



Verification of Approved Continuing Education Units for Professional Standards - NSLP



Title of Activity: Bookkeeping Updates for SY 2024-25	Participant Name: <hr/> <div>LastFirst</div>
Educational Provider: Nebraska Department of Education-Nutrition Services	SNA Membership ID #:
Location (City and State):	CEU's Earned:
Date:	Learning Codes: Administration: Compliance with Regulations/Policies - 3320
Signature of Educational Provider: <i>Kayla Pantel</i>	

Please keep this certificate for proof of continuing education.

Key Terms and Definitions for School Nutrition Programs

Term	Acronym	Definition
Administrative Review	AR	An audit conducted by the State Agency to ensure compliance with program regulations.
Authorized Representative		The SFA staff member who agrees to, and is responsible for, the administration of the Child Nutrition Programs approved in the SFA's Sponsor Application, in accordance with federal regulations.
A la Carte		Foods and/or beverages sold by the school nutrition program that are not part of a reimbursable meal.
Average Daily Attendance	ADA	The average number of students in attendance at school on a daily basis.
Average Daily Participation	ADP	The average number of students served a reimbursable meal daily.
Buy American Provision		The Buy American provision requires SFA's to purchase, to the maximum extent practicable, domestic commodity or product. It is each SFA's responsibility to ensure USDA dollars are spent on American grown products. SFAs are required to track non-domestic product(s) purchased which do not comply with the Buy American Provision.
Benefit Issuance		Process of determining eligibility status by application or direct certification, creating and updating rosters to reflect student status and issuing the medium of exchange to students.
Child & Adult Care Food Program	CACFP	A federally funded program ensuring that eligible children have access to healthy, nutritious food. CACFP serves At Risk After School Programs, Adult Day Centers, Child Care Centers, Family Child Care Providers and Emergency Shelters.
Child Nutrition Programs	CNP	A collective term for all federally reimbursed food service programs for children.
Claiming		When a program sponsor enters eligible meal counts in CNPweb and submits the counts to the State Agency to generate the reimbursement payment.
Claim Contact		This individual is typically responsible for the determination of student meal eligibility, verification, meal counting, meal claiming.
CNPweb		An online program used by the Nebraska Dept. of Education – Nutrition Services and Financial Services offices for child nutrition functions including program applications, claims for reimbursement, verification reporting, health inspection reporting, completion of the annual Financial Report for non-public sponsors, accessing direct certification, and administrative reviews.
Community Eligibility Provision	CEP	A non-pricing meal service option for qualifying schools (at least 25% of enrolled students are directly certified as of April 1). No meal benefit applications are distributed or processed for the duration of CEP.

Key Terms and Definitions for School Nutrition Programs

Component		The required food groups established by USDA used to establish the meal patterns used in child nutrition programs. Each component is based on the nutrient content of foods in each category.
Crediting		The process of determining how foods contribute towards meal pattern requirements for a reimbursable meal.
Creditable Food		A foods that may be counted toward meeting meal pattern requirements for a reimbursable meal.
Department of Defense	DOD	Department of Defense that provides fresh fruits and vegetables through the commodity program.
Direct Certification	DC	A student who is automatically eligible for free meal benefits because they, or a household member, receive benefits from a qualifying assistance program. A student who is directly certified does not need to complete a meal benefit application.
Edit Check Report- Attachment J		An edit check is a process to ensure that daily and monthly meal counts do not exceed the number of participating students. The edit check must ensure the daily meal counts are correct and do not exceed the Attendance Adjusted Enrollment at each site.
Food Buying Guide	FBG	A resource for food yield information for CNPs.
NE DHHS Food Distribution Program	FDP	A program within the Department of the NE Department of Health and Human Services that administers the donated commodity food (USDA Foods).
Food Component		A required food group that must be offered as part of the meal pattern for a reimbursable meal. Food components include Meat/Meat Alternate, Grain, Fruit, Vegetable, and fluid milk.
Food Item		A specific food offered from a food component. Example - 1-ounce equivalent cereal bowl is a food item from the Grain component.
Food Service Director	FSD	The individual, who is directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the SFA.
Food Service Manager	FSM	The individual., who is directly responsible for the management of the day-to-day operations of school food service for a participating school under the direction of the Food Service Director. For SFAs, who contract with another SFA for meals, the person in charge of the school food service program is identifies as the Food Service Manager
Food Service Management Company	FSMC	A commercial enterprise or a nonprofit organization that is or may be contracted with by the SFA to manage any aspect of the school food service.
Food and Nutrition Services	FNS	The agency within the United States Department of Agriculture which administers child nutrition programs.
Free/Reduced price/Paid	F/R/P	Refers to a student's eligibility status for school meals.
Fresh Fruit & Vegetable Program	FFVP	A federally assisted program providing fresh fruits and vegetables to children at eligible elementary schools during the school day,

Key Terms and Definitions for School Nutrition Programs

		outside of meal times.
Grade Groups		School menus must be planned using K–5, 6–8, and 9–12 grade groups. Specific amounts of foods and average calories are required depending on the grade groups.
Hazard Analysis and Critical Control Point	HACCP	A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards.
Harvest of the Month	HOM	Statewide farm to school program that features different Nebraska local food products each month of the year.
Local Educational Authority	LEA	The governing body responsible for the administration of one or more schools within the state.
Local Foods for Schools Grant	LFS	Funding provided to the state agency for distribution to eligible schools, explicitly to be used on the purchase of local foods for the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).
Local Wellness Policy	LWP	A required policy for sponsors participating in the NSLP.
Master List		A list of students enrolled at each site by eligibility (free, reduced-price, and paid) and date eligibility was determined.
Meals Per Worker Hour	MPWH	A way to measure productivity at a food service site.
NE School Nutrition Association	NSNA	The state affiliate of SNA.
National School Lunch Program	NSLP	The National School Lunch Program (NSLP) is a federally assisted meal program available to schools and residential childcare institutions. The Food and Nutrition Service (FNS) administers the program at the Federal level. At the State level, the NSLP is administered by State Education Agency, which operate the program through agreements with school food authorities.
Mountain Plains Regional Office	MPRO	Office of USDA, located in Denver, Colorado, which is responsible for monitoring and providing guidance to State Agencies in this particular region.
Net Off Invoice	NOI	When a processor sells ready-to-eat end products containing USDA Foods to a commercial distributor, then the distributor sells the products to the SFA at a discounted net price, minus the value of the USDA food.
National School Lunch Program	NSLP	A federally assisted meal program operating in schools and residential child care institutions. The NSLP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.

Key Terms and Definitions for School Nutrition Programs

NSLP After Afterschool Snack Program	ASSP	An option NSLP reimbursable snack program available to schools that offer an afterschool enrichment program to their students.
Offer Versus Serve	OVS	Offer versus serve (OVS) is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. At the high school level (9-12), OVS is required at lunch. OVS is optional at breakfast for all grade levels. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.
Ounce Equivalent	Oz Eq	A unit of measure used to quantify the amount of a creditable components in a food item.
Overt Identification		Actions that may result in the identifying of student eligibility for free or reduced-price meals including at the point of service. Student eligibility must be kept confidential.
Planned Assistance Level	PAL	The value of entitlement dollars for USDA Foods a Sponsor is entitled to.
Paid Lunch Equity	PLE	A federal requirement that the price charged for a paid student lunch be equitable with the amount received for free reimbursement.
Point of Service	POS	The point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible student.
Procurement Review	PR	An audit conducted by the state agency to ensure compliance with federal procurement requirements.
Production records		A required record which contains information about the food items and amounts to prepare and serve
Reimbursement		The money paid to sponsors for meals that meet the meal pattern and are served to eligible students. Reimbursement = # of reimbursable meals served x the rate of reimbursement.
Reimbursable Meal		Meal that offers all the required meal pattern food items and/or food components in the required servings sizes for the student's age/grade group.
School Breakfast Program	SBP	A federally assisted meal program operating in schools and residential child care institutions. The SBP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.
School Day		For the purpose of selling competitive foods (smart snacks) to students, the period from the midnight before, to 30 minutes after the end of the official school day. Food available for sale to students during that time, outside of the lunch and breakfast programs, must comply with the Smart Snacks requirements.

Key Terms and Definitions for School Nutrition Programs

School Food Authority	SFA	The School Food Authority is the governing body responsible for the administration of the food service operation in one or more schools and has legal authority to operate the National School Lunch Program and/or School Breakfast Program.
School Nutrition Association	SNA	National professional organization which represents the interest of school food service personnel.
Smart Snacks		Any food and beverage sold to students during the school day other than those provided as part of a reimbursable meal.
School Nutrition Programs	SNP	A collective term for all federally reimbursed food service programs for children in schools.
School Year	SY	July 1 – June 30
Special Provision II	SPII	A non-pricing meal service option for schools. Meal benefit applications are distributed in the base year and not again for the duration of the agreement.
State Agency	SA	The local office that manages USDA child nutrition programs at the state level.
Standardized Recipe		A recipe that has been tried, adapted, and retried several times for use by a given food service operation and has been found to produce the same food results and yield every time
United States Department of Agriculture	USDA	The government agency that administers child nutrition programs.
USDA Foods		USDA Foods are foods purchased by the USDA to support the domestic agriculture market and are then donated to states to support NSLP participants.
Whole Grain	WG	A product that contains all or 100% of the original kernel (bran, germ & endosperm)
Whole Grain-Rich	WGR	A term indicating that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.

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Compliance Review Checklist

The following checklist should be used as a self-review for compliance with USDA School Meals Programs Regulations.

