eligible
Pricing vs Non-Pricing Program

- **Pricing Program**
 - Snacks are claimed in their respective categories – free, reduced and paid
 - Students are charged based on their eligibility status
 - Free eligible students receive their snack at no charge
 - **Reduced price eligible students charged no more than 15 cents**
 - Paid students pay the price determined by the school/facility.

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Non-Area Eligible
Pricing vs Non-Pricing Program

- **Non-Pricing Program**
 - Snacks are claimed in their respective categories – free reduced and paid
 - Students receive their snacks at no charge
 - The snacks are paid for from other non-program funds (non-federal funds, general fund)

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School Meals Application

2023 - 2024 SNP Site Application

2024 School Address
NORTH PARK ELEMENTARY
2208 TX
Columb

Section C - AFTERSCHOOL CARE PROGRAM (ASCP)

C1. Operational Dates: Start Date: 08/28/2023 End Date: 05/17/2024

C2. Days of the week snacks are served and claimed for reimbursement (Check all that apply):
Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

C3. Snack Service Times: Begin Time: 3:25 PM End Time: 4:00 PM

C4. What time does the normal school day end? 3:25 PM

C5. Point of Service Count - Snack: Roster/Check off
POS count must be taken after snack is served.

C6. Free and Reduced Eligibility Percentage: 99.11 %
SR# 99: ☐ Attendance Area Eligible - Eligible based on this site (claim at snack free).
☐ Attendance Area Eligible - Eligible based on another qualifying site.
☐ Non-area Eligible (claim snack free, reduced, and paid).
Enter the Qualifying Site for the Afterschool Care Program:

C7. For each activity offered at this site, indicate the title of the adult supervisor and the days of the week each activity is offered.

Program Information

1. Participating Program(s):
☒ A. National School Lunch Program (NSLP) CFDA #10.555
☐ B. School Breakfast Program (SBP) CFDA #10.553
☒ C. Afterschool Care Program (ASCP) CFDA #10.555
☐ D. Special Milk Program (SMP) CFDA #10.556
☐ E. Fresh Fruit and Vegetable Program (FFVP) CFDA #10.552

Type of Activity	Supervised by (provide title only)	M	T	W	T	F
Any/None	Site Director, Asst Teacher & Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical and Leadership	Site Director, Asst Teacher & Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SY 2023-24 Reimbursement Rates

After School Snacks	Free	\$1.17
	Reduced	\$0.58
	Paid	\$0.10

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Resources Available on Website

Nutrition Services

CSSS

Nutrition Services Vision Statement

Nutrition services provides leadership that inspires service of nutritious meals to a

Nutrition Services References

Contact Information

address

Shipping Address

After School Snacks

Eligibility criteria for reimbursement under the School Lunch Program, after school care programs, must meet the following time criteria:

- A school district participating under the NSLP (NSLP) which participates in the National School Lunch Program (NSLP) must operate the after school care program. The program must not have to use the school district's personnel or regular school facilities. The school district (NSLP) must enter that administrative and management responsibility for the program, including the program site. The school district must be able to verify that it meets the agreement with the National Department of Education (NDE) and must assume full responsibility for meeting all program requirements.
- The purpose of the program must be to provide care in after school settings. The program must be supervised by personnel who are regularly scheduled and active in a setting that is supervised and supervised. As "regularly scheduled" it does not mean the program must occur daily, however, while eligible programs need not meet the standard food service procedures, they must have a means of delivering food items in a given day, such as a water or sign-in sheet.
- Eligible programs must include established or approved policies to support staff professional development. Any extracurricular activities such as the school choir, debate team, and drama society, etc. can qualify to participate under the program only if the staff position is a paid after school care as defined above. It must be emphasized that under no circumstances can regular athletic programs or programs in which students are supervised by the school care program under the provision.

School districts and NSLP must notify Nutrition Services at CSS of their intent to participate in the after school care program, in recognition of the educational or enrichment component of the program must also be submitted to Nutrition Services. Each program site that is eligible to participate in the after school care must program must complete the appropriate section of both the system and site application of their initial and re-application.

Site eligible for reimbursement

Site of operation

After school care snack meal status

Eligible After School Snacks (check NSLP)

Reimbursement amounts

Date

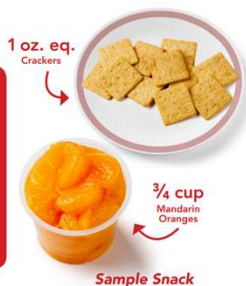
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- Serve at least **2 different** components (*in the required portion size*) of the following four food components:

Component	Serving Size
Milk	1 cup/8 fluid ounces
Vegetables and Fruits	¾ cup
Grains	1 oz. eq.
Meat/Meat Alternate (M/MA)	1 ounce

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Pick 2:
Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables and
Fruits ($\frac{3}{4}$ cup)
Grains (1 oz. eq.)



