If you are New to School Food Service Recordkeeping….

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

Rocky Road – District Accountant/
Perfect Public School/ 308-731-2323 ext. 9/
Rocky.road@perfectschool.org

1

Review of the Bookkeeping Requirements for the School Meals Programs

Summer 2023
Nebraska Department of Education
Nutrition Services

2

Your Presenters: Nutrition Services Program Specialists

Shawn Vondracek   Erica Arter   Ali Lampman

3

Housekeeping

Use the **Chat Box** to ask questions. We will not be answering these during the presentation.

Q/As after Part 1 and at the end of the presentation

There will be an hour break for lunch

You will be muted during the presentation but unmuted during Q/A time.

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

Polling Question:

Are you *new* to the responsibilities of the School Meals Bookkeeper?

Yes. I have not received training prior to today

Yes, but I was trained by the previous school meals bookkeeper

No. I've been doing this a long time

No. I've been doing this for 1-3 years

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If you are **New** to School Food Service Recordkeeping....

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

> Rocky Road – District Accountant/
> Perfect Public School/ 308-731-2323 ext. 9/
> Rocky.road@perfectschool.org

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Part 1: What You Need to Know for SY23-24

Keep Kids Fed Act Flexibilities Ending
Reimbursement Rates
NDE Recommended Adult Meal Prices
Supply Chain Assistance Funds
School Meals Application Update
Updated Forms Available on NDE Website
Direct Certification Information
New Civil Rights Training Available
FAQs
Your Questions

8

What You Need to Know for SY23-24...

- The Keep Kids Fed Act of SY22-23 Flexibilities Have Ended
- The following Child Nutrition Program flexibilities **ended on June 30, 2023**:
  - Temporary higher per-meal reimbursement rates for NSLP and SBP
    - **No additional reimbursement** for each breakfast ($0.15) and lunch ($0.40)
  - SY 2022-23 meal service operational and administrative flexibilities offered through individual waivers

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SY 2023-24 Reimbursement Rates

Keep Kids Fed Act authorities ended June 30, 2023	40 cents per lunch	
	15 cents per breakfast	
FNS published new **SY 2023-24 Reimbursement Rates on July 7th**		
The rates increase is equal to the amount of inflation, or approximately **8.3 percent,** over last year's base rate		

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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)
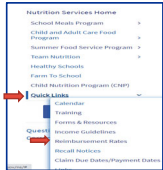
Handout

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SY 2023-24 Reimbursement Rates

- Meals are reimbursed by student's eligibility **(Free, Reduced, Paid)**
- Reimbursed at the **School Meals SY23-24 Rates**

Current rates of reimbursement can be found under **Quick Links – Nutrition Services website**
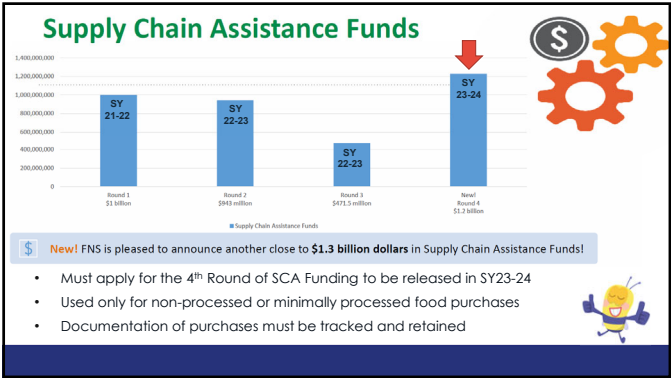
Reimbursement Rates
July 1, 2023 – June 30, 2024

National School Breakfast Program		
Breakfast	Free	$2.28
	Reduced	$1.98
	Paid	$0.38
Severe Need Breakfast	Free	$2.73
	Reduced	$2.43
	Paid	$0.38

National School Lunch Program		Additional Qualifying 2 cents	Performance Based Incentive (*$0.08 for SY23-24)
Lunch	Free	$4.27	$0.08*
	Reduced	$3.87	$0.08*
	Paid	$0.42	$0.08*
After School Snacks	Free	$1.17	
	Reduced	$0.58	
	Paid	$0.10	
Special Milk Program		$0.2625	

Performance Base Incentive $.08 is added for meeting veg. subgroups and WGR requirements

Federal Register: National School Lunch, Special Milk, and School Breakfast Programs, National Average Payments/Maximum Reimbursement Rates

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Sponsor Application and Site Applications

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Severe Need Lunch and Breakfast Reimbursement Rate Determination Data

Sponsor Application – Severe Need Lunch Reimbursement Rate Determination Data

Site Application – Severe Need Breakfast Reimbursement Rate Determination Data

- SY 2022-2023 data will be used based on guidance issued in SP-02-2023
- Worked with the CNP system's developers to ensure Severe Need eligible sites are correctly identified
- Leave numbers as they appear in application – **DO NOT CHANGE**

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UEI Number

Reporting Requirements

Unique Entity Number (twelve (12) digit UEI Number):

Click here if this number does not match your records. Please contact NDE to change the UEI number. Normally, the UEI number will not change unless the sponsor has changed their Federal Tax ID number (FTIN).

Click www.usps.com to verify the zip code + 4.

Date the Registration was completed or renewed: 06/25/2022

Sponsors are strongly encouraged to maintain a copy of the confirmation email received from SAM Registration.

By checking the confirmation box and providing the date of registration or renewal, the Sponsor is confirming successful online registration or renewal in SAM Registration.

For further instructions, see Download Forms,

Your application cannot be approved if your current SAM.gov Registration renewal date has expired

Notice is sent from SAM.gov 3 months prior to the expiration date to the email address associated with the registration

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UEI Number

- **NEVER EVER pay** for your UEI number or renewal
- Acquiring and renewing UEI is **FREE!**
- Nutrition Services does not have access to your UEI registration
- Expired renewal dates during the SY will cause a claim hold until the renewal date has been updated

Nutrition Services
Lincoln: 402-471-2488   800-731-2233

Returning Users: Log On
User ID:
Password:
Forgot Your Password?
Forgot Your User ID?
☐ Remember my User ID
Log On

UEI Help
- Find help updating your Unique Entity ID (UEI) registration information at https://www.sam.gov.

As of April 2022, the Federal Government has transitioned from using DUNS #s to UEIs. Read more about the DUNS # to UEI transition here.

Or contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free).

Additional information can be found by clicking the links below:
- Quick Start Guide for Getting a Unique Entity ID
- Video: Getting a Unique Entity ID

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Warning versus Error Code

- This warning code is on all Sponsors' applications. It is a reminder to look at this section of the application to ensure accuracy.

Code	Warning Description
1218	The Renewal Date for Unique Entity Identifier (UEI) Registration is completed annually. Please review the current renewal date which should be renewed two (2) months prior to the expected year's renewal date. The expected renewal date is based on last year's renewal date. A future date should not be entered.

- If an error code populates, it must be corrected before the application can be submitted.

Code	Error Description
3101	NSLP - At least one "Days of the week meals are served" must be checked.
3113	NSLP - Meal Service Times Begin Time and End Time must be entered.
3120	NSLP - The question "Will Offer Vs Serve be implemented for Lunch?" must be answered.
3141	NSLP - The question "Is the point of service meal count taken at end of the serving line?" must be answered.
3144	NSLP - The question "Point of Service Count?" must be answered.

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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
Person ultimately responsible for managing the School Nutrition Program(s)
| | Salutation | First Name | M.I. | Last Name |
9. Name: | Dana | | L | Wiseman |
10. Email Address: dwiseman@sppsne.org
11. Phone: (402) 773-5369 Ext: 214 Fax: (402) 773-5578
12. Alt Phone: Ext:
13. Title: Superintendent
14. Check if new?

Food Service Director/Manager
| | Salutation | First Name | M.I. | Last Name |
15. Name: | Krystal | | | Gonzales |
16. Email Address: kgonzales@sppsne.org
17. Phone: (402) 773-5369 Ext: 218 Fax: (402) 773-5578
18. Title: Food Service Manager
19. Check if new? ☐

Claim Contact
| | Salutation | First Name | M.I. | Last Name |
20. Name: | Julia | L | Harrash |
21. Email Address: l.harrash@npaschools.org
22. Phone: (209) 532-5974 Ext: Fax: (209) 532-6055 578
23. Title: Secretary
24. Check if new? ⊙

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Computer Access Form must be completed for New Authorized Representatives

• The **Authorized Representative** is the Nutrition Service Contact person who is ultimately responsible for the administration of the program. (Superintendent, Principal, Finance Director, etc..)

• Complete form #1-15 with all **required signatures**

• Return via email to: nde.nsweb@nebraska.gov

Handout

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Locating the form:

https://nutrition.education.ne.gov/

The form can be found under Forms and Resources – Online Claim for Reimbursement

Forms and Resources Home

Online Claim for Reimbursement

School Meals Program

Child and Adult Care Food Program

Summer Food Service Program

Team Nutrition

Healthy Schools

Farm To School

Forms & Resource Center

Online Claim for Reimbursement

• NDE 28-036 – Claim for Reimbursement.pdf – National School Lunch, Breakfast & Milk complete via the web-based application and claims system

• Nutrition Services Computer Access Application and Agreement.pdf

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Adding New Users in CNP

• The Authorized Representative has administrator rights for their school in the CNP system.