A. Direct Certification:	YES	NO
1. Throughout the SY, the SFA should be adding new students to the Person ID system as they enroll in their school district. Person ID will establish a unique NDE ID that allows students to appear on the Match List and be directly certified for free or reduced priced meal benefits.		
2. On or after June 1 st , student records were updated either individually or by batch roster in the ADVISER/ Person ID system (ADVISER Person ID link). The updated roster matches with the Department of Health and Human Services data bases for assistance programs overnight. The match list contained students automatically eligible for free or reduced meal benefits: SNAP, TANF, FDIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA (School Food Authority) has printed/saved this list.		
3. **OPTIONAL** On or after July 8 th , the uploaded Student Enrollment was entered into the CNP (Child Nutrition Program -Direct Certification/Direct Verification link). The uploaded enrollment matches with the Department of Health and Human Services data bases for assistance programs overnight. The match list contained students automatically eligible for free or reduced meal benefits: SNAP, TANF, FDIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA (School Food Authority) has printed/saved this list.		
4. For households in which other student household members did not appear on the Direct Certification match list, the district documented meal benefits were extended to other students in the household of a student that was on the match list. The SFA maintained this list of students with extended direct certification benefits. Qualifying programs that can be extended are SNAP, TANF, FDIR, Medicaid Free, and Medicaid Reduced.		
5. The effective date of eligibility was the date the student appeared on the direct certification match list. This date also was applied for other household students. The household of directly matched students have received notification of meal benefits letters as soon as possible or within 10 operating days of the initial determination. Copies of eligibility letters sent to households are saved on-site.		
6. Public SFAs: The SFA has continued to update student records either individually or by batch roster in the ADVISER/ Person ID system (ADVISER Person ID link) through September 15. Starting on September 15, the SFA's Student Information System will be approved with Adviser and manual uploads will not be required. Non-Public SFAs: The SFA has continued to update student records either individually or by batch roster in the ADVISER/ Person ID system (ADVISER Person ID link) at least three times throughout the school year.		
7. **REQUIRED** Non-Public SFAs: The SFA has continued to upload data for new students into the CNP (Child Nutrition Program -Direct Certification/Direct Verification link) throughout the remainder of the school year. **OPTIONAL** Public SFAs: The SFA has continued to upload data for new students into the CNP (Child Nutrition Program -Direct Certification/Direct Verification link) through September 15. Starting on September 15, the SFA's Student Information System will be approved with Adviser and manual uploads will not be required.		
8. The SFA has continued to save their direct certification lists throughout the SY.		

9. The SFA has regularly reviewed matches in the Possible Match List throughout the SY.		
B. FREE and REDUCED-PRICE MEAL APPLICATIONS		
1. After July 1, the letter to households informing them of the availability of free and reduced-price meals have been distributed to household of children attending the school. The letter may be distributed by the postal service, emailed to the parent or guardian, or included in the information packets provided to students.		
2. The household meal application for the current school year is used.		
3. If SFA is using an on-line meal application it must be submitted to Nutrition Services for approval prior to being utilized.		
Approving Income/Household Size Applications:		
1. If a student's name appeared on the Direct Certification list and the school also received an application that qualifies the student for the same benefit, the application was pulled and filed separately. Direct certification takes precedence over a household application.		
2. Each participating child's name is listed at the top of the application		
3. All household members are listed on the application with income and frequency of income reported for each wage earner. Household size is indicated, and the last four digits of the social security number are listed for the person signing the form OR the "No SSN" box has been checked.		
4. An adult household member signed and dated the application.		
5. For a "foster child only" application with no personal income to report, an adult household member signed and dated the application.		
6. If a student appears on the Direct Certification List and the school also received a household application, the student was approved for the greater meal benefit. For example, the student was approved for Medicaid Reduced but the household application indicated the student qualified for free meal benefits based on household size and income.		
For SNAP, TANF or FDPIR Applications:		
1. Each participating child's name is listed at the top of the application.		
2. Household has reported their Master Case Number (5 - 9 digits only). An 8-digit number starts out "00;" a 9-digit number starts out "000." A Medicaid number listed on an application does not qualify a student for meal benefits. Direct Certification Medicaid is the only Medicaid that qualifies a student for meal benefits.		
3. An adult household member signed and dated the application.		
Other Application Information:		
1. Households on carryover from the previous school year have the same meal benefits for the first 30 operating days OR until a new application is received, or the children's names appear on the Direct Certification list, whichever occurs first.		
2. The SFA has date stamped the applications for when households submitted the application to the SFA. This date may be used for the establishing meal eligibility to a student.		
3. Missing information on an application that is critical in determining meal benefit eligibility is obtained and documented on the application before eligibility is determined. Examples of this would be not reporting the frequency of income received, not listing all children in school/household members, or missing the signature of the adult household member completing the application.		
4. Missing information on an application that is not critical for determining meal benefit eligibility does not delay approval of the application. Examples of this would be not listing the street address/zip/phone.		
5. When calculating income, household applications reporting multiple frequencies of income (for example, weekly, monthly) are converted to annual income using the conversion formulas listed on the application.		

6. To determine eligibility on an income application, the SFA's determining official calculated the household's current income and compares the amount to the Income Eligibility Guideline chart.		
7. The determining official completed, signed, and dated each application indicating the benefit level for each approved child.		
8. Applications reporting zero income are approved for free meal benefits for the remainder of the school year.		
9. Households are notified in writing of their eligibility determination as soon as possible or within 10 operating days of receipt of the application.		
10. Applications for households that have withdrawn from the district have the withdrawal date recorded and are filed separately.		
11. A change in a student's eligibility is made within 3 calendar days if benefits are increased and on the 10 th calendar day from the date of the household notification for a reduction or termination of meal benefits.		
C. Verification - Oct. 1st start process. Must be completed with online report submitted to NDE by November 15th		
1. Any applications for students that are directly certified for meal benefits, except for Medicaid Reduced students, who based on household application are eligible for free meals, are not counted in the total number of applications on file.		
2. The correct verification method (Standard-Error Prone OR Alternate One) was used. Standard Error Prone was determined based on a 20% or more non-response rate of applications selected for verification in the prior year. The SFA has checked their non-response rate from the prior year. If the SFA had a non-response rate of less than 20% then the SFA conducted Alternate One.		
3. The correct number of household applications to verify was selected. (3% for Alternate One or 3% of error prone applications for Standard-Error Prone)		
4. The confirming official reviewed and signed each household application selected for verification prior to beginning the verification process. <i>The confirming official must be someone different than the determining official.</i>		
5. Only self-employed income (not regular wages) was verified using an IRS 1040 form from the previous year. Use Attachment E for the specific lines of the tax form to be used.		
6. Households were notified in writing they were selected for verification; selected households were also notified in writing of the results.		
7. The Tracker form (Attachment H-2) was completed for each selected household. Copies of all required documents are on file for each household that responded to verification.		
D. A CURRENT MASTER LIST of STUDENT MEAL ELIGIBILITY		
1. Be maintained and updated with student eligibility changes.		
2. Match the meal benefit eligibility from the direct certification match list and the approval reported on meal benefit applications. .		
E. The MEAL COUNTING PROCEDURE		
1. Protect students receiving free and reduced price meals from being overtly identified:▪ Rosters/computer screens are not coded in such a way that it is obvious to others which students are receiving free or reduced-price meals. ▪		
2. Provide a Point of Service meal count by meal category (free, reduced, and paid):		
3. The meal count is taken at the end of all serving lines/self-serve food bars where it can be accurately determined that a reimbursable meal has been served.		
4. Meal counts are NOT based on morning counts in classrooms, tray counts, back-out counts where the number of paid meals is obtained by subtracting the free and reduced price count from the total meal count.		
5. If sack lunch meals are provided for field trips or if meals are sent to alternative classrooms,		

a point of service meal count was taken at the time the students received their reimbursable meal. This documentation is kept on file for each claim month.		
6. Allow a maximum of one breakfast and one lunch per student per day to be claimed for reimbursement. Additional items are considered a la carte purchases.		
7. School districts with more than one meal service site must complete the On-Site Review form (Attachment I) for each lunch site and 50% of all breakfast sites by February 1. This documentation must be retained on-site.		
F. The DAILY RECORD of MEALS SERVED and EDIT CHECK WORKSHEET		
1. Be completed for each meal service site using Attachment J from NDE or a computer-generated report that provides the same information.		
2. Record correct meal counts by category on a daily basis.		
3. Report the highest number of students eligible for free, reduced price, and paid meals each month.		
4. Compare the attendance adjusted eligible figures by category to daily meal counts for each meal service site before submitting the monthly claim.		
6. Provide a valid explanation for any days in which the number of meals claimed exceeds the attendance adjusted eligible figures before submitting the monthly claim.		
7. Be kept on file along with a copy of the claim and other school food service records for three years plus the current school year.		
G. MEALS may be CLAIMED for REIMBURSEMENT		
1. All serving lines offering reimbursable meals are available to all students.		
2. Meals are priced as a unit.		
3. Menus meet USDA meal pattern requirements. All menus must meet daily/weekly requirements in terms of components and portion sizes.		
4. Meals offer a choice of two kinds of milk: low-fat (1%) or fat-free (skim) unflavored or flavored varieties can be served. One choice must be an unflavored variety.		
5. Offer Versus Serve has been properly implemented when:		
• Required for 9-12 grades except in certain situations (Juvenile Justice Facilities).		
• All required meal components are offered. Breakfast can be claimed if three food <u>items</u> are selected. Lunch can be claimed if three different components are selected. At breakfast and lunch, one of the three must be 1/2 cup of fruit, vegetable or a combination of the two.		
• Students decide which food items/components they will take; again, they must select a 1/2 cup of fruit, vegetable or a combination of the two.		
• The meal price is the same whether 3, 4, or 5 food components are taken.		
• The person responsible for the Point of Service meal count has been trained to evaluate student trays to ensure all claimed meals are reimbursable.		
• Menus reflect compliance with USDA's required nutrient standards.		
• Unflavored drinking water is available to all students free of charge in the area where breakfast, lunch and snack are served.		
• Reimbursable Meal Signage is posted for both breakfast and lunch in a visible area near the meals service line that shows students how to select a reimbursable meal.		
H. CIVIL RIGHTS REQUIREMENTS		
1. USDA's current nondiscrimination poster "And Justice for All" (dated 2019) is displayed in each area that students eat. It must be visible and easy to read for program participants.		
2. There is no separation of students by race, color, national origin, gender, age or disability during meal service.		
3. Special diets, with correct documentation on file, are provided at no extra charge to students as prescribed by regulation.		
4. Foreign language translations of program materials are made available as needed.		