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- <https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/after-school-snacks>

AFTER SCHOOL SNACK MEAL PATTERNS		
MINIMUM QUANTITIES FOR AFTER SCHOOL SNACK MEAL PATTERN		
SELECT ONE SERVING FROM TWO DIFFERENT FOOD COMPONENTS		
Food Components	Required Grade/Component	
	Grades K-12	
Milk: Milk (as beverage or as cereal) (1% or skim/sterilized or ultrafiltered)	8 fluid ounces	
Fresh Vegetables: <ul style="list-style-type: none"> 1/2 cup of water equivalent (at least enough to get a taste) 1/2 cup of frozen vegetables 1/2 cup of canned vegetables (Excludes potatoes and hot potato mixes, includes cornmeal) (Excludes potatoes and hot potato mixes, but hot potato mix contains no vegetable matter) 	1/2 cup	
Cereals/Breads: That are whole grain or enriched flour (enriched)		
A serving is a slice of bread		
1/2 cup of cereal or 1/2 cup of cereal mix		1 serving
Beans/Equivalent servings of other grain-based items, as listed		
Beans/Equivalent servings of other grain-based items, as listed		
Meat, poultry, fish (cooked)	1 ounce	
Cheese, egg or processed cheese spread (pasteurized)	1 ounce	
Egg (large)	1 ounce	
Processed cheese (shredded)	1/2 cup	
Processed butter or other fat-rich butter	1/2 cup	
Meat, poultry, fish (canned)	2 ounces	
Meat, poultry, fish (canned)	1 ounce	

Handout

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Meal Pattern Reminders

- **No Offer vs. Serve**
- Students must take two components
- Cannot serve only two foods from the same component
 - Ex: Fruit Juice and Carrots (both from Vegetables/Fruit component)
- Snack cannot be only fluids (Juice and Milk)

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Non-Creditable Foods

- Non-creditable foods, such as potato chips, pudding, ice cream, gelatin, cream cheese, bacon, and fruit roll-ups cannot credit in the ASP meal pattern.



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Water Availability

- Free, potable water must be made available during snack service.
- However, water is not a meal pattern component.



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After School Snack Ideas



After School Snack Ideas (Grades K-12)

WG-R Pumpkin muffin – 2 oz. 100% Apple juice – ½ cup/6 fl. oz. Broccoli, carrot, and cauliflower pieces – ½ cup total vegetables (may serve with low-fat dip*) WG-R Wheat crackers – 8 shredded wheat type or 0.8 oz.	WG-R Bagel and cream cheese* – 1 oz. bagel 100% Orange juice – ½ cup/6 fl. oz. Peanut butter or Sun butter – 2 Tbsp. WG-R Saltine crackers – 8 crackers or 0.8 oz.
WG-R Soft pretzel – 1 oz. Milk (low-fat or fat-free) – 8 fl. oz. Refried beans – 2 Tbsp. + Shredded cheese – 0.5 oz. WG-R Tortilla chip – 1 oz.	Fresh fruit salad – ½ cup WG-R Pancake – 1.2 oz. Cucumber and carrot coins – ½ cup Cottage cheese – ½ cup
Tuna, egg, or ham salad – 1 oz. meat or ½ egg WG-R Pita pockets – 1 oz. Low-fat yogurt – ½ cup Mixed berries – ½ cup	Cantaloupe – ½ cup Shaved ham – 1 oz. WG-R Graham Crackers – 1 oz. Strawberry, peach, & pineapple (mixed) – ½ cup
WG-R Cornbread muffin – 1.2 oz. Milk (low-fat or fat-free) – 8 fl. oz. Cheese sticks or cubes – 1 oz. Seedless grapes – ½ cup	WG-R Plain granola bar – 2.4 oz. Cheese stick – 1 oz. WG-R French toast – 2.4 oz. Melon balls – ½ cup

Handout

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Production Records

After School Snack Program

DAILY PRODUCTION RECORD (Snacks Claimed On School Days ONLY)

Site Name: _____ Week: _____ Year: _____

MEAL PATTERN	MENU	SERV. SIZE	QUANT. PREP.	NUMBER SNACKS
MONDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (¾ C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:
TUESDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (¾ C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students: Adults:

Handout

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Point of Service (POS) Meal Counts

- Point of Service (POS) meal counts must be taken at the time each child receives a reimbursable snack.
- Snack counts cannot be taken before the snack is served or counted after snack service is over.
- Counts based on pre-order numbers or attendance are not allowed.
- Can use electronic POS system, paper count sheet, or some form of electronic spreadsheet.
- Non-area eligible programs must track by student name and maintain confidentiality to prevent overt identification of eligibility status.