• The CNP Security Administrator Manual provides instructions for adding new users, modifying user access, and for inactivating user profiles for staff who no longer need to use the CNP system.

Nutrition Services
Lincoln: 402-471-2488   •   800-731-2233

Returning Users: Log On

User ID:
Password:

Remember my User ID

Log On

Forgot Your Password?
Forgot Your User ID?

Login/Password/System Navigation

• **Submitting a previous year's claim?** Click here to get the instructions for the on-line system to move between program years.

Forgot Password? Click on 'Forgot Your Password?' and enter the UserID and the UserID's email address. An email will be sent to the user. If you do not receive the email, check your junk folder.

Logged out due to inactivity? Please save your work! The CNP system will automatically log out the user if the session is idle for 2 hours.

Create a new User: Security Administrative Manual (April 2, 2015)

• If you are a new Authorized Representative for your organization, please fill out the Login/Password Application (NDE01-033) Form.

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Additional Areas that may need to be completed

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Financial Report – Only Non-Public Schools

- All Non-Public Schools participating in the School Lunch, Breakfast or Special Milk Programs must complete the Financial Report. Public Schools do not complete the CNP Financial Report.
- The 2022-2023 Financial Report is available. The due date has been extended to **July 31, 2023.**

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SY23-24 Meal Application and Other Forms

The SY23-24 meal application, household letter, approval/denial letter, change of benefits letter, and sharing information waiver is available on the Nutrition Services Application – Income Eligibility webpage.

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SY2023-24 Verification Resources

Verification resources, including instructions, the SY2023-24 selection letter, and results letter are available on the Application – Verification webpage.

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UPDATE: SY2023-24 Direct Certification for Meal Benefits

- **Non-public schools** were able to access PersonID to begin adding student enrollment information for the new/upcoming school year beginning on June 1, 2023.
- Non-public schools that began providing SY2023-24 enrollment information before 7/1/2023 will see match dates as early as 7/2/2023.
- Non-public schools can also provide enrollment data in the **orange Enrollment tile** of the Direct Certification system.

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UPDATE: SY2023-24 Direct Certification for Meal Benefits

- **Public schools must provide enrollment data in the Direct Certification system:**
  - Upload a completed student information spreadsheet for SY2023-24 in the **orange Enrollment tile** of the Direct Certification system; this is a good option for identifying matches if you have a full list of enrolled students you'd like to process in a single batch.
  - Use the *Enter Student Information* section available on the Enrollment page of the DC system to enter student information one-by-one; this is a good option for identifying single student matches that might not have been included in a batch of students in an uploaded student information spreadsheet.

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File Formatting Rules

Column Number	Name	Data Format	Notes
1	School Building Number	Numeric (XXX)	Three-digit school code
2	Local Student ID	Numeric (Optional)	
3	NDE Student ID	Numeric (10 digits)	NDE's unique state student ID, required for data verification.
4	Student Last Name	Alphanumeric	
5	Student First Name	Alphanumeric	
6	Student Gender	Alphanumeric (M or F)	Any data entered other than "M" or "F" (i.e. "Male" and "Female") will result in an upload error.
7	Student Birth Date	Alphanumeric (yyyy/mm/dd or m/d/yyyy)	Required for student matching.

Upload .xls file into the enrollment tab. You will know its successful when student records populate at the bottom of the page. Matches are identified overnight. Access the green Match List tab of the DC system the following day.

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UPDATE: SY2023-24 Direct Certification for Meal Benefits

- **Two considerations for identifying direct certification matches after the school year is underway:**

1. All schools are required to update student enrollment information a minimum of three times each school year in August, October, and February, according to 7 CFR 245.6(b)(3(ii); Nutrition Services encourages frequent updates to enrollment information using ADVISER/PersonID in order to identify new direct certification matches in a timely manner.

2. After public schools' SIS are approved to work with ADVISER, it is common for the SIS to automatically update student enrollment information in ADVISER daily; therefore, newly identified direct certification matches are done automatically and do not require a manual upload of student information.

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Direct Certification Notification Emails

- All users who wish to receive email notification regarding the DC System need to be listed in the Email Notification table.
- Follow the instructions in the DC Notification Guide included in the handout packet.

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Request to Use Electronic Meal Applications in School Nutrition Programs

- School Food Authorities wishing to use an online/electronic Income Eligibility application must request approval annually from the NDE Nutrition Services.
- Please provide a copy of the electronic meal application to Judy.Thiem@nebraska.gov.
- Our team will review the application for completeness and will issue written approval.

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Civil Rights Training Resources

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Civil Rights Poster

- New Civil Rights Posters have not yet been provided by the USDA. Please continue use the "old" Civil Right Poster.
- If additional posters are needed, complete the request form on our web page.

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FAQs

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Medicaid FAQ

Q: Can a Medicaid Number be accepted on a Meal Application and be used to certify students for Free Meals?

A: **No**, not all Medicaid programs meet Child Nutrition Program Income Eligibility Guidelines. Only students found on the Direct Certification list can be certified for free or reduced-price meals based on Medicaid.

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Medicaid FAQ

Q: A student is on the Direct Certification list as MRED. The household completes a meal application because they believe they are eligible for free meals based on household size and income. The student is determined eligible for free meals. Should the student receive free meals instead of reduced?

A: **Yes**, if the household completes a meal application and qualifies for free meals based on household size and income, they must receive free benefits based on the application. The application would be included in the verification pool.

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Paid Lunch Equity (PLE) Calculation Tool FAQ

Q: Can a School Food Authority (SFA) raise the paid lunch prices more than the 10-cent cap in the Paid Lunch Equity (PLE) Calculation Tool?

A: **Yes,** the SFA can increase the paid lunch prices by more than 10 cents. SFAs should also re-evaluate annually their paid breakfast and ala carte pricing.

Paid Lunch Equity: Guidance for SY23-24

Weighted average price for SY23-24 should be at or above $3.56

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What question do you have?

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Break Time

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Part 2:

Child Nutrition Programs Overview
Navigating the Nutrition Services Website
Child Nutrition Programs (CNP) Online Claim System
Important Dates
Completing the School Meal Application Packet
Direct Certification
Income Eligibility Applications
Verification Process
Counting and Claiming Meals
Cashier/Point of Service (POS) Resources
Submitting Claims for Reimbursement
Reimbursement
Review of Other Requirements

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Child Nutrition Programs

- National School Lunch Program (NSLP)
- Afterschool Snack Service
- Seamless Summer Option
- School Breakfast Program (SBP)
- Special Milk Program for Children (SMP)
- Child and Adult Care Food Program (CACFP)
  - At-Risk Afterschool Meals
- Summer Food Service Program (SFSP)
- Fresh Fruit and Vegetable Program (FFVP)

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Reimbursement for Meals Served to Students

School Food Authorities (SFAs) must adhere to the rules and regulations of the School Meals Program in order to receive the federal dollars

USDA
provides Federal dollars (reimbursement) for
meals served in schools

⬇

NE Department of Education
Nutrition Services
distributes these dollars

⬇

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Schools/Institutions
are required to meet federal regulations to receive these funds

Nutrition Service Staff
conduct **Administrative Reviews (AR) & Procurement Reviews (PR)**
to ensure compliance with the rules and regulations

Due to COVID-19 the normal 5-year review cycle has been extended

SFA's will be notified in the fall if they will be reviewed for SY23-24

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Getting Started

Nutrition Services Website

Child Nutrition Program (CNP) Online System

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Start first on the Nutrition Services Website for information:
https:www.education.ne.gov/ns
(Add this page to your favorites)

Nutrition Services

CSSS

Nutrition Services Vision Statement

Nutrition Services provides leadership that inspires service of nutritious meals to children, students and adults.

Nutrition Services References

Contact Information

Nutrition Services administers other programs such as the **Child and Adult Care Food Program** (CACFP) and the **Summer Food Service Program** (SFSP)

Address

Mailing Address: (USPS)
Nutrition Services
PO Box 94987
Lincoln, NE 68509-4987

Shipping Address: (UPS, FedEX)
Nutrition Services
500 S 84th St
Lincoln NE 68510-2611

Handouts

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Programs/Items under the School Meals Program

- Important Dates
- After School Snacks
- Celebrations and Contests
- Fresh Fruit and Vegetable Program
- Forms and Resources
- Grants (Equipment)
- School Breakfast Program
- Special Milk Program
- Training

Information about each of these topics is available on the Nutrition Services website

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Important Dates – https://www.education.ne.gov/ns/nslp

It is the first item under the School Meals Program

Followed by a list of other important topics

Forms and Resources is a very important section

Important Dates for Schools

School Lunch Program School Year

(download printable pdf)

- July 1 – Start of New Program Year

  July 1 – Direct Certification list for the new school year is available in the CNP system online.

- July 15 – Annual Financial Statement for Non-public schools, Residential Child Care Institutions (RCCIs), and Government Agencies must be completed online in the CNP System.

- July 15 – Sponsor/Site Program Applications updated in the online CNP system for school sponsors and RCCIs claiming reimbursement in July.