5. USDA's current nondiscrimination statement is included in appropriate program materials such as the student handbook in the section that addresses the School Meals Program.		
6. Menus made available to the public may contain the statement "This institution is an equal opportunity provider;" however, it is not required if no other nutrition message is provided to households.		
7. The Civil Rights Summary (Attachment H-1) is completed and on file at school. Complete this form at the same time as conducting verification (Oct. 1-Nov. 15). Completed form is retained on-site.		
8. Annual Civil Rights training documentation is available for staff involved in all levels of administration of the School Meals Programs. This would also include any individuals volunteering in the food service program that interact with students/household. Documentation must include the training attended, date, and signature of person attending. If a certificate is provided, print, complete, and file.		
I. USDA'S SMART SNACK RULE & NEBRASKA'S COMPETITIVE FOOD RULE		
1. Food items/snacks are not sold on the school premises by anyone except the school food service program from one-half hour before meal service to one-half hour after meal service (includes breakfast and lunch). This also applies to vending machines, school stores, snack/coffee bars, and concessions stands not operated by the school food service program		
2. A la carte food and beverages sold in schools meet both the Smart Snack Guidelines. The SFA has documentation of compliance for smart snack items.		
3. Vending machines are off during the school day unless items sold comply with the Smart Snack Guidelines. The "school day" is defined as 12:00 am through 30 minutes after the end of the school day.		
4. Fundraising activities held during the school day comply with USDA's Smart Snack Guidelines.		
J. FOOD PRODUCTION RECORDS		
1. Be completed daily for each site by the production kitchen and kept on file at the school.		
2. Be completed using the current forms on the Nutrition Services website or alternate form approved by NDE on an annual basis.		
3. Document that daily/weekly meal pattern requirements are met:		
▪ Standardized recipes are on file.		
▪ Nutrition Fact labels and Ingredient Statements are on file.		
▪ Child Nutrition (CN) labels or Product Specification Sheets are on file, if applicable.		
4. Delivery Tickets accompany meals sent to be served at another location.		
5. Reflect changes and substitutions made to menus.		
K. Preschool Meal Pattern		
1. Preschool meal pattern is utilized for students eating in the classroom or served separately in the lunchroom.		
2. A point of service meal count is taken in the classroom for preschool students.		
L. HACCP (Hazard Analysis and Critical Control Point) FOOD SAFETY PROGRAM		
1. The district has a written HACCP Plan. Copies of the plan have been distributed to each feeding site.		
2. The HACCP Plan is reviewed annually and revised as necessary.		
3. Appropriate HACCP logs are used and current Food Safety checklist is completed at least once per month. Food Safety Inspections are publicly posted. Production records/delivery tickets may be used for recording temperatures.		
4. A copy of the most recent health inspection report is posted in a visible location in the kitchen.		

5. Completed Temperature logs and Food Safety Checklists are kept on file for one year.		
M. RESOURCE MANAGEMENT:		
1. The Paid Lunch Equity (PLE) Tool is completed annually to determine “paid” student lunch prices for the next school year. A copy of the PLE Report is on file at school. <i>This was waived for SY24-25 for SFAs with a zero or positive balance in their school meals account as of June 30, 2023.</i>		
2. Non-program foods such as “seconds” or other a la carte items sold are priced appropriately to ensure there is no loss of revenue to the school meals program.		
3. Adult meal prices reflect NDE’s annual recommendation, or the general fund provides funds to the food service account if the adult meal price is less than the requirement.		
N. SCHOOL WELLNESS POLICY:		
1. The SFA has updated its School Wellness Policy to include USDA’s required elements and is available for review.		
2. The SFA ensures appropriate parties are included on the wellness committee. Attendance and minutes of the meetings are documented.		
3. The SFA has completed the Triennial Assessment of its Local Wellness Policy. The Wellness Policy and the most current Triennial Assessment of its Wellness Policy has been made available on the SFA’s website.		
O. CHARGE POLICY		
1. For pricing programs, the SFA has a written charge policy that is distributed to all households at the beginning of the year and to households transferring to the school during the school year. The charge policy is included in the student handbook.		
2. The SFA follows their written charge policy to ensure there is not excess unpaid meal debt.		
3. Unpaid meal charges are considered “delinquent debt” when payment is overdue. A debt owed to the non-profit school foodservice remains on the accounting documents until it is either collected or is determined to be uncollectable and written off. When the SFA determines the delinquent debt is uncollectable it must be reclassified as “bad debt”.		
P. PROFESSIONAL STANDARDS		
1. If a new food service director was hired, he/she meets the USDA hiring standards.		
2. The food service director has completed the ServSafe Manager course within the last 5 years or within 30 days of hire.		
3. Training hours are being tracked with documentation on file for all food service employees.		
4. Non-food service employees, who have school lunch responsibilities, receive training related to their duties. Names, training topics, and date of training are documented.		
5. Food service employees are on track to earn their required number of training hours for the year.		
Q. FRESH FRUIT and VEGETABLE PROGRAM		
1. Required documentation, including fresh fruit/vegetable invoices, non-food purchases and labor hour records are maintained on a monthly basis by meal service site.		
2. Nutrition Education activities for the FFVP are reported on the monthly claim for reimbursement.		

R. AFTER SCHOOL SNACK PROGRAM		
1. Annual on-site review is completed within the first four weeks of the program's operation and a second review is completed before the end of the school year.		
2. Meal count sheets and production records are available for each participating site.		
3. Snacks are claimed for reimbursement only when the student takes the entire snack (two different components) offered.		
4. Snacks are claimed on school days only.		
S. FOOD SERVICE MANAGEMENT COMPANY (FSMC)		
1. The SFA is responsible for ensuring the accuracy of the monthly FSMC invoice which includes verifying the correct fixed meal price is applied to meal counts, 2) the correct meal equivalency factor is used, and 3) the SFA receives USDA Foods credit. Documentation from the FSMC to substantiate meals counts, cost data used for meal equivalency, and USDA Foods/DoD Fruit and Vegetable invoices have been submitted to the SFA in support of each cost and credit on the monthly invoice.		
2. The SFA's Advisory Committee, composed of administration/faculty, students, parents, and on-site FSMC director, has met at a minimum of once per semester. Documentation of these meetings includes members in attendance, agenda items, and meeting minutes.		
3. The SFA at a minimum is completing the FSMC Monitoring Form once per semester. Documentation of monitoring is retained on-site.		

Important Dates – National School Lunch Program

- | | |
|------------------------|---|
| July 1 | <ul style="list-style-type: none">• Program Year starts• Upload student enrollment file(s) into the CNP Direct Certification (DC) Enrollment module if ADVISER/PersonID rosters are not accurate.• Sponsor/Site Program Applications open in the online CNP system for the new school year |
| July 8 | <ul style="list-style-type: none">• DC match list will begin populating for the new school year. SFAs can start distributing eligibility notification letters (Attachment D) to households with matched students.• Nightly DC matching process begins based on ADVISER/PersonID or CNP DC student enrollment data - SFAs should check their match list daily for newly matched students. |
| July 15 | <ul style="list-style-type: none">• Annual Financial Statement for Non-Public Schools, Residential Child Care Institutions (RCCIs), and Government Agencies must be completed online in the CNP System |
| July - August | <ul style="list-style-type: none">• SFAs distribute Free/Reduced Meal Benefit Application and letter to households• School Meals and Bookkeeper Training presented by the NDE Nutrition Services.• All staff (paid and volunteer) need to complete the annual Civil Rights training requirement; Civil Rights training available here. |
| September | <ul style="list-style-type: none">• SFAs participating in the After School Snack Program must complete an On-Site Review at each site within the first 30 days of operation. A second On-Site Review must be completed at each site before the end of the school year. |
| August 15 | <ul style="list-style-type: none">• Deadline for SFAs to complete the Sponsor/Site Applications in CNP for the new school year |
| August 31 | <ul style="list-style-type: none">• Non-public SFAs should update student enrollment in the PersonID system or upload enrollment files into the DC Enrollment module to ensure accurate matching. |
| September 15 | <ul style="list-style-type: none">• Nightly DC matching process for public SFAs now populated through automated SIS data-sharing using ADVISER. Non-public SFAs must continue to update PersonID data or upload enrollment files (at least three times each school year) into the DC Enrollment module for accurate matching. |
| 30th School Day | <ul style="list-style-type: none">• Last date any students remaining on carryover of eligibility status from the previous school can receive free/reduced benefits. The prior year's eligibility can be extended for up to the first 30 operating days OR until the student appears on the DC list or submits a new application, whichever occurs first. |
| October 1 | <ul style="list-style-type: none">• Date free/reduced applications must be counted for the verification pool. SFAs may start verifying applications on or before Oct. 1, but the final number of applications to verify must be calculated as of Oct 1. |