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Snacks claimed as Free/Reduced/Paid based on Non-Area Eligibility

Monthly Snack Participation Record For Snacks Claimed as Free/Reduced/Paid

Site: _____

Month & Year: _____

Staff's First Name: _____

Date: _____

A: Absent

B: Snack Participation

C: Present, No Snack

	A	B	C
1			
2			
3			
4			
5			
6			
7			
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9			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Free			
Reduced			
Paid			
Number of days snacks served _____			
Number of reimbursable snacks served for the month: Free _____ Reduced _____ Paid _____			
Signature of person completing form _____ Date: _____			

Handout

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Staff Training

Often the staff operating the snack service are different than the ones working in the other meal programs, such as 21st century grant staff.

They need to be trained on program requirements and this must be documented with names, signatures, dates, and topics covered.

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Staff Training Required Topics

- Program Overview and Purpose
- Meal Counting and Claiming
- Meal Pattern Requirements
- Food Safety and Sanitation
- Civil Rights

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- The poster must be prominently displayed where snack is served.
- If additional posters are needed, complete the request form on our web page.



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- Conduct 2 onsite reviews each school year
- 1st review must be completed within the first 4 weeks of operation

Each site operating an After School Snack Program must be reviewed by the school district or residential child care facility (RCCF) two times per year under 7CFR 210.9(c)(7). The first review must be completed by the school district or RCCF during the first four weeks the snack program is in operation. The second review can be any time during the remainder of the school year. If the school district or RCCF has more than one after school care snack program each site must be reviewed twice. The completed reviews should be kept on file at the school district or RCCF with other records pertinent to the After-School Care Snack Program.

Feeding Size: _____

Check type of review completed:

Conducted within the first four weeks of snack operation.

Date site started serving snack for this school year: _____

_____. Second review of the school year.

1. Describe the educational and/or enrichment element of this site's after school snack program.

Handout

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- "Menu"/Production Records/Labels/Invoices
- Daily Meal Counts
- Consolidated Meal Counts for filing the monthly Claim for Reimbursement
- Attendance Records
- Monitoring Forms

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Special Milk Program



- Available for half-day preschoolers or students who do not have access to meals
- Offer 1% or skim unflavored milk only for children 2-5 years old
- Operate on a non-profit basis
- Two program options for participating:
 - Charge all households & claim as paid milk
 - Eligibility documentation on file & claim as paid and free milk

<https://www.education.ne.gov/nsfp/special-milk-program/>

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Special Milk Program

- Who pays for the milk?
 - Charge all households or determine who will pay for the milk (must use a non-program funding source)
- How much do we charge?
 - Must know your dairy price – not what is charged for extra milk
- Point of Service Meal Count is Required
- Submitting a Claim for Reimbursement

If determining free eligibility →

M4. Reimbursable Milks Served (Students Only)	
a. Free Milk Served:	231
b. Paid Milk Served:	713
c. Total Milk Reimbursable (a + b):	944
M5. Average Cost per 1/2 Pint:	\$0.29

**SY 23-24
Reimbursement
Rate**
\$0.2625

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National School Lunch Program Home

School Meals Program

Important Dates

After School Snacks

Fresh Fruit and Vegetable Program

Forms & Resources

Grants

School Breakfast Program

Special Milk Program

Special Milk Program

How Do Families Apply for Free Milk

Free Milk Application

USDA Food and Nutrition Services Fact Sheet for Special Milk Program

Power Point Presentation Special Milk Program

Power Point Presentation Special Milk Program

Federal Regulations Part 215 - Special Milk Program for Children

USDA FNS Website Special Milk Program (SMP)

Additional Forms and Resources

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If you are **New** Food Service Director....

Please enter Name, Title, School Name, School Phone Number, and Email in the [Google Sheet](#) now. Link is in the chat box.

Rocky Road – Food Service Director/
Perfect Public School/ 308-731-2323 ext. 9/
Rocky.road@perfectschool.org

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Important on the Sponsor Application – 3 Contacts

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application

Check the box if new

Authorized Representative				
	Selection	First Name	M.I.	Last Name
16. Name:		Donna	L.	Wolman
19. Email Address:	<input type="checkbox"/>	dwolman@psps.org		
21. Phone:		(402) 779-5569	Ext:	224
22. Alt Phone:			Ext:	
23. Title:		Superintendent		
24. Check if new?	<input type="checkbox"/>			

Food Service Director/Manager				
	Selection	First Name	M.I.	Last Name
25. Name:		Kristal		Gonzalez
26. Email Address:	<input type="checkbox"/>	kgonzalez@psps.org		
27. Phone:		(402) 779-5569	Ext:	228
28. Title:		Food Service Manager		
29. Check if new?	<input checked="" type="checkbox"/>			

Chain Contact				
	Selection	First Name	M.I.	Last Name
30. Name:		Jada	L.	Marek
31. Email Address:	<input type="checkbox"/>	jmarek@psps.org		
32. Phone:		(505) 532-1874	Ext:	
33. Title:		Secretary		
34. Check if new?	<input type="checkbox"/>			

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ANY QUESTIONS



Contact Nutrition Services at:
1-800-731-2233 or 402-471-2488

Click on "Contact Us" at:
<https://www.education.ne.gov/ns/contact-us/>



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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 726-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.