- July-August – Sponsors distribute Free/Reduced Application Packet to households.

- August 15 – Deadline for schools to update the Sponsor/Site Applications via the web-based reporting system for the upcoming school year.

- August 31 – Direct Certification – Enter all students to NDE using one of four methods listed on the Direct Certification and Direct Verification Timelines. On the Direct Certification and Direct Verification page click on Calendar to view.

  30th School Day – Last date free/reduced approvals from previous school year can be honored.

Handout

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Forms and Resources

Page contains these 3 sections:

- Administration, Record Keeping & Finance
- Food Service & Nutrition
- Regulations & Policy

Important information in this area of the NS Website

National School Lunch Program

Forms & Resource Center

Administration, Record Keeping & Finance

- Application – Income Eligibility
- Application – Verification
- Attachments A-L and Permanent Agreement
- Buy American Provision
- Certification of Compliance – Additional 7 Cents
- Charge Policy
- Civil Rights
- Community Eligibility Provision (CEP)
- Competitive Foods – Smart Snacks Guidance
- Contracts – Meal Service Agreements
- Confidentiality Disclosure of Free and Reduced Data
- Core Nutrition Messages – Food & Nutrition Service (USDA)
- Dates Important for Schools
- Direct Certification and Direct Verification

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Child Nutrition Program (CNP) Online System

Child Nutrition Program (CNP) system is a web-based application and claims system accessed from the Nutrition Services website
http://nutrition.education.ne.gov

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Log On information is required to enter the Child Nutrition Program System (CNP)

If not entering through the Nutrition Services Home page, bookmark this link: https://nutrition.education.ne.gov/

User ID and **Password** to access the Child Nutrition Program (CNP)

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After entering your Username and Password – Click on blue box for the School Nutrition Programs

Guide to completing the application will be sent to you – Read and refer to it when completing application

58

Click on the Applications link in the top left corner of the screen

You will also see Claims, Compliance, Security and a Search feature

Navigate between Programs and Years

Messages are displayed here

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Accessing the application – Brief Overview

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Select School Year 2023-2024

Can Navigate To Previous Years

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Complete Sponsor and Site Applications

- Sponsor Application
- Site Applications
- Checklist Summary (if applicable)
- Attachment List (if applicable)
- Do **NOT** complete the Seamless Summer Option application

"Submit for Approval" button will become red and activated when all required portions of the application are completed.

Action	Form Name	Latest Version	Status
View | Admin	✔ Sponsor Application	Original	Approved
Details	✔ Meal Pattern Compliance Dashboard		Approved
Details	Checklist Summary		
Details	Application Packet Notes		
Details	Attachment List (1)		
View | Modify	SSO Reimbursement at SFSP Rates Dashboard		Complete

Packet Assigned To: Laura Lutz

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	1	0	0	0	0	0	1
Seamless Summer Option	0	0	0	1	0	0	1

< Back Submit for Approval Approve Return Deny

Show Packet History

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Income Eligibility Process

- Determine eligibility for Free and Reduced-Price Meals

- Required for SFAs participating in the National School Lunch Program (NSLP)

- Begins July 1st each school year

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Carryover of Eligibility

- Children on F/R at end of previous year begin new school year with same benefits

- **Timeframe:** prior year's eligibility is extended up to 30 operating days (school days) OR until student's name is on Direct Certification list, or a new application is processed

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Eligibility Overview

Two processes for determining:

1. Free & Reduced-Price Meal Application
- **Income Eligibility** – Free or Reduced with a meal application (household size and income)
- **Categorical Eligibility** – Free with a meal application (Foster, Homeless, Migrant, Runaway, SNAP, TANF, FDPIR)

2. Direct Certification
- **Categorical Eligibility** – Free or Reduced in CNP Direct Certification (DC) system (SNAP, TANF, FDPIR, FOSTR, MGRNT, MFREE, MRED)

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Overt Identification

Child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals

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Direct Certification

Simplified method of determining free and reduced-price meal eligibility

For Households that qualify there is **NO need to submit a meal application**

Helps extend free and reduced meal benefits to more students!

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Accessing the Direct Certification System in CNP

- Log into the CNP system: https://nutrition.education.ne.gov
- Choose Applications in the upper left
- Select "Direct Certification / Direct Verification" from the list of items

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Accessing the Direct Certification System in CNP

- Select "Direct Certification / Direct Verification" from the next screen

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Direct Certification

https://cnpdc.education.ne.gov/Home/Index

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Uploading Enrollment

- **Non-public schools:** preferred to upload student data into PersonID on July 1
  - Periodic updates throughout the school year
  - Option 2- Upload a complete student information file into the CNP DC Enrollment tab
- **Public schools:** Upload a complete student information file into the CNP DC Enrollment tab on July 1
  - After SIS approved to interface with ADVISER, uploading into the CNP DC Enrollment tab no longer required

For assistance uploading enrollment into ADVISER PersonID contact:
 NDE Helpdesk (ADVISERHelp@nebraskacloud.org)

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Upload Student Enrollment in the DC System

- Recommended for ALL SCHOOLS (public and nonpublic)

- Best way to ensure up-to-date matching is occurring at start of school year

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Use Template in Enrollment Tab
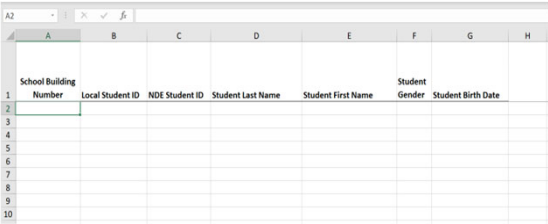
74

Use Template in Enrollment Tab

75
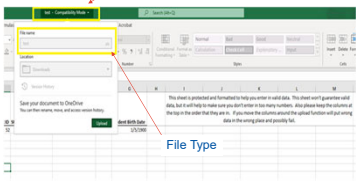
Tips for a Successful Upload

Column Number	Name	Data Format	Notes
1	School Building Number	Numeric (XXX)	Three-digit school code
2	Local Student ID	Numeric (Optional)	
3	NDE Student ID	Numeric (10 digits)	NDE's unique state student ID, required for data verification.
4	Student Last Name	Alphanumeric	
5	Student First Name	Alphanumeric	
6	Student Gender	Alphanumeric (M or F)	Any data entered other than "M" or "F" (i.e. "Male" and "Female") will result in an upload error.
7	Student Birth Date	Alphanumeric (yyyy/mm/dd or m/d/yyyy)	Required for student matching.

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Tips for a Successful Upload

- Keep file in protected mode. This maintains the format of the original file, meaning schools will be required to enter data to meet the formatting rules.

- Save file for uploading as an Excel file type (.xls)

Protected Mode

File Type

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Upload File

- Click on "Choose File" and select file saved on computer

- Click on Green "Upload" Button

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Upload Successful When.....

Student Names and Data appear under the "Submitted Student Enrollment Records"

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Upload Not Completed When....

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Direct Certification List

- Direct Certification List - generated through computer match with SNAP, TANF, FDPIR, Medicaid, foster and migrant households

- Matches are identified overnight after student enrollment has been successfully uploaded. After uploading in the Enrollment tab of the DC system, **access the green Match List tab of the DC system the following day.**

- **Eliminates the need for an application**

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Match List

https://cnpdc.education.ne.gov/Home/Index

Direct Certification System

Match List	Student Lookup	Enrollment	Direct Verification
Manage students directly certified for free or reduced price meal benefits	Search for students that could be directly certified in Nebraska for the current school year	Upload or enter student enrollment records for the direct certification process	Using Direct Verification may eliminate the need to request income verification from households
Last List Date:			
Possible Match List	**Lookup Results**	**Reports**	**Email Notifications**
Decide which students are eligible for free or reduced price meal benefits	Review search results from Student Lookup to decide which students are directly certified for meal benefits	View available reports	Turn On/Off notifications and manage contact list for individuals to receive emails from the Direct Certification System.