October	<ul style="list-style-type: none"> National School Lunch Week - 2nd full week Sponsors considering a Food Service Management Company (FSMC) for the next school year must contact the NDE Nutrition Services.
October 15	<ul style="list-style-type: none"> Deadline for entering the number of Health Inspections received at each meal service site for the previous school year in the online CNP system
October 31	<ul style="list-style-type: none"> Non-public SFAs should update student enrollment in the PersonID system to ensure accurate matching. All schools must update student enrollment used for matching at least three times each school year. Verification Report opens for completion in the CNP system.
November 1	<ul style="list-style-type: none"> Fixed Price Food Service Management Company (FSMC) Request for Proposal (RFP) is available from the NDE-Nutrition Services
November 15	<ul style="list-style-type: none"> Verification must be completed, and the online Verification Report entered in CNP Civil Rights Summary (Attachment H-1) must be completed; keep on file at school
December 1	<ul style="list-style-type: none"> Deadline for SFAs to request NDE's RFP Packet if considering a FSMC for the next school year
January 15	<ul style="list-style-type: none"> Deadline for SFAs to submit the completed RFP Packet to NDE. This only applies to SFAs planning to outsource operations to a Food Service Management Company
February 1	<ul style="list-style-type: none"> On-Site Reviews (Attachment I) must be completed for each feeding site for SFAs with 2 or more feeding sites
February - April	<ul style="list-style-type: none"> Paid Lunch Equity (PLE) Tool must be completed by SFAs that don't qualify for PLE Exemption and charge for student meals.
February 28	<ul style="list-style-type: none"> Non-public SFAs should update student enrollment in the PersonID system to ensure accurate matching. All schools must update student enrollment used for matching at least three times each school year.
March 1	<ul style="list-style-type: none"> Last date for the RFP notification in a newspaper with statewide distribution
March	<ul style="list-style-type: none"> National School Breakfast Week – 1st full week
April - May	<ul style="list-style-type: none"> Email with School Meals and Bookkeeper Training registration information sent to SFAs
May	<ul style="list-style-type: none"> School Nutrition Employee Appreciation Week – 1st full week Nebraska School Food Service Employee Appreciation Day–2nd Wednesday of the month
May 15	<ul style="list-style-type: none"> Deadline to receive SFA's FSMC RFP/Contract for approval prior to execution
June	<ul style="list-style-type: none"> ADVISER/PersonID system opens for the upcoming school year. SFAs should update student rosters in ADVISER/Person ID for accurate and timely DC matches.
Late June	<ul style="list-style-type: none"> Nebraska School Nutrition Association (NSNA) Annual Conference
June 30	<ul style="list-style-type: none"> Program Year ends

Submitting a Claim: SFAs are encouraged to submit the Claim for Reimbursement by noon CT the

10th day of the following month (i.e. August claims are due by September 10). Claims are paid on the 10th and 20th each month.

Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

Claim Month	Due Date	Claim Month	Due Date
October	December 30	April	June 29
November	January 29	May	July 30
December	March 1 (February 29 if leap year)	June	August 29
January	April 1 (March 31 if leap year)	July	September 29
February	April 29	August	October 30
March	May 30	September	November 29



School Nutrition Programs

Application Guide

School Year 2024-25



Please use the guide below to complete the School Nutrition Programs (SNP) application for meals and snacks served during School Year (SY) 2024-25.

Following the steps below after accessing the [CNP System](#).

Choose the **blue** "School Nutrition Programs" box in the upper left:



Select "Applications" in the upper left, then "Application Packet" from the list of items:

School Nutrition Programs

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications >
School Year: 2023 - 2024

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

Select School Year 2024-2025:

School Year	Date Range	Application Packet
2024 - 2025	07/01/2024 - 06/30/2025	Not Started
2023 - 2024	07/01/2023 - 06/30/2024	Application Packet on File
2022 - 2023	07/01/2022 - 06/30/2023	Application Packet on File

Click the red “Enroll” button, then choose “OK” to Continue:

The Sponsor has not started in the current year (2025).

Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll
Cancel

The Application Packet page will appear. Choose “Modify” next to the Sponsor Application. Information from a previously approved NSLP Sponsor Application will populate most answers. Review for accuracy and update as needed.

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Details	Checklist Summary		
Details	Attachment List		

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

If updates are made to the Authorized Representative, Food Service Director/Manager, and/or Claim Contact, please mark the “check if new” box (#14, #19 or #24) for the positions that have been filled by new people. **This is an important step because it helps inform Nutrition Services staff of important school staff changes.**

- ✓ Please check to ensure email addresses for contacts identified in the application are error-free.

If your school uses a software program to collect meal applications electronically, answer #28 “Yes” and identify the company used for this service in the text box. **The NDE must approve electronic meal application software before the start of each school year.**

Free/Reduced Application Information

27. Does your organization use scanned applications? ☐ Yes ☒ No

28. Does your organization have a software program that allows households to complete applications online? ☒ Yes ☐ No

If Yes, provide name of software program:

If your school uses a paper roster to mark which students receive meals or make a la carte purchases at the point-of-service, mark "No" in #29 even if this information is transferred from paper to an electronic system:

Miscellaneous Questions	
29. Does the Sponsor use a computer program for counting student meals?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, provide name of software program:	

If your school uses an electronic meal counting system at the point-of-service, mark "Yes" and identify the system used in the text box for #29:

Miscellaneous Questions	
29. Does the Sponsor use a computer program for counting student meals?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, provide name of software program:	
PowerSchool	

Choose correct answers for #44 and #45 1-4:

Wellness Policy	
44. When was your Wellness Policy adopted/amended? (mm/dd/yyyy):	<input type="text"/>
If not adopted, explain:	
<input type="text"/>	
45. The SFA certifies that the adopted wellness policy was developed with the involvement of parents, students and representatives of the school food authority, the school board, school administrators, and the public, and certifies the adopted SFA Wellness Policy does/or will:	
1. Include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.	<input type="radio"/> Yes <input type="radio"/> No
2. Include nutrition guidelines for all foods available on each school/site campus during the school day.	<input type="radio"/> Yes <input type="radio"/> No
3. Provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to Section 204 of Public Law 108-265.	<input type="radio"/> Yes <input type="radio"/> No
4. Include a plan for measuring implementation.	<input type="radio"/> Yes <input type="radio"/> No

If #51 is missing information or needs to be corrected, select from the dropdown options for the meals the School Food Authority serves and add the SY2024-25 meal price information in #51. Make the appropriate selections for the two questions below the pricing table.

If the district has a mixture of traditional pricing schools and some CEP schools, choose Pricing from the options for each meal type. If all buildings in the district participate in the CEP, choose "Non-pricing – CEP" from the options.

See picture on next page.

Eligibility Information

51. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Reduced Price	Elementary Paid	Middle Paid	Jr. High Paid	High Paid	Adult Price
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Yes ☒ No Does your System certify that general funds are used to support School Nutrition Programs?
If 'NO', the price charged adults must be greater than or equal to the free reimbursement plus the value of commodities.

☐ Yes ☒ No Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?

If your school does not charge the recommended adult meal price identified by the NDE in its [Setting Meal Prices](#) document, your school **must** either transfer the difference between the price charged and the recommended price, or provide proof that the school covers the cost of adult meals.

☒ Yes ☐ No Does your System certify that general funds are used to support School Nutrition Programs?
If 'NO', the price charged adults must be greater than or equal to the free reimbursement plus the value of commodities.

☐ Yes ☒ No Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?

For schools that qualify for Severe Need reimbursement, the second previous operating year's data will be used (SY2022-2023):

Severe Need Lunch - Reimbursement Rate Determination				
Lunches claimed for School Year (2022 - 2023)				
Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Continue on next page.

Complete the UEI Reporting Requirements using the most current SAM.gov renewal date (it must be in the last 12 months). Mark the confirmation box below the date:

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:	<input type="text"/>
Sponsors are strongly encouraged to maintain a copy of the confirmation email received from SAM Registration.	
<input type="checkbox"/>	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, document SAM_SNP.	

Confirm certification questions in #52 "a" through "d" are correct. Mark the certification box in #53.

Click the red "Save" button at the bottom, then "Finish":

Comments from Sponsor
<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>

If the application has errors, return to the application to fix them by clicking "Edit" when prompted. If no errors are identified, click "Finish" to be taken to the application packet page.

The DUNS renewal warning in blue that may appear at the top of the sponsor application (pictured below) does not prevent the application from being submitted. This warning can be ignored.

Code	Warning Description
1218	The Renewal Date for DUNS 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.

Continue on next page.

Next, access the SNP site application(s) by choosing "Site Application(s)." **Do not access the Seamless Summer Option (SSO) site application(s); SSO will not be used in SY2024-25.**

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Details	Checklist Summary		
Details	Attachment List		

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

Choose "Modify" to complete the site application:

View	Modify	➔	0001							Original / Pending Validation	0.0000
------	--------	---	------	--	--	--	--	--	--	-------------------------------	--------

Click "Modify Program Selection" to make the correct selections in the Participating Programs section and then click "Save" and "Continue".

Program Information
Modify Program Selection

1. Participating Program(s)

☒ A. National School Lunch Program (NSLP) CFDA #10.555
☒ B. School Breakfast Program (SBP) CFDA #10.553
☐ C. Afterschool Care Program (ASCP) CFDA #10.555
☐ D. Special Milk Program (SMP) CFDA #10.556
☐ E. Fresh Fruit and Vegetable Program (FFVP) CFDA #10.582

< Back
Save and Continue

If the school site expects to participate in the Fresh Fruit and Vegetable Program, mark that box now.

Complete the information for questions #2 through #5.

Continue on next page.

The data in the box in #6 is pulled from program claims from SY2022-23. This section identifies if the site is eligible to receive the higher Severe Need Breakfast reimbursement rate:

Participation Information					
6. Lunches claimed for School Year (2022 - 2023) - Severe Need Breakfast Reimbursement Rate Determination					
Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate

Complete information in questions #7 and #8.

Select "Pricing" in #9 for sites that do not participate in Provision 2 or CEP. Report SY2024-25 meal prices; Reduced-price lunch is \$0.40 and Reduced-price breakfast is \$0.30.

Pricing Information				
Copy pricing information from site: <input type="text"/> <input type="button" value="Copy"/>				
9. PRICING: Insert prices charged for each program in which this site will participate (e.g. if the paid price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).				
NON-PRICING: Select if students will not be charged for meals. (Applies to the Afterschool Snack Program only)				
PRICING - NO CHARGE TO STUDENTS: Select if students will not be charged for meals.				
PROVISION 2: Select if you have been approved for Provision 2 by the Division of Food and Nutrition.				
NON-PRICING - CEP: Select if you will elect this site to participate in the Community Eligibility Provision (CEP).				
NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.				
Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Breakfast Program (SBP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afterschool Snack Program (ASP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No Does your System certify that general funds are used to support School Nutrition Programs? If 'NO', the price charged adults must be greater than or equal to the free reimbursement plus the value of commodities.				

Complete #10 and **do not** mark "Students do not pay for meals" if the site does not participate in CEP.

Continue on next page.

Complete the information about the meal(s) your school provides; the meal types below should appear based on the programs selected in question #1 above.

Be sure to double check the start and end dates and meal service times are correct! Mistakes in this information can cause issues with claims for reimbursement.

Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

A1. Operational Dates: Start Date: End Date:
A2. Days of the week meals are served and claimed for reimbursement: (Check all that apply)
Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐
A3. Meal Service Times Begin Time: :00 End Time: :00
A4. Will Offer versus Serve (OVS) be implemented for Lunch? ☐ Yes ☐ No
If Yes, which grade(s):
A5. Is the Point of Service meal count taken at the end of the serving line? ☐ Yes ☐ No
If No, waiver request must be submitted to NDE annually.
A6. Point of Service Count - Lunch
A7. Site requesting to participate in Provisional program:

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1. Operational Dates: Start Date: End Date:
B2. Days of the week meals are served and claimed for reimbursement: (Check all that apply)
Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐
B3. Meal Service Times Begin Time: :00 End Time: :00
B4. Breakfast Service:
B5. Will Offer versus Serve (OVS) be implemented for Breakfast? ☐ Yes ☐ No
If Yes, which grade(s):
B6. Is the Point of Service meal count taken at the end of the serving line? ☐ Yes ☐ No
If No, waiver request must be submitted to NDE annually.
B7. Point of Service Count - Breakfast
B8. Site requesting to participate in Provisional program:

After saving a site application, you will be taken back to the site application list. If your school has new school buildings serving meals for SY2024-25, notify the NDE of the school's name and county location. After the site has been added by the NDE, visit the site list page to choose "Add Site Application" at the bottom of the site list. Complete additional site applications as needed.

Action	Site ID / Site Name	PROV	LUN	BRK	BRK	SNK	SNK	SMP	FFVP	Version/Status	% Enroll Free/Redc Oct 2021
Select All: <input type="checkbox"/>	Totals	0	1	1	0	0	0	0	0		
View Modify	<input type="checkbox"/> 0001		X	X						Original / Pending Validation	0.0000
Add Site Application											

Continue on next page.

If there is a red arrow next to the Checklist Summary, select “Details.”

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	Checklist Summary		
Details	Attachment List		

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

Click on the activated words in blue to determine what needs to be provided. Examples of forms that may be needed include: [Computer Access Form](#) (if the Authorized Representative is new) or a signed [meal agreement](#). Upload each identified document and mark the box indicating it was submitted to the NDE. Click “Save” and return to the application packet page.

Please attach the signed Computer Access Form in the Checklist Summary. Ensure you have also email the completed form to nde.nsweb@nebraska.gov

If the sponsor application and site applications are complete without errors, the “Submit for Approval” button will become active (red) and you'll be able to click it to submit the application for approval.

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	Checklist Summary		
Details	Attachment List		

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

Continue on next page

All SFAs must submit the number of Food Safety Inspections completed for each feeding site in the prior year. You will be entering this information in the Program Year 24-25. See below:

School Nutrition Programs

**NEBRASKA**
DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search

 Programs | Year | Help | Log Out

Applications >

School Year:

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification	Direct Certification
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

Complete at the same time as when you are completing the Application Packet to avoid missing the deadline of **October 15th**.

For Non-public SFAs: Ensure you have completed the Financial Report by **July 31st**. It can be found as shown below. You are reporting financial information for the previous school year.

School Nutrition Programs

**NEBRASKA**
DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search

 Programs | Year | Help | Log Out

Applications > School Year:

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
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FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification	Direct Certification
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

Authorized Representative/Responsible Individual Profile
(Information must match online program application and signatures must be kept current)

1. Print Name of Authorized Representative/Responsible Individual	2. Signature of Authorized Representative/Responsible Individual
3. Title of Authorized Representative/Responsible Individual	4. Date of Birth of Authorized Representative/Responsible Individual
5. Sponsor/System Name	6. Agreement Number (assigned by NDE)
7. Email address	8. Telephone Number ()

Sponsor/System Approval for CNP System Access	
9. Printed Name of Board President/Owner/CEO	10. Signature of Board President/Owner/CEO
11. Title of Board President/Owner/CEO	12. Date of Birth of Board President/Owner/CEO
13. Telephone Number ()	14. Date Signed

15. Check all Program agreements that apply <input type="checkbox"/> National School Lunch Program, School Breakfast Program and Special Milk Program <input type="checkbox"/> Child and Adult Care Food Program Check one: ___ Child Care Center ___ Adult Care Center ___ Family Day Care Home Sponsor <input type="checkbox"/> Summer Food Service Program
--

Please submit the completed form to Nutrition Services at nde.nsweb@nebraska.gov.

NDE USE ONLY

☐ Request Granted

☐ Request Denied

Effective Date _____

Director, Nutrition Services

URL: **<https://nutrition.education.ne.gov>**

User ID _____

Revocation Date _____

An email with the subject line "Confirmation Email for UserID" will be sent to the email address listed in #7. Please refer to the email for your first time log on to the CNP system. If this individual leaves the organization, a new form must be sent to NDE.

Additional programs requested after initial Computer Access in #15:

Program

- ☐ National School Lunch Program, School Breakfast Program and Special Milk Program
☐ Child and Adult Care Food Program (Check One)
 ___ Child Care Center ___ Adult Care Center
☐ Summer Food Service Program

Effective Date _____

Revocation Date _____



CNP ADMINISTRATORS: ADDING A NEW USER

Updated 5.24.2024

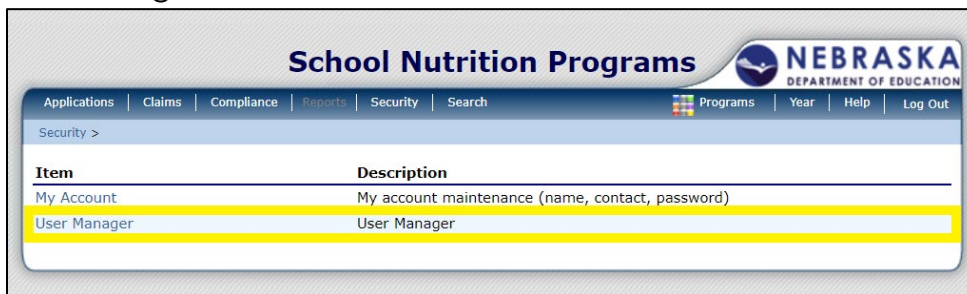
Questions? Email nde.nsweb@nebraska.gov



1. Once logged into the CNP system (nutrition.education.ne.gov), navigate to the Security module:



2. Select the User Manager:



3. Click Add New User:



HINT: Use the “**Click to list all Users > ALL**” hyperlink to view all users for your sponsorship, including active and inactive users. Users should not have multiple active accounts.*

4. Complete the User Profile for the new user.

User Information and Login Information Reminders:

- Only **one** active CNP account can be associated with an email address.
- CNP users are encouraged to enter their own **Hint Question** and **Hint Answer** during their initial login to CNP to enhance profile security.

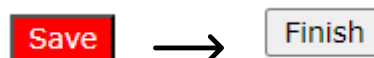
The screenshot shows the 'User Profile' form in the 'School Nutrition Programs' system. The form is divided into two main sections: 'User Information' and 'Login Information'. The 'User Information' section includes fields for First Name, Middle Initial, Last Name, Title, Email Address, Phone Number, and a checkbox for 'Are you an Employee of this Sponsor?'. The 'Login Information' section includes fields for User Name, Hint Question, Hint Answer, and a checkbox for 'Require password change next login:'. The form is titled 'User Profile' and has 'VIEW' and 'MODIFY' links in the top right corner.

Security Base Reminders:

- Administrator accounts can **only be modified by NDE. Use discretion for which** users at your school/organization should have "User is an Administrator" toggled to **YES**.
 - A user with Admin rights cannot inactivate another user with Admin rights.
- Security group access can be modified later as needed.
- Your sponsor name(s) should be listed under "Associated to Sponsor(s)".

The screenshot shows the 'Security Base' form. It includes a section for 'User is an Administrator' with radio buttons for 'Yes' and 'No'. Below this is a section for 'Security Group(s)' with a list of checkboxes for various security groups: SFSP Applications, SFSP Claims, SNP Claims, SNP Admin Security, SFSP Admin Security, SNP Application Public, SNP AR, and SNP Direct Cert/Ver. At the bottom, there is a section for 'Associated to Sponsor(s)' with a checkbox for 'Your SFA Name'.