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Match List Basics

- o Match List contains all students who have been directly certified
- o Refer to the green tile on the Direct Certification home screen for the most recent match list date

Match List

Manage students directly certified for free or reduced price meal benefits

Last List Date: 7/12/2023

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Match List

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DC Qualifying Programs

Found under Maintenance Tab in DC system

Abbreviation	Full Description	ProgramPriority
SNAP	Supplemental Nutrition Asistance Program	1
TANF	Temporary Assistance for Needy Families	2
FDPIR	Food Distribution Program on Indian Reservations	3
FOSTR	Foster Child	4
MGRNT	Migrant	5
HOMLS	Homeless	6
MFREE	Medicaid Free	7
MRED	Medicaid Reduced	8

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Qualifying Programs

Qualifying Program	Direct Certification System Acronym	Benefit Level	Household Extension	Priority
Supplemental Nutrition Assistance Program	SNAP	Free Meals	Yes	1
Temporary Assistance to Needy Families	TANF	Free Meals	Yes	2
Food Distribution on Indian Reservations	FDPIR	Free Meals	Yes	3
Foster Children	FSTR	Free Meals	No	4
Migrant Students	MGRNT	Free Meals	No	5
Homeless Students	HMLS	Free Meals	No	6
Medicaid Free	MFREE	Free Meals	Yes	7
Medicaid Reduced	MRED	Reduced Meals	Yes	8

Handout

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Direct Certification-Medicaid

- Not all Medicaid programs meet Child Nutrition Program Income Eligibility Guidelines
- Only students **on the Direct Certification list** can be certified for free or reduced-price meals based on Medicaid
- Some students in same household MRED and some MFREE....**extend the highest benefits to all household members**
- **Households Directly Certified as MRED may submit a free and reduced-price meal application to qualify for free meals**

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Extending Free and Reduced-Price Meal Benefits

- If extending Free and Reduced-Price meal benefits to other household members– district must be able to link student to the student(s) in the household that are on the direct certification list

- Print list and add these students to the list – unable to add to list in CNP

- For purposes of carryover, categorical eligibility must be extended to newly enrolled siblings residing in the same household

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Printing the Match List

o   Export list to CSV – file will save to your computer
o   Print the match list from the downloaded file

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Direct Certification List

Show 10 entries

List Date ⇅	Qualify ⇅	Last Name ⇅	First Name ⇅
07/04/2023	SNAP	Student	Example

- Approval Date is the "List Date" on DC List
- Households Directly Certified for free meals do not need to submit a Free/Reduced Price Meal Application
- Notify Households of Approval using Attachment D (*Notice of Approval or Denial Letter*)

Notice of Approval/Denial for All Students

Must indicate if approved by Direct Certification the qualifying program

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Direct Certification List

- Keep the list updated – note changes/transfers

- School district must have a printed list of names on file to document the student's eligibility

- To share eligibility if a student transfers:
  - Send copy of student's approval letter
  - Notify in writing on school letterhead
  - An email from the former SFA stating the eligibility status is sufficient

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Direct Certification List

To learn more about NDE's Direct Certification System, watch the training webinar

https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/direct-certification-and-direct-verification/

Direct
Certification
NEBRASKA DEPARTMENT OF EDUCATION
NUTRITION SERVICES
JULY 2023

92
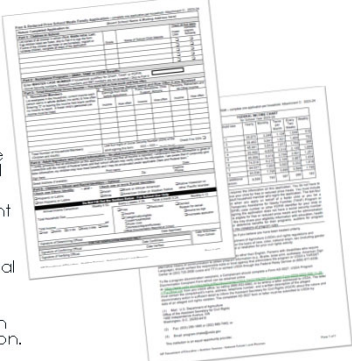
Lunch Break

93

Free & Reduced-Price Meal Applications

- Distribution and availability of the meal application and letter to all enrolled students is **REQUIRED**
- Can be sent by mail, email or sent home in a packet
- Cannot require a household to complete an online or paper meal application.
- If online application is an option, must also have the option of completing a paper application.

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Free/Reduced Application Process...What's Required?

Households provided through mail or email the following:

- Letter to Household with Instructions –*Attachment B*

- Free & Reduced-Price Meal Application – *Attachment C*

- Optional: *Attachment E (Self-Employment)*
                      Attachment L (Sharing of Information)
                      Attachment L-1 (Sharing Info with Medicaid/SCHIP)

➤ NDE forms
➤ Updated annually
➤ Add SFA information
➤ Do NOT edit content

Handouts

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Free & Reduced-Price Meal Applications

- Nutrition Services website for SY23-24 meal application:
  https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/application-income-eligibility/

- Soon the FNS SY23-24 Prototype application will be translated into over 50 different languages
  https://www.fns.usda.gov/cn/translated-applications

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How to Qualify with an Application

1. Free based on <u>Categorical</u> Eligibility:
   - ✓ HH Application for Foster Child
   - ✓ HH Application with SNAP, TANF or FDPIR number
   - ✓ HH Application for Homeless/Migrant/Runaway

2. Free or Reduced based on <u>Income</u> Eligibility:
   - ✓ Household Application listing all household members and income received from each household member

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Processing an Application with Foster Children

- Foster children automatically qualify for free meals

- No additional documentation required to be on file with application

- Eligibility of other children in household (HH) – based on HH size & income, including foster child's personal use income.

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Processing an Application with Homeless, Migrant, Runaway (HMR) Children

- HMR children automatically qualify for free meals
- Additional documentation required to be on file if application is submitted
- Documentation – Direct Certification (DC) list, migrant coordinator or H/R liaison
- Eligibility of other children in HH is based on HH size and income

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C:

Return Completed Application to:	Wheeler Central Schools 402 South 10th Wheeler, NE 53802			
Part 1: Children in School				
List names of all children in school (**First, Middle Initial, Last**). If all children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Foster Child	Check all that apply: Homeless, Migrant, Runaway
Joe Black	7th	Leffler Middle	❏	XX❏
			❏	❏
			❏	❏
			❏	❏
			❏	❏

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Processing an Application with a Master Case Number

- If household qualifies for SNAP, TANF or FDPIR, they must list their Master Case Number
- Single Box on application
- 5–9-digit number

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 20XX-XX

Return Completed Application to:	(*Insert School Name & Mailing Address here*)			
Part 1: Children in School				
List names of all children in school (**First, Middle Initial, Last**). If all children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Foster Child	Check all that apply: Homeless, Migrant, Runaway
Justin Brown	2	Lincoln Elementary	❏	❏
			❏	❏
			❏	❏
			❏	❏
Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits				
Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR; (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part		137269		

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Processing an Income Application

- **Income** *(current)*
  - **Gross income** before any deductions (such as taxes, Social Security taxes, insurance premiums, charitable contributions and bonds)
- **Household Size**
  - a group of related or non-related people living under one roof as one economic unit

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Processing an Income Application

- **Income Eligibility Guidelines (IEGs)**

  - Used to determine eligibility for free or reduced-price meals based on the family's income

  - FNS makes these calculations based upon the Federal poverty guidelines

  - Issued in the Spring each year

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Income for Eligibility

- Children from families whose income equals 130 percent of poverty or less are eligible for **free meals**

- Children from families whose income is more than 130 and no more than 185 percent of poverty are eligible for **reduced price meals**

- Children from families whose household income is above 185 percent of poverty pay **full price for their meals (paid price meals)**

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Income Eligibility Guidelines- Attachment A

Income listed as:
- Annual
- Monthly
- Twice a month
- Every Two Weeks
- Weekly

Handout

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Approval of F/R Meal Applications

- Date stamp the application when received – can be used as the date eligibility can be extended
- Must be approved based on information the household submits on the application. Follow-up on missing/or vague information- document on application info received/with date/by whom.
- Processed within 10 operating days (When school is in session)
- Eligibility determinations valid for the school year **(Year-long Eligibility)**
- Applications may be shared between SFAs

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Approval of F/R Meal Applications

All households must be notified in writing of the results

Use Attachment D: *Notice of Approval or Denial Letter*

Can be used to notify households who applied with a meal application or who are Directly Certified

Handout

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A Comparison of Application Types

Income Application
- Last four digits of the SSN of signing adult or no SSN box marked
- Current income
- Frequency of income
- Source of the income
- Household members, including child
- Signature of adult household member

Categorical Application
- Child's name
- Case number or indication of status
- Signature of adult household member

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Example #1 – Master Case Number

- Student Name(s)
- Household's Master Case # for SNAP, TANF or FDPIR
- Signature of Adult

Do NOT accept SSN, Medicaid or EBT number

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Slide 110

Example #1 – Master Case Number:

- School districts responsible for completing the bottom portion of each application

- Determining Official must <u>sign/date</u> each application

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Example #2 – Single Frequency

- Student Name(s)
- Names of all Household Members
- Current Income for each person listed
- Signature of Adult
- Last 4 digits of Social Security Number or No SSN

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Example #2 – Income Application: Single Frequency

- Households can report income in any increment:
  -Weekly, Biweekly, Every Other Week, Monthly or Annual

- If household reports a single frequency of income, no conversion is required

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Example #3 – Multiple Frequencies

- Student Name(s)
- Names of all Household Members
- Current Income for each person listed
- Signature of Adult
- Last 4 digits of Social Security Number or No SSN

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Calculating Income - Multiple Frequencies

- If multiple frequencies are reported, convert all income to an annual amount

- For Mary Smith:
  $1200/mo X 12 = $14,400/yr
  $100/wk X 52 = $5200/yr

  > Monthly x (times) 12
  > Weekly x 52
  > Every two weeks x 26
  > Twice per month x 24

- For George Smith: $10,000/yr

- Total Annual Income: $29,600

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Example #3 – Income Application: Multiple Frequencies

Do Not Fill Out the Section Below - For School Use Only				
Annual Income Conversion:	Weekly X 52;	Every 2 weeks X 26;	Twice a month X 24;	Monthly X 12

Total Household Size: _____4_____

☒ Free   ☐ Reduced   ☐ Denied
☒ Income
☐ Categorically eligible:
  ☐ SNAP/TANF/FDPIR
  ☐ Foster Child
  ☐ Homeless/Migrant/Runaway:
  (Official Documentation Required at School)

Reason for denial:
☐ Income too high
☐ Incomplete application

Total Income: ___29,600___ per
☒ Year ☐ Month ☐ 2 X Mo ☐ Every 2 Wks ☐ Week

Signature of Determining Official: *Mary Nelson*   Date Approved: **8/19/XX**

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Calculating Income for Self-Employed Individuals

- Attachment E
- Income reported from specific lines on Tax Return Form 1040 – First page of the Tax Return and Schedule 1
- Losses subtracted to determine total income
- Zero income requires no follow-up

Attachment E: 20XX-XX

Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals can use their 2019 U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced-price meal application. The income to report is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home mortgages, medical expenses and other similar non-business items are not allowed in reducing gross business income.