5. Click Save, then Finish





CNP ADMINISTRATORS: UPDATING EXISTING USERS

Updated 5.24.2024

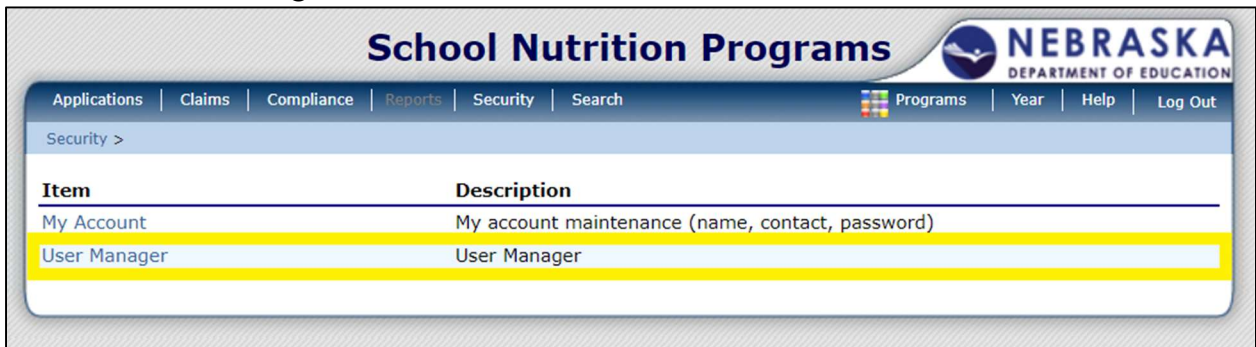
Questions? Email nde.nsweb@nebraska.gov



1. Log into the CNP system (nutrition.education.ne.gov), navigate to the Security module:



2. Select the User Manager:



3. Click on the “**Click to list all Users > ALL**” hyperlink to view all users for your sponsorship:



- Select user from User List and you'll be directed to User Options page for the selected user:

School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Security > User Manager >

User Manager

Search for User

Search By: Last Name

Click to list all Users > ALL

Users Found: 3

Last Name	First Name	User ID	Administrator	Status
Doe	Jane	TEST2	Yes	Active
Doe	Jack	TEST3	Yes	Active
Doe	John	TEST1		Active

School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Security > User Manager >

User Options

User Name: TEST2 Name: Jane Doe

Item	Description
User's Profile	Specific information for the User.
User's Assigned Group(s)	Security Groups assigned to the User.
User's Security Rights	Security settings for the User.
User's Associated Sponsors	Associated Sponsors for the User.
Reset User's Password	Reset the User's password.

- Select the item module to make changes. Common updates include:
 - User Profile:** Email Address, Phone Number, Administrator status, and Inactivate for staff who no longer need access to the CNP system because of a departure from the organization or because their job duties changed.

HINT: Update the User Status, Save, and Finish to inactivate or re-activate a CNP user.

Status

User Status:

Notes:

- User's Assigned Groups:** Modify non-Administrator user assigned security groups
- HINT:** CNP users can access the modules listed in the Assigned Group category; modules listed in Available Groups are greyed out. Utilize the "Add >" and "< Remove" buttons to modify user access.

- Reset User's Password:** Users are encouraged to utilize the “Forgot Your Password” link on the CNP homepage, but passwords can also be reset by an administrator.

HINT: Ensure you select the box to require a password change at the user's next login to ensure maximum account security.

Meal Service Agreement Host School Provides Meal Service to Recipient School Students

The school preparing and serving meals will be called the host.

Host: _____

The school receiving meals for its students to eat either at their own school or at the host school is the recipient.

Recipient: _____

Check the grade groups that will be served. Grade groups determine the portion sizes to be served.

Lunch: PreK _____ K-5 _____ 6-8 _____ 9-12 _____ K-8 _____
Breakfast: PreK _____ K-5 _____ 6-8 _____ 9-12 _____ K-8 _____ 6-12 _____ K-12 _____
Snack: PreK _____ K-8 _____

Recipient School Responsibilities:

- Complete the annual School Meals Program Application in the [Child Nutrition Programs \(CNP\) System](#).
- The Authorized Representative in the application must be an official from the recipient school. Obtain a user ID and password by completing the [Computer Access Form](#).
- The recipient school must submit its own monthly claim for reimbursement in the Child Nutrition Programs (CNP) System.
- Complete the [State Treasure's ACH-W9](#) form for direct deposit of reimbursement into the recipient school's Non-Profit School Meals Account. The recipient school must have their own account. Reimbursement cannot be directly deposited to the Host School.
- Adhere to [Professional Standards](#) and [Civil Rights training requirements](#).
- Maintain compliance with **all requirements** of the [Permanent Agreement](#).

Mark the applicable items from the categories and options listed below:

Meal Transport and Location:

____ Delivered by Host School Delivery Time: Breakfast: _____ Lunch: _____ Snack: _____
____ Picked-up by Recipient School Pick-up Time: Breakfast: _____ Lunch: _____ Snack: _____
____ The host school agrees to allow students from the recipient school to eat in the host school's cafeteria.

Recipient School is responsible for submitting the meal order by (day and time): _____

Meal Benefits Determination:

____ The recipient school requests the host school to determine and maintain meal benefit eligibility for the recipient school's students (direct certification, household applications). It will also conduct verification. All information pertaining to student eligibility is confidential. The host school will be fiscally responsible for benefit eligibility errors that result in fiscal action.

Host school initials: _____ **Recipient school initials:** _____

Meal Counting and Claim Submission:

____ The host school will complete the daily Point of Service meal counts of free, reduced, and paid meals served to the recipient school's students and will provide this documentation to the recipient school.

____ The **host school** will submit claim information by eligibility category and the required [Edit Check Worksheet](#) to the recipient school no later than the 10th day of the month following the claim month. The host school will be fiscally responsible for any counting errors that result in an overclaim.

____ The **recipient school** will verify the completed [Edit Check Worksheet](#) and is responsible for submitting the monthly claim for reimbursement.

Program Charges and Payments:

____ The host school will collect payment for meals from the recipient school students according to the meal charges and collection procedure approved by the recipient school. *Meal payments for student meals must be given to the recipient school for deposit into its account.* The meal charges will be:

Lunch: Reduced Price: \$ _____ Pre-K Paid: \$ _____ Elementary Paid: \$ _____
Middle School Paid: \$ _____ High School Paid \$ _____ Adults: \$ _____
Breakfast: Reduced Price: \$ _____ Pre-K Paid: \$ _____ Elementary Paid: \$ _____
Middle School Paid: \$ _____ High School Paid \$ _____ Adults: \$ _____
Snack: Reduced Price: \$ _____ Pre-K Paid \$ _____ K-8 Paid \$ _____

The host school will bill the recipient school at the end of the month for the total number of student and adult meals ordered at the following prices for the applicable grade groups.

Mark if milk **is** included in pricing _____

Mark if milk **is not** included in pricing (recipient school purchases their own milk) _____

Lunch: PreK \$____ K-5 \$____ 6-8 \$____ 9-12 \$____ K-8 \$____
Breakfast: PreK \$____ K-5 \$____ 6-8 \$____ 9-12 \$____ K-8 \$____ 6-12 \$____ K-12 \$____
Snack: PreK \$____ K-8 \$____
Second Entrees: \$____ Additional Milks: \$____
Adult Lunch: \$____ Adult Breakfast: \$____

_____ The recipient school will pay the host school for services provided by the host school's staff (select below):

_____ Delivery Fee in the amount of \$_____ indicate if daily _____ monthly _____ or annually _____

_____ Food Service Director in amount of \$_____ indicate if monthly _____ or annually _____

_____ Claim Contact/Bookkeeper in amount of \$_____ indicate if monthly _____ or annually _____

Additional Information:

The host school attests that all meals will meet USDA meal pattern requirements as to food components and portion sizes as stated in 7 CFR 210.10 for lunch and 7 CFR 220.8 for breakfast. The host school shall maintain complete and accurate production records listing the menu, portion sizes and the amount of food prepared. Information including standardized recipes, ingredient statements, nutrition fact labels and Child Nutrition labels must be on file at the host school. The host school will provide the recipient school a Hazard Analysis and Critical Control Point (HACCP) manual containing information pertinent to the vended meals provided. It is the recipient school's responsibility to maintain food safety documentation and annually update/review the manual to ensure compliance with USDA guidance and regulations.

The host agrees to retain records required under the preceding paragraph for a period of three (3) years after the end of the school year to which they pertain (or longer if audit is in progress). All records and accounts pertaining to the program must be made available to representatives of the recipient school, Nebraska Department of Education, U.S. Department of Agriculture and the General Accounting Office for audit and Administrative Review.

This agreement shall be effective from _____ to _____. It may be terminated by a 90-day written notice by either party. The terms of this agreement cannot exceed one year.

The parties have executed this agreement as of the dates indicated below:

Host School:	Recipient School:
_____ Authorized Representative Signature	_____ Authorized Representative Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Date	_____ Date



NEBRASKA DEPARTMENT OF EDUCATION
DATA, RESEARCH, & EVALUATION

ADVISER Person ID Instructions

VERSION 2.0
JUNE 7, 2021



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1 INTRODUCTION

The ADVISER Person ID Instruction document is provided to assist districts/systems with the assigning and updating of the students' unique ID numbers. Every student enrolled in a Nebraska school will need an ID assigned to them and this student needs to be kept current in the ADVISER Person ID system.

The student data includes the students' current grade level, district code, school code and school year. Any other changes or corrections, such as name changes or correction of birth dates should also be reflected on the student's record. The student data being kept current is important for the public and special purpose schools reporting student data to ADVISER as well as any schools, including nonpublic schools, which use the Direct Certification system.

The ADVISER Person ID collection is located in the NDE Portal under the Student & Staff tab. An activation code is required to access this collection. Activation codes can be acquired from the District Administrator.

There are two types of activation codes for the ADVISER Person ID; District and District Read Only. The District code allows the user to search for student ID numbers, create new ID numbers, edit, or update ID numbers and upload batch files. The District Read Only allows only the search for student ID numbers.

2 MENU TABS

2.1 Home Tab

The **Home** tab will always bring the user back to the Batch Display/Search screen.

NEBRASKA DEPARTMENT OF EDUCATION

ADVISER PERSON ID **Home** Assign Download Search

dschuyler_DA Logout

EXAMPLEVILLE PUBLIC SCHOOLS EXAMPLEVILLE PUBLIC SCHOOLS SELECT

DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS All

FROM TO

All 2019-06-22 2019-07-24 SEARCH

Show 10 entries Search:

UPLOAD DATE	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION

Showing 1 to 1 of 1 entries Previous 1 Next

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District/System Name – Should be the same in all 3 places if user has access to only one district/system. If user has access to more than one district/system, the District dropdown box will list all districts the user has access to. To change the district, in the dropdown menu select the desired district and press the **SELECT** button to confirm.