When completing this form, losses (negative numbers) reported on any of the lines below are included when determining the total self-employed income. If the total income is a negative number, it is to be recorded as zero on the meal application in the column labeled "All Other Income".

Zero income resulting from use of the 1040 Form does not require follow-up.

Important Reminders from the U.S. Individual Income Tax Return Form 1040: Line 1 cannot be used to report current income. Income from wages or salaries must be reported on the application for the most recent month.

Line 7b (Total Income) and line 8b (Adjusted Gross Income) cannot be used for the purpose of applying for free and reduced-price meals.

The five line items listed below are used to determine allowable self-employment income.

From the first page of the U.S. Individual Income Tax Return Form 1040:

Line 6 Capital Gain or (loss) _____

From the U.S. Individual Income Tax Return Form 1040 – SCHEDULE 1 - under Part 1 - Additional Income:

Line 3 Business Income or (loss)   **$25,000**
Line 4 Other Gains or (losses)   _____
Line 5 Rental Real Estate, etc.   _____
Line 6 Farm Income or (loss)   **- $15,000**

Total of the above five lines: **$10,000**   equals annual self-employed income *

* Report this figure on the meal application in the column labeled "All Other Income".

Handout

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Example #4 – No Income

- Family can report zero income
- Application can be approved for free meals for the school year
- No follow-up is required

Handout

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Example #4 – Income Application: No Income

Do Not Fill Out the Section Below - For School Use Only

Annual Income Conversion: Weekly X 52; Every 2 weeks X 26; Twice a month X 24; Monthly X 12

Total Household Size: 2

☒ Free   ☐ Reduced   ☐ Denied
☒ Income   Reason for denial:
☐ Categorically eligible: ☐ Income too high
☐ SNAP/TANF/FDPIR   ☐ Incomplete application
☐ Foster Child
☐ Homeless/Migrant/Runaway:
(Official Documentation Required at School)

Total Income: 0 per
☐ Year ☒ Month ☐ 2 X Mo ☐ Every 2 Wks ☐ Week

Signature of Determining Official: *Mary Nelson*   Date Approved: 8/15/XX

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Example #5 – Foster Children Only

- Student Name(s)
- Box checked for each Foster Child
- Signature of Adult
- Last 4 digits of Social Security Number not required

Handout

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Example #5 – Application: Foster Children Only

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Example #6 –
Foster Children –
same approval for all

- Student Name(s)
- Box checked for each Foster Child
- Current income for each person listed including foster children
- Signature of Adult
- Last 4 digits of Social Security Number or No SSN

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Example #6 - Income Application: Foster Children – same approval for all

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Example #7 -Foster Children – different approvals

- Student Name(s)
- Box checked for each Foster Child
- Current income for each person listed including foster children
- Signature of Adult
- Last 4 digits of Social Security Number or No SSN

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Example #7 - Income Application: Foster Children – different approvals

Do Not Fill Out the Section Below - For School Use Only

Annual Income Conversion: Weekly X 52;   Every 2 weeks X 26;   Twice a month X 24;   Monthly X 12

Total Household Size: __6__

☒ Free - *1*   ☒ Reduced - *3*   ☐ Denied
☒ Income   Reason for denial:
☒ Categorically eligible: ☐ Income too high
  ☐ SNAP/TANF/FDPIR   ☐ Incomplete application
  ☒ Foster Child
  ☐ Homeless/Migrant/Runaway:
  (Official Documentation Required at School)

Total Income: __5200__ per
☐ Year ☒ Month ☐ 2 X Mo ☐ Every 2 Wks ☐ Week

Signature of Determining Official: *Mary Nolson*   Date Approved: **8/21/XX**

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Notice of Change in Benefits

- **Attachment D-3 Notice of Change in Benefits**
- Reasons benefits may change:
  - Family provides new information (increase benefits)
  - Error in processing application/DC error
- If benefits are to be reduced or terminated households must be given 10 calendar days' written notice.
- If benefits are to be increased the change will go into effect immediately

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Process For Determining Eligibility

Direct Certification	Free & Reduced-Price Meal Applications
Upload enrollment to ADVISER Person ID and/or DC system	Send Household Letter (Attachment B) and Free & Reduced-Price Meal Applications (Attachment C) to all enrolled students
Review DC Match List and extend benefits to household members	Process Free & Reduced-Price Meal Applications
Send Approval/Denial Letter (Attachment D) to all households on the DC list	Send Approval/Denial Letter (Attachment D) to all households that submit a meal application
Update Eligibility Status in your Student Information System	Update Eligibility Status in your Student Information System

Handout

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Great Resource: USDA's Eligibility Manual for School Meals – most current edition is July 18, 2017

Divided into six sections:
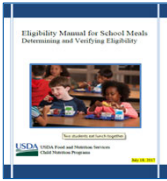
1. Getting Started
2. The Basis of Eligibility
3. Establishing Eligibility
4. The School Meal Application
5. Confidentiality and Disclosure
6. Verification

Handout

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Eligibility Manual
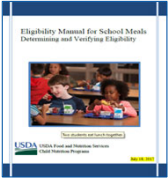
Special Situations for Determining Household Composition
Adopted child
An adopted child for whom a household has accepted legal responsibility is considered to be a member of the household. If the household receives assistance payments or a subsidy for the adoption, the assistance payments or subsidy are included as income.
Child residing in an institution or RCCI
A child who is a resident of a non-participating institution and attends a participating school during the week, or a child who resides in a participating RCCI, is considered a household of one.
Child away at school
A child who is temporarily away at school (e.g., attending boarding school or college) is included as a member of the household. A child attending a participating boarding school who applies for meal benefits is also considered a member of the parent's or guardian's household. Eligibility is determined based on the family's size and income.
Families with joint custody
In joint custody situations, a child may physically change residence regularly. If both parents/guardians apply for meal benefits within the same LEA, but the eligibility determination is different, the greater benefit level is used. For example, if one parent or guardian's application results in eligibility for free meals but the other parent or guardian's application is denied, the child would receive free meals regardless of where the child resided on a given school day.
However, one parent or guardian may elect not to have the child receive free or reduced price meal benefits while residing with them. When the child is residing with this parent or guardian, the school should respect their wishes and allow the parent or guardian to pay for the meals. In this situation, the child's meals must be claimed at the paid rate.

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Eligibility Manual

Special Situations for Determining Household Composition
Child paying room and board
Separate economic units are usually characterized by prorating most household expenses. Children living within a household and paying for room and board are usually paying a token amount, and are not economically independent of the household. Therefore, in most situations, these children are not considered to be a household of one and are instead included in the larger household for purposes of determining eligibility.
Foreign exchange student
A foreign exchange student is considered to be a member of the household (the "host household") in which the foreign exchange student resides.
Foster child
A foster child is a child whose care and placement is the responsibility of an agency that administers a State plan under Part B or E of Title IV of the Social Security Act, or a child who is formally placed with a relative or other caretaker household by a court or State child welfare agency. For CNP eligibility purposes, a foster child is considered a member of the foster parents' household if the child is placed through a formal arrangement by a court or State child welfare agency. Whether placed by the State child welfare agency or a court, in order for a child to be considered categorically eligible for free meals, the State must retain legal custody of the child.
Family members living apart from family
Family members who are living apart on a temporary basis are considered household members. Family members who are not living with the household for an extended period of time are not considered members of the household for purposes of determining eligibility.
Deployed service personnel
Members of the armed services who are activated or deployed in support of any military combat operation are counted as household members.

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Eligibility Manual
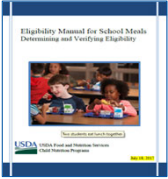
Determining Household Reportable Income	
Category	**Description**
Earnings from work	• Wages, salaries, tips, commissions, and cash bonuses; • Net income from self-owned business, including farms; • Strike benefits, unemployment compensation, and worker's compensation; and • Military basic pay and cash bonuses and allowances for off-base housing, food, and clothing (excluding combat pay, Family Subsistence Supplemental Allowance, and privatized housing allowances; for more information, see *Income Exclusions*).
Public assistance, alimony, pensions and child support	• Unemployment benefits; • Worker's compensation; • Supplemental Security Income (SSI); • Regular cash assistance from State or local governments; • Alimony payments; • Child support payments; • Veteran's benefits; • Pensions; • Retirement Social Security (including railroad retirement and black lung benefits); • Private pensions or disability benefits; and • Adoption assistance payments.
Any other income regularly received	• Income from trusts or estates; • Annuities; • Investment income; • Earned interest; • Net rental income; • Regular cash payments from outside household; • Cash withdrawn from savings; and • Any other money regularly available to pay for children's meals.

See eligibility manual for more examples of Reportable Income

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Eligibility Manual
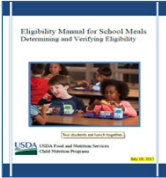
Examples of Payments Excluded as Income	
Category	**Description**
SNAP, WIC, and CNP Benefits	• Value of assistance to children and their families under the NSLA, the CNA of 1966, and the Food and Nutrition Act of 2008.
Housing assistance	• Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. • Payments received under the Cranston-Gonzales National Affordable Housing Act, P.L. 101-625. • Payments received under the Housing and Community Development Act of 1987.
Volunteer payments	• Any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973 to the extent excluded by the Act. • Payments to volunteers under Section 8(b)(1)(B) of the Small Business Act (SCORE and ACE). • Payments and allowances to individuals participating in AmeriCorps to the extent excluded by the National and Community Service Act of 1990.
Child care	• The value of any child care provided or arranged, or any payment or reimbursement for costs incurred for such care, under the Child Care and Development Block Grant Act, as amended by Section 8(b) of P.L. 102-586,106 Stat. 5035. • Value of any "at-risk" block grant child care payments made under Section 5081 of P.L. 101-508, which amended Section 402 of the Social Security Act.
Old age assistance	• Payments received under the Old Age Assistance Claims Settlement Act, except for per capita shares in excess of $2,000.
Student financial aid	• Student financial assistance received under Title IV of the Higher Education Act of 1965, including the Pell Grant, Supplemental Education Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship Programs, to the extent excluded by the Act. • Payments received under the Carl D. Perkins Vocational and Applied Technology Act Amendments of 1990, P.L. 101-392.

See eligibility manual for more examples of Income Exclusions

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Eligibility Manual

Determining Household Reportable Income - Special Situations

USDA has identified several "special situations" LEAs may encounter when determining children's eligibility for free and reduced price meals. This section provides guidance for LEAs to use when determining eligibility in special situations.
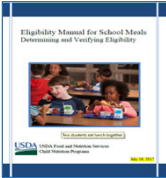
Projected Income for Seasonal Workers

Certain workers, such as seasonal workers, experience income fluctuations throughout the year, meaning they earn more money in some months than in other months. For these workers, reporting the previous month's income may distort the household's actual financial circumstances. In these situations, the household may project its annual rate of income, and report this amount as its current income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

The LEA must determine the period of time any earnings are received for seasonal workers, as well as the amount and source. Seasonal workers with annual employment contracts, such as school employees, may choose to have their salaries paid over a shorter period of time. To treat these employees in the same manner as employees who choose to have their salaries paid over the full year, the LEA must determine the full amount of income available contractually on an annual basis, and convert all income sources to annual amounts.

See eligibility manual for more examples of Determining Household Reportable Income-Special Situations

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Eligibility Manual

Section 5: Confidentiality and Disclosure
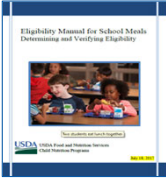
This section includes information about:

- Maintaining confidentiality when processing applications;
- Preventing overt identification;
- Federal, State, and local programs that may obtain student's eligibility information; and
- When parental or guardian approval is required prior to disclosure.

See eligibility manual for information on Confidentiality and Disclosure

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Eligibility Manual

Section 6: Verification

In this section, you will find information on:

- The initial steps for verification;
- Application selection procedures, including available sample sizes;
- When to review questionable applications;
- Required procedures for notifications and follow-up;
- Allowable sources for verification; and
- How to determine if verification is complete.

See eligibility manual for information on Verification

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The Process of Verification begins Oct. 1st

Confirmation of eligibility for free and reduced-price meals

Forms and Resources Home

School Meals Program
Child and Adult Care Food Program
Summer Food Service Program
Team Nutrition
Nebraska Farm To School
Child Nutrition Program (CNP)
Quick Links

Application – Verification

Verifying Income Eligibility Applications

Verification Process

- Reviewing the Basics of Verification
- How to complete the Verification Report
- Online Training – Part 3 The Process of Verification

Start with Reviewing The Basics of Verification

Handout

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Types of Verification

- If your school reported less than a 20% non-response rate for verification in SY 22-23, your school is eligible to complete the **ALTERNATE ONE** verification method

- If your school reported a 20% or more non-response rate for verification in SY 22-23, you need to complete the steps for **STANDARD** verification

- Will be notified by NDE which method to complete

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Steps in Verification

1. Identify the number of meal applications by gathering all meal applications received between July 1 and October 1

**Remove from the pool two kinds of applications: 1. Applications you received from students who are directly certified for Free or Reduced-price meals, and 2. Applications you received that show a student qualified for Paid price meals

2. Determine your sample size by calculating 3% of the total applications from step #1 above. Round up to the next whole number for any value with a decimal

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Steps in Verification (Cont.)

3. Complete the verification process by randomly selecting your 3% sample from all applications you've received as of October 1

**Select from Error Prone applications if completing Standard Verification

4. Ensure your school's confirming official has reviewed, signed, and dated all selected applications to certify the meal benefit on each application was determined correctly

Signature of Determining Official: *Mary Nelson*	Date Approved: **8/15/XX**	Date Withdrawn From School:
FOR THE VERIFICATION PROCESS ONLY:		
Signature of Confirming Official: *Jamie Morales*	Date Confirmed: 10/1/XX	
Signature of Verifying Official:	Date Verified:	

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Steps in Verification (Cont.)

5. Use forms from NDE Website to complete Verification Process

- Selection Letter
- Results Letter
- Instructions for submitting the online report
- Civil Rights Summary –completed at time of verification and retained on-site
- Tracker- optional

Forms
- Attachment F – Verification Selection Letter 2024
- Attachment G – Verification Results Letter 2024
- Attachment H- Verification Collections Report
  - This report is completed online in the CNP System. Attachment H shows what data pieces are collected in the report. Access the report by logging into CNP, selecting Applications in the upper left, then choosing Verification Report from the list, and selecting SY2023-2024.
- Attachment H-1 – Verification Civil Rights Summary 2024
- Attachment H-2 – Verification Tracker Form 2024
- 2023-24 Error Prone Income Chart Coming Soon

Verification Letters in Spanish Language
- Attachment F – Spanish Verification Selection Letter 2024
- Attachment G – Spanish Verification Results Letter 2024

Handout

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Steps in Verification (Cont.)

6. Sign Verified Applications

Signature of Determining Official: *Mary Nelson*	Date Approved: **8/15/XX**	Date Withdrawn From School:
FOR THE VERIFICATION PROCESS ONLY:		
Signature of Confirming Official: *Jamie Morales*	Date Confirmed: 10/1/XX	
Signature of Verifying Official: *Mary Nelson*	Date Verified: 10/15/XX	

7. Keep all verification information on file with the application

8. Complete Verification Report in CNP by Nov. 15th

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Verification Process must be completed by Nov. 15

141

Break Time

142

The Importance of Counting and Claiming Meals

- Federal and State dollars are provided in reimbursement for each meal claimed for reimbursement.

- The amount of reimbursement per meal varies by category (free, reduced price and paid).

- One meal type per student per day (ex: one breakfast, one lunch).

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The Importance of Counting and Claiming Meals

Meals must:

- Meet **Meal Pattern Requirements** (specific food components in required grade group portion sizes) and be **documented** on a production record.
- Be served to **enrolled** students.
- Be **counted** as the student leaves the line with/receives the reimbursable meal. An **accurate Point of Service Meal Count- (POS) is required!**
- Daily meal counts must be **accurately** combined to equal a total for the month for each meal type (breakfast, lunch, after-school care snack)

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Importance of the Cashier/POS

- Identify student is present with a reimbursable meal

- Know "Offer versus Serve" (OVS).
  - At **lunch**, students must be offered all 5 food components in the required portion sizes.

  - Students must select 3 out of 5 at a minimum, with one item being a ½ c. of fruit and/or vegetable to equal a reimbursable meal.

  - OVS is optional for all grade groups at breakfast.

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Communication is KEY

Food Service Director trained in OVS and shares information with Cashier/POS

Forms and Resources Home
School Meals Program
Child and Adult Care Food Program
Summer Food Service Program
Team Nutrition
Nebraska Farm To School
Child Nutrition Program (CNP)
Quick Links

Questions, Comments, or Corrections? Let us know!