NEBRASKA DEPARTMENT OF EDUCATION

ADVISER PERSON ID Home Assign Download Search

dschuyler_DA Logout

EXAMPLEVILLE PUBLIC SCHOOLS EXAMPLEVILLE PUBLIC SCHOOLS SELECT

DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS All

FROM TO

All 2019-06-22 2019-07-24 SEARCH

Show 10 entries Search:

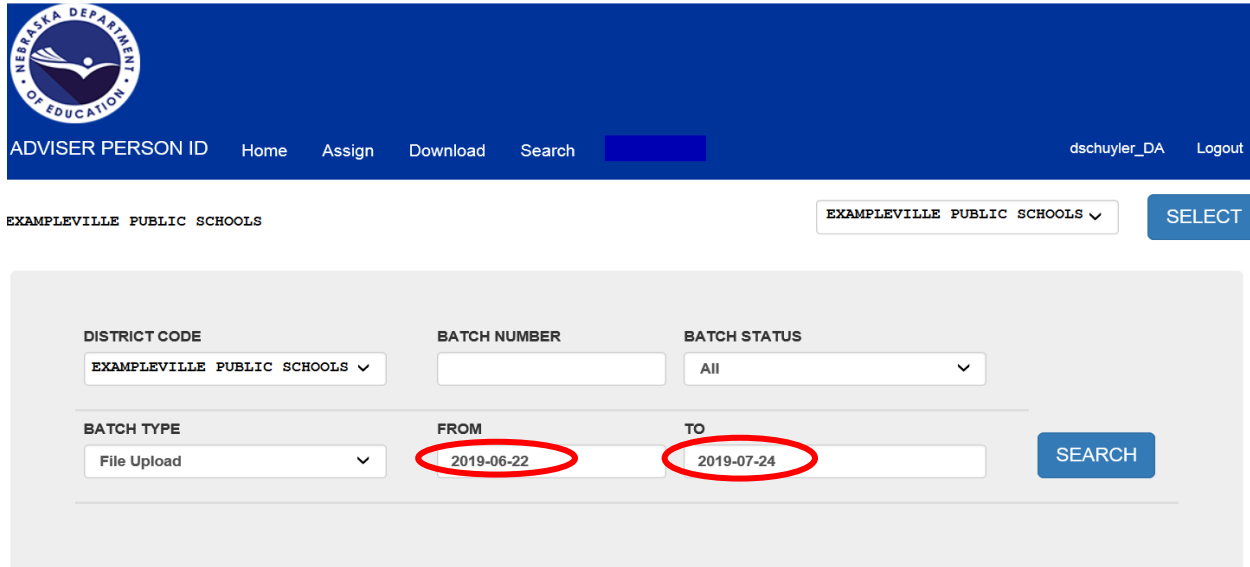
UPLOAD DATE	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION

Showing 1 to 1 of 1 entries Previous 1 Next

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ADVISER PERSON ID

Date range for batches displayed below



NEBRASKA DEPARTMENT OF EDUCATION

ADVISER PERSON ID Home Assign Download Search dschuyler_DA Logout

EXAMPLEVILLE PUBLIC SCHOOLS EXAMPLEVILLE PUBLIC SCHOOLS SELECT

DISTRICT CODE BATCH NUMBER BATCH STATUS

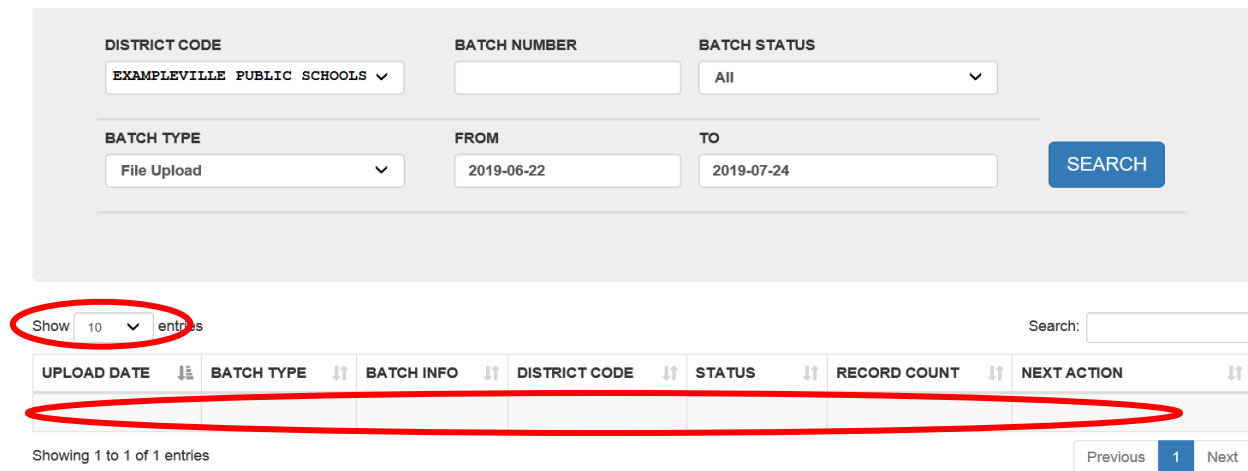
EXAMPLEVILLE PUBLIC SCHOOLS All

BATCH TYPE FROM TO

File Upload 2019-06-22 2019-07-24 SEARCH

Drop-down for selecting the number of batches to display

Displays the batches that have been submitted during selected date range



DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS All

BATCH TYPE FROM TO

File Upload 2019-06-22 2019-07-24 SEARCH

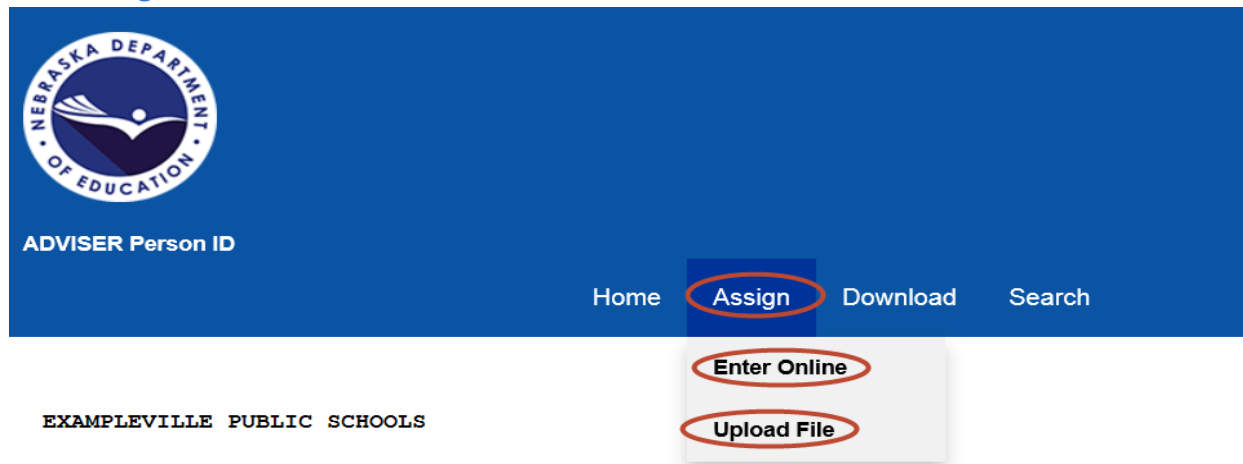
Show 10 entries Search:

UPLOAD DATE	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION

Showing 1 to 1 of 1 entries Previous 1 Next

NOTE: Users can also search for a specific **BATCH NUMBER**, a batch in a specific **BATCH STATUS** or a batch in a specific **BATCH TYPE** on this page.

2.2 Assign Tab



Two options are available for assigning student ID's under the Assign tab:

Assign Tab Menu:

- **Enter Online** – Entering Individual Students
- **Upload File** – ADVISER Person ID Format
 - Both of the above features are only available to users with update access (**District** UserType activation code)

The **Enter Online Option**: Smaller districts or schools may consider using this option. Located under the **Assign** tab, enter individual students' data to assign or update the ID number. A student entering a Nebraska school from out of state or is a new student to the public or nonpublic school system, will need to be assigned an ID number. If the system finds a student matching the information that was entered in the online submission, the system will either assign the new information to the existing ID number or display a near match status for resolution.

The **Upload File Option**: Larger districts or schools should consider using this option. Also located under the **Assign** tab, upload a student ID file to update multiple students with the new school year information as well as to create multiple new student ID numbers if needed. During this process, the system does a comparison of the students' information in the file to the information currently in the system.

- A student **with an ID included in the file** that **exactly matches an existing student ID number**, the student will be updated with any new information provided in the file
- A student **without an ID** in the file the system believes **matches to a single existing student**, the existing student's ID will be assigned to the student in the file and update the student with any new information provided in the file
- A student **without an ID** in the file the system believes **matches no existing students**, a new ID will be created for the student in the file using the information provided in the file
- A student **without an ID** in the file the system believes **could match several existing students**, that student in the file will be placed in Near Match status and the user will have to choose what to do with that student

2.2.1 Enter Online – Individual Student

Enter Online

GENERAL INFORMATION	ENROLLMENT INFORMATION
First Name * <input type="text"/>	Grade * <input type="text"/>
Middle Name <input type="text"/>	School * <input type="text"/>
Last Name * <input type="text"/>	District <input type="text" value="EXAMPLEVILLE PUBLIC SCHOOLS"/>
Suffix <input type="text"/>	District of Residence * <input type="text"/>
Gender * <input type="text"/>	School Year <input type="text" value="2019-2020"/>
Date of Birth * <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>	Local ID <input type="text"/>
<input type="button" value="ASSIGN ID"/> <input type="button" value="RESET"/>	

GENERAL INFORMATION

All asterisk (*) fields must be completed; **First Name, Last Name, Gender and Date of Birth**. Enter the student's legal name, gender, and birth date, (i.e., from birth certificate).

ENROLLMENT INFORMATION

All asterisk (*) fields must be completed. **District** will be prepopulated with district name selected on the top district drop-down box. If user has access to more than one district, changing the district in the top drop-down and clicking on the **SELECT** button, will change the **District** in the **Enrollment Information**. Choose from drop-down boxes for **Grade, School, District of Residence and School Year**. **Local ID** is optional.