Meal Pattern Requirements

Forms & Resource Center

Meal Pattern Requirements
Breakfast – Breakfast Meal Pattern.pdf
Lunch – Lunch Meal Pattern.pdf
Preschool – Meal Pattern Breakfast, Lunch and Snack.pdf
Meal Pattern Resources
- Certification of Compliance – Certification Worksheets
- Creditable Foods and Non Creditable Foods.pdf
- Short form – Food Buying Guide.pdf
- Food Buying Guide
- Vegetable Subgroup List.pdf

Offer Versus Serve
- OVS Manual.pdf
- OVS Handout.pdf
- OVS Sample Letter to Parents.doc

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POS Resources

https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/meal-pattern-requirements/

Handouts

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Counting Meals – Additional Info

Meal Counts & Claims

Forms and Resources Home

School Meals Program
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Office of Coordinated Student Support Services

Meal Counts and Claims

- Counting Meals
- Attachment J – Edit Check Worksheet , pdf
- Attachment J – Edit Check Worksheet , excel
- Attachment J – Daily Record of Meals Served and Edit Check Worksheet
- Attachment J-R – Completed by Residential Child Care Institutions Daily Record of Meals and Snacks Served & Edit Check Worksheet
- Attachment J-R – Completed by Residential Child Care Institutions Daily Record of Meals and Snacks Served & Edit Check Worksheet
- Attachment I – On-Site Review

You need to count meals by the student's Free/Reduced/Paid Eligibility

Handout

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Meal Counting Point of Service Options

Software System

Roster

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Consolidating the Daily Counts for Monthly Totals

Meal Counts & Claims

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School Meals Program
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Summer Food Service Program
Team Nutrition
Nebraska Farm To School

Meal Counts and Claims

- Counting Meals
- Attachment J – Edit Check Worksheet, .pdf
- Attachment J – Edit Check Worksheet, .excel
- Attachment J – Daily Record of Meals Served and Edit Check Worksheet

Top Portion of Attachment J

Handout

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Bottom Portion of Edit Check

INSTRUCTIONS: The **LUNCH** Edit Check is **REQUIRED**. BREAKFAST & SNACK Edit Checks are optional but encouraged to avoid errors and ensure accurate daily meal counts.
1. Enter the site name, month/year and serving dates.
2. Enter daily meal counts for free, reduced and paid students.
3. At the end of the month complete boxes **A-F**.
4. Use the information from **A-F** to calculate the Attendance Factor and the *Attendance Adjusted Eligibles* (AAE) in boxes **G-J**.
5. Compare daily meal counts with the AAE for each category.
6. Circle all dates where free, reduced or paid meal counts exceeded the AAE and document a justification (on the reverse side or attached) for each of the dates.

A. Number of serving days
B. SFA enrollment
C. Average Daily Attendance
D. Highest # Free Eligible
E. Highest # Reduced Eligible
F. Highest # Paid Eligible

G. Attendance Factor =
C _____ ÷ B _____ = G _____
H. Free AAE =
G _____ × D _____ = H _____
I. Reduced AAE =
G _____ × E _____ = I _____
J. Paid AAE =
G _____ × F _____ = J _____

IMPORTANT POINT – Round UP

ADA = Average Daily Attendance (Total of daily attendance for the month divided by the number of days in the month – Round up (example 102.25 would be rounded to 103)
ADP = Average Daily Participation (Total of daily meal count for the month divided by the number of days in the month)
(Can't have part of a student or part a meal)

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Example of Completed Daily Meal Count and Edit Check Worksheet

Edit Check Worksheet   Attachment J   Site Name: Lincoln Elementary   Month/Year: August 20XX

Date	Student LUNCH Free	Reduced	Paid	TOTAL	Student BREAKFAST Free	Reduced	Paid	TOTAL	SPECIAL MILK Free	Paid	TOTAL
15	25	9	55								
18	26	8	50								
19	27	7	54								
20	30*	9	59*								
21	28	9	40								
22	28	8	54								
25	28	7	55								
26	27	9	54								
27	26	8	29								
28	25	7	55								
29	28	6	56								
TOTAL	298	87	563								

*August 20 – favorite entrée served

INSTRUCTIONS: The **LUNCH** Edit Check is **REQUIRED**. BREAKFAST & SNACK Edit Checks are optional but encouraged to avoid errors and ensure accurate daily meal counts.
1. Enter the site name, month/year and serving dates.
2. Enter daily meal counts for free, reduced and paid students.
3. At the end of the month complete boxes **A-F**.
4. Use the information from **A-F** to calculate the Attendance Factor and the *Attendance Adjusted Eligibles* (AAE) in boxes **G-J**.
5. Compare daily meal counts with the AAE for each category.
6. Circle all dates where free, reduced or paid meal counts exceeded the AAE and document a justification (on the reverse side or attached) for each of the dates.

A. Number of serving days: 11
B. SFA enrollment: 100
C. Average Daily Attendance: 96
D. Highest # Free Eligible: 10
E. Highest # Reduced Eligible: 30
F. Highest # Paid Eligible: 60

G. Attendance Factor =
C 96 ÷ B 100 = G 0.96
H. Free AAE =
G 0.96 × D 10 = H 9.6 ->10
I. Reduced AAE =
G 0.96 × E 30 = I 28.8 ->29
J. Paid AAE =
G 0.96 × F 60 = J 57.6 ->57

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Submitting a Claim for Reimbursement

Under "Claim-SNP," submit claims for:

- National School Lunch Program
- School Breakfast Program
- Afterschool Care Program (Afterschool Snack)
- Special Milk Program

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Submitting a Claim for Reimbursement

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Submitting a Claim for Reimbursement

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Submitting a Claim for Reimbursement

- Enter the HIGHEST number of children approved for each category (G1.-G4.) during the month to prevent an error on the claim.
- G5. will be calculated by the system

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Submitting a Claim for Reimbursement

- L2. and N2. Enter the Average Daily Attendance. This is the total of daily attendance for the month divided by the number of days in the month. Round up to the next whole number (e.g. 102.25 would be rounded to 103).
- The system will calculate the Total Lunches and Breakfasts Served

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Submitting a Claim for Reimbursement

- If your site operates the Afterschool Care Program (snack), enter each piece of claim information below.
- Different information will be requested depending on whether the site is Non-Area Eligible or Area Eligible.

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Submitting a Claim for Reimbursement

- Repeat these steps for each site operated during the claim month. When all site claims have been entered, click the red "Continue" button at the bottom of the list of sites

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Submitting a Claim for Reimbursement

- Mark the certification box at the bottom of the page and then click the red "Submit for Payment" button.

- Once submitted, a confirmation page will display. Click "Finished"

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Submitting a Claim for Reimbursement

- Claim must be in **Accepted** Status in order to be paid

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Submitting a Claim for Reimbursement

- Claim Status in CNP must show as "ACCEPTED" in order to be paid. If Claim Status shows as "Validated" or "Pending" this means that the claim has not been submitted for payment. Return to CNP to complete the certification step required to submit the claim.
- A claim in "ACCEPTED" status can be modified, but will need to be resubmitted after changes have been made. Note: If you click MODIFY after a claim has been accepted, the claim must be resubmitted even if no changes were made.

Quick Links
Calendar
Training
Forms & Resources
Income Guidelines
Reimbursement Rates
Recall Notices
Claim Due Dates/Payment Dates
Links
Contact Us

Claim Payment or Electronic Fund Transfer (EFT) Dates

Claim submitted on:	NDE Processing Date	Payment Date
10th before noon	10th	+ 3-5 days
After 10th	10th of the following month	+ 3-5 days

Note that the date of deposit shifts to the following business day when the payment date lands on a weekend or a holiday.

The last date to submit a claim is 60 days following the last day of the month covered by the claim.

For the month of:	Last day for submission:
January	April 1 (Leap Year March 31)
February	April 29

Claim must be in "accepted" status to be processed for payment

Last date to submit a claim is 60 days following the month covered by the claim

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Reimbursement

- Meals are reimbursed by student's eligibility
- **Free, Reduced, or Paid**

National School Breakfast Program				
	Free	$2.28		
Breakfast	Reduced	$1.98		
	Paid	$0.38		
	Free	$2.73		
Severe Need Breakfast	Reduced	$2.43		
	Paid	$0.38		
National School Lunch Program			Additional Qualifying 2 cents	Performance Based Incentive (*$0.08 for SY23-24)
	Free	$4.25	$4.27	$0.08*
Lunch	Reduced	$3.85	$3.87	$0.08*
	Paid	$0.40	$0.42	$0.08*
	Free	$1.17		
After School Snacks	Reduced	$0.58		
	Paid	$0.10		
Special Milk Program		$0.2625		

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Additional Reimbursement is provided for the following:

- **NSLP $.08 Performance-Based Incentive.** Paid when all meal pattern requirements regarding components are met, such as vegetable subgroups and whole grain rich requirements. This reimbursement can be shut off if the SFA is not in compliance.

- **State Match Funds for breakfast & lunch.** These funds are paid separately one time per year. Typically, paid in the spring ($.05 for each breakfast and approx. $.02 for each lunch).

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Additional Reimbursement is provided for the following:

- **SBP Severe Need Breakfast** (if ≥ 40% of NSLP lunches served to students the 2nd preceding SY were at the free/reduced rate).

- **NSLP Additional Qualifying 2 cents** (if ≥ 60% of NSLP lunches served the 2nd preceding SY were at the free/reduced rate).

Data will be used from SY22-23

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Review of other Requirements

- Setting Meal Prices/Paid Lunch Equity
- Charge Policy
- Non-Program Foods
- On-Site Reviews
- Professional Standards/Food Service Director Hiring Standards
- Civil Rights
- Procurement
- Contracts/Meal Service Agreements
- USDA Foods
- Record Retention

166

Paid Lunch Equity (PLE) Calculation Tool

The PLE Tool is designed to determine the PAID student lunch price an SFA needs to charge

Released by USDA in April each year

Normally, all SFAs required to complete the Tool annually, print/save it, and keep on file at the SFA

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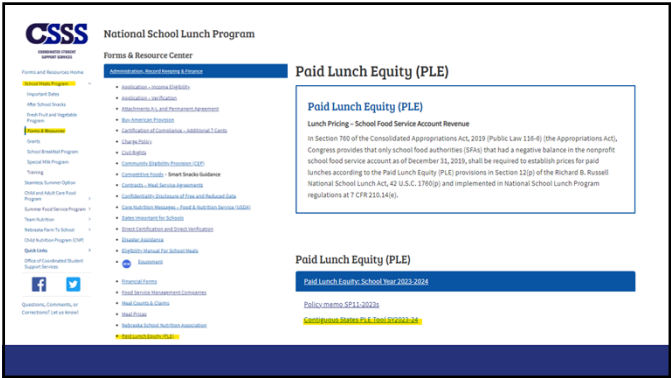
168

Paid Lunch Equity (PLE) Calculation Tool SY 23-24

- PLE exemption provided in the Consolidated Appropriations Act 2023 (PL 117-328) (the Appropriations Act)
- Only School Food Authorities (SFAs) that had a negative balance in the nonprofit school food service account as of June 30, 2022, shall be required to establish prices for paid lunches according to the PLE provisions.
- SFAs with a $0 or positive balance in the nonprofit school foodservice account as of June 30, 2022, are exempt from the PLE pricing requirements.

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Paid Lunch Equity (PLE) Calculation Tool

- **Does that mean you don't have to complete the PLE for your school?**

  - The NDE encourages SFAs to complete the tool so they will have up-to-date paid lunch price information

  - Helps keep up with paid lunch price requirements to avoid a significant year-to-year increase in the future

  - Provides guidance for SFAs that would like to raise prices and/or contribute non-Federal funds to the non-profit school food service account for Paid lunches

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Paid Lunch Equity (PLE) Calculation Tool

- To meet the paid lunch price requirement, SFAs have the following options (each of which has its own tab in the Contiguous States PLE Tool SY 23-24):
  - Raise the paid lunch prices (the maximum required price increase does not need to exceed ten cents) OR
  - Contribute non-Federal sources in lieu of raising paid lunch prices OR
  - Split the costs by raising the paid lunch prices AND contributing non-Federal sources as well

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What is the maximum price that can be charged for a Reduced-Price Meal?

- The maximum price for a reduced-price lunch is 40 cents
- The maximum price for a reduced-price breakfast is 30 cents, and
- The maximum price for a reduced-price afterschool snack is 15 cents

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Finding Info on Meal Prices/Charge Policies

Forms and Resources Home

School Meals Program

Seamless Summer Option

Child and Adult Care Food Program

Summer Food Service Program

Team Nutrition

Nebraska Farm To School

Child Nutrition Program (CNP)

Quick Links

Office of Coordinated Student Support Services

Meal Prices

Forms & Resource Center

Setting Meal Prices

- Paid Lunch Equity: Calculation and Tool
- Setting Meal Prices - Guide for determining student and adult meal prices.

Non-Program Foods

- Non Program Foods PDF Version   Word Version

Charge Policies

- Creating a School Meals Charge Policy
- School Meals Charge Policy Important Elements

NDE Recommended Adult Meal Prices
Breakfast - $2.75
Lunch - $4.60

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SFA's Must Have A Charge Policy

- **Goal:** Decrease "Bad Debt" as once debt is considered uncollectable (typically at the year- end) then **non-federal** dollars must be transferred into the "non-profit school foodservice account" to cover this expense
- Policy must be provided in writing to all households annually (can't just post on website)
- Make clear households can apply for meal benefits any time during the School Year
- If a student has money in hand for the day's meal, they cannot be denied a meal
- SFA's decision to allow meal charges

Handout

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Non-Program Foods (a la carte)

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

The Food Service Program cannot financially support the sale of non-program food items and meals.

Handout

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Attachment I – On-Site Reviews

- Completed by SFA's with more than one feeding site
- Should be completed by Authorized Representative or Bookkeeper
- Must conduct one review for all sites serving lunch and 50% of sites serving breakfast
- Must be completed by Feb. 1, 2024 (can conduct anytime up to that date)
- Maintained on-site (not submitted to NS unless requested)

Forms and Resources
Home
School Meals Program
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Summer Food Service Program
Team Nutrition
Healthy Schools
Farm To School
Child Nutrition Program (CNP)
Quick Links

Attachments A-L and Permanent Agreement
National School Lunch and Breakfast Programs
Permanent Agreement and Attachments A-L

- NDE 01-010 Permanent Agreement and Free/Reduced Price Policy Statement
- Meal Counts & Claims
- Income Eligibility Attachments A-E
- Verifying Income Eligibility Applications Attachments F-H2
- Attachment I – On-Site Review Summary
- Attachment I-1
- Attachment J and J-R Edit Check Worksheets
- Attachment J Edit Check Spreadsheet
- Attachment K-1 Breakfast Food-Based Production Record

Handout

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Professional Standards

- Annual Training Hours

- USDA Hiring Standards for all new food service directors (education and experience requirements)

Training Certificate

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

Handouts

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Nebraska's Competitive Food Policy

- Competitive food sales prohibited from ½ hour before meal service until ½ hour after meal service

- Applies to breakfast and lunch

- Reimbursement withheld from schools in violation of this policy

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Smart Snacks in Schools

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

School Day: midnight the night before until 30 minutes after the end of the school day

School Campus: all property under the jurisdiction of the school that are accessible to the students during the day

Forms and Resources
Home
School Meals Program
Child and Adult Care Food Program

Smart Snacks in Schools

- Smart Snacks Decision Chart
- Smart-Snacks Beverage Guide

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School Wellness Policy

- Every SFA is required to have a School Wellness Policy and a School Wellness Committee that meets throughout the school year to assess and report progress in meeting goals

- Goals MUST be included in the policy

National School Lunch Program

Forms & Resource Center

Administration, Record Keeping & Finance

- Smart Snacks
- Special Diets
- Verifying Income Eligibility
- Wellness Policy

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Civil Rights

- "And Justice for All" poster – visible in the service/dining area
- Annual Training/documented for staff involved in the school meals program

Civil Rights

Forms & Resource Center

Civil Rights

- Civil Rights Summary – Outline of Civil Rights Guidance and includes USDA's Nondiscrimination Statement to be included in the student handbook and website, if applicable.
- USDA Civil Rights Requirements and Child Nutrition Programs (recorded training video)
  - PowerPoint Slides and Transcript
    - after opening double click on comment icon in upper left corner to open transcript.
    - if opening in desktop version of Adobe you can also go to View, Tools, Comment, Open to display the transcript.
- ICN Civil Rights in Child Nutrition Programs Training
- Civil Rights Compliance Review (to be completed one time only by new schools to the program).
- Civil Rights Summary Attachment H-1 – part of verification process completed by November 15

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Civil Rights

- USDA's Nondiscrimination Statement: must be included in program information.

- Full statement must be included in the student handbook at the end of the section that addresses the lunch program.

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

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) 720-2600 (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.

Handout

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Procurement

- Procurement Review is completed in conjunction with the Administrative Review

- Must include the following in your procurement process:
  - ✓ Code of Conduct
  - ✓ Procurement Plan
  - ✓ Purchasing Documentation kept on file
  - ✓ Compliance with the Buy American Provision

SFAs receiving federal dollars must comply with USDA Procurement Regs.

Handouts

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Contracts/Meal Service Agreements

- Annual Agreement for meals and/or service between two SFAs or Between an SFA and Commercial Vendor
- Different Types of Agreements
- The completed Agreement must be attached in the School Meals Application packet for the SFA requiring this service.

Forms and Resources
Home
School Meals Program
Child and Adult Care Food Program
Summer Food Service Program
Team Nutrition
Nebraska Farm To School
Child Nutrition Program (CNP)

Contracts – Meal Service Agreements

Forms & Resource Center

Contracts – Meal Service Agreements

- NDE Contract #1 – Host School Provides Meal Service to Recipient School Students.doc
  NDE Contract #1 – Host School Provides Meal Service to Recipient School Students.pdf
- NDE Contract #2 – Meals Transported from School to Recipient School.doc
  NDE Contract #2 – Meals Transported from School to Recipient School.pdf
- NDE Contract #3 – Meals Transported from Commercial Vendor to Recipient School.doc
  NDE Contract #3 – Meals Transported from Commercial Vendor to Recipient School.pdf

Handout

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USDA Foods Program

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

Coordinator Chad Mohr – 402-560-0480
chad.mohr@nebraska.gov
Staff Assistant Brian Gerkensmeyer – 402-580-2503
brian.gerkensmeyer@nebraska.gov

- Administered by the Dept. of Health and Human Services

- Entitlement dollars for the purchase of domestic agricultural food products in school and institutions

- Need to use these dollars annually

Nebraska DHHS
Food Distribution

Food Distribution Program

Program Year Selection

Program Year	Program Begin Date	Program End Date
2016	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023

Handout

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Record Retention

🍽	School Meals Records: retain for **three years plus the current** school year
📅	Current SY 23-24 plus *(SY 22-23, SY 21-22, SY 20-21)*
💻	Confirm with software provider the process to ensure back-up can be provided
🗑	Records older than 20-21 can be discarded unless the SFA has a longer record retention policy.
🏫	Property of the SFA and must be readily retrievable

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Questions and Answers

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) 720-2600 (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.

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Thank You!

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