Click the **ASSIGN ID** button when all data has been entered to assign a student an ID number.
Click the **RESET** button to clear all data and start over.

NOTE: A student entering a district/system as an HP or PK student may already have a student ID number. In this case the system may display a *near match* which the user must resolve to verify the number for the student. The system may also automatically assign the student the ID number that was found in the system. The ID number the system assigns to the student can be viewed by downloading the batch. If the result is a near match, please see section 2.2.3 for **Resolving Near Matches**.

After selecting the **ASSIGN ID** button, the system will return to the Home Screen/Batch Display Screen and display the batch which was just created. The **Add Person Online** batch will display with status of the batch. Once the status displays **Batch Complete** in the table, selecting the **DOWNLOAD** link in the **Next Action** column will open a dialog box asking to either Open or Save the file.

Add Person Online Batch

Show 10 entries							Refresh Status
Search:							
LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/19/2019	09/19/2019	Add Person Online	300097	99-9999-000	Batch Complete	1 of 1	DOWNLOAD
Showing 1 to 1 of 1 entries							Previous 1 Next

The downloaded file will be in text format (.txt) and will be the ADVISER Person ID file format. The ID number the system either created or found for the student will be in this file.

apid_55-0148-000_300097_20194120_34107 PM.txt - Notepad

PersonUniqueID	PersonFirstName	PersonLastName	PersonMiddleName	PersonNameSuffix	Gender		
PersonDateOfBirth	PersonSchoolYear	PersonDistrictCode	DistrictOfResidence	PersonSchoolCode			
GradeLevel	PersonLocalId						
6950098030	Jason	Snow	D	m	06/15/2009	20192020	55-0148-000
000	002	05	JDS4615				55-0161-

2.2.2 Upload File – Multiple Students

If the district/system has a Student Information System (SIS) that can extract a file for the student ID updates, check with the vendor to ensure it is the ADVISER Person ID format.

For instructions on how to create a file for the Upload File process, see Appendix A.

The file should be extracted from the SIS in either the .tab, .txt or .csv format (not .html) and should not be “opened” once extracted from the SIS. If needing to view the contents of the file prior to uploading, the file **must be** imported into Excel to maintain the appropriate file formatting. Follow the instructions for importing a text file into Excel from Appendix B.

UPLOAD FILE

Template:

ADVISER Person ID

Select a file to upload:

Choose File No file chosen

Delimiter:

TAB

TAB

COMMA

Qualifier:

COMMA

First row contains headers?:

Yes

UPLOAD

Template: File format will be ADVISER Person ID

Select a file to upload: Browse/Choose File local computer to locate the file to be uploaded

Delimiter: Select TAB or COMMA depending on the file format

Text Qualifier: double quotes, single quote, or none

Select the qualifier type if the file exported from the Student Information System has text qualifiers (used in cases where the student's name might have a comma in it within a comma-separated values file) or leave blank if the file is exported with no qualifiers

First row contains headers?: Select either Yes or No

Click the **UPLOAD** button to begin the upload process

While the file is processing, the Status will be **Waiting to Find Matches** while attempting to locate the students in the file.

Click the **Refresh Status** button to refresh the display.

EXAMPLEVILLE PUBLIC SCHOOLS - 99-9999

EXAMPLEVILLE PUBLIC SCHOOL SELECT

DISTRICT CODE: EXAMPLEVILLE PUBLIC SCHOOLS

BATCH NUMBER:

BATCH STATUS: All

BATCH TYPE: All

FROM: 08/23/2019 TO: 09/25/2019

SEARCH

Refresh Status

Show 10 entries

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/25/2019	09/25/2019	File Upload	300103	99-9999	Waiting to Find Matches	550 of 550	

Showing 1 to 1 of 1 entries

Previous 1 Next

When the upload is successful, a message like the one below should display.

UPLOAD FILE

Your file has been successfully uploaded.
A total of 11 records have been processed.
Your Batch Number is 300050

Click on the Batch Number to return to the Home Screen – Batch Display to view the upload status.
When Batch Status is **Batch Complete**, the **DOWNLOAD** link in the NEXT ACTION column, can be selected to download the file.

ADVISER PERSON ID

							Refresh Status
Show	10	entries	Search:				
LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/19/2019	09/19/2019	Add Person Online	300097	99-9999-000	Batch Complete	1 of 1	DOWNLOAD
Showing 1 to 1 of 1 entries							Previous 1 Next

The downloaded file will have all the students and their ID numbers. Students in the file upload without ID numbers, will have the numbers the system assigned to them in the file download.

When the file is downloaded, it will be in the ADVISER Person ID file format as a .csv file type and should be saved to the local computer rather than opened.

To view the downloaded file to obtain the ID numbers for students, the file must be *imported* into Excel. **Do Not** double click on the file to open it. Follow the instructions for importing a text file into Excel in Appendix B.

2.2.3 Reviewing Near Matches

During the file upload process or the online entry process, if students are found in the system that it cannot determine an exact match for, a **RESOLVE NEAR MATCHES** link will display in the **Next Action** column. The Status will be **Ready for User Review**. Click on the **RESOLVE NEAR MATCHES** button to continue the process.

EXAMPLEVILLE PUBLIC SCHOOLS
EXAMPLEVILLE PUBLIC SCHOOLS
SELECT

DISTRICT CODE
EXAMPLEVILLE PUBLIC SCHOOLS
BATCH NUMBER
BATCH STATUS
All

BATCH TYPE
All
FROM
08/23/2019
TO
09/25/2019
SEARCH

Refresh Status

Show 10 entries
Search:

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/19/2019	09/19/2019	File Upload	300099	99-9999	Ready for User Review	15 of 550	RESOLVE NEAR MATCHES

Showing 1 to 1 of 1 entries
Previous 1 Next

A list of the students' records that are in the Near Match status will display

Review Near Matches

Show entries Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	
<input type="checkbox"/>	Lewis	Oliver			MM/DD/YYYY	M	99-9999-000	99-9999-001	753159	REVIEW & SELECT
<input type="checkbox"/>	Gray	Dexter			MM/DD/YYYY	M	99-9999-000	99-9999-001	357951	REVIEW & SELECT
<input type="checkbox"/>	Riley	Louise			MM/DD/YYYY	F	99-9999-000	99-9999-002	852456	REVIEW & SELECT

Showing 1 to 3 of 3 entries Previous **1** Next

[CANCEL SELECTED RECORDS](#) [RETURN](#)

Near Matches must be resolved before the process can complete. Click on the [REVIEW & SELECT](#) link in the far-right column for each of the students to view the student from your batch and their near matches.

The **CANCEL SELECTED RECORDS** button will cancel all near matches in the list. No student data will be updated. District would need to return to these students and update them either in another file upload or individually.

The **RETURN** button will return to the Batch Display/Search screen.

2.2.4 Resolving Near Matches

The top record on the Review and Select Screen, is the submission record, the data in the file upload or the data in the online section. The bottom record is a student in a near match to the submission data. Click on either the first name, last name, or the [COMPARE](#) to continue.

Review and Select Screen

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID
Gray	Dexter			01/11/2015	m	99-9999-000	99-9999-002	

Show entries Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability
COMPARE	Gray	Dexter			01/01/2015	m	99-9999-000	99-9999-002		87.00

Showing 1 to 1 of 1 entries Previous **1** Next

[BACK](#) [CREATE NEW ID](#)

The options available are: **BACK** button to go back to the list of near matches or **CREATE NEW ID**. Selecting the CREATE NEW ID button without comparing the two records, the following popup will display:

ADVISER PERSON ID

adviserpersoniddev.education.ne.gov says

You need to review the near match record(s) before creating new ID, are you sure you want to create new ID

OK

Cancel

Select 'OK' if sure the near match record is not the same student as the submitted record.

Select 'Cancel' to go back and compare the records.

Before creating a new ID number be absolutely sure a new ID number is needed.

Compare Screen

The highlighted record in the top section below is the record that was selected to **Compare** from the previous screen and is the record that is in the **Near Match Record** section in this Side-by-Side view. This is the record system found.

The **Submission Record** is the student's information in the file upload or online entry.

The highlighted fields in the Side-by-Side view are the data that are different between the Submission Record and the Near Match Record.

Show 10 entries
Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability
COMPARE	Gray	Dexter			01/01/2015	m	99-9999-000	99-9999-002		87.00

Showing 1 to 1 of 1 entries

Previous 1 Next

	SUBMISSION RECORD	NEAR MATCH RECORD
FIRST NAME	Dexter	Dexter
LAST NAME	Gray	Gray
MIDDLE NAME		
SUFFIX		
BIRTH DATE	01/11/2015	01/01/2015
GENDER	m	m
DISTRICT	99-9999-000 - EXAMPLEVILLE PUBLIC SCHOOLS	99-9999-002 - EXAMPLEVILLE ELEMENTARY SCHOOL
SCHOOL		
RESIDENT DIST	99-9999-000 - EXAMPLEVILLE PUBLIC SCHOOLS	99-9999-002 - EXAMPLEVILLE ELEMENTARY SCHOOL
GRADE	01	KG
SCHOOL YEAR		20192020
LOCAL ID		
Person ID		6552976293
RECORD CREATED		10/28/2019 11:24:53 AM
LAST UPDATED	6/3/2021 5:25:36 PM	10/28/2019 11:24:53 AM

EXIT
CANCEL RECORD
CREATE NEW ID
ASSIGN SELECTED ID

ADVISER PERSON ID

Be sure to review all students' records in the Near Match to ensure the correct choice is made. Review the information carefully to determine if the Near Match is the same student as the Submission Record. The options on this page are:

Exit – if unsure and to go back to make another selection

Cancel Record – which cancels the Near Match

Create New ID – if all near matches have been reviewed and none of them are the same student as in the submission record

Assign Selected ID – to update the selected ID number to the submission record data

When the Near Match is resolved, a screen like the one below should appear. The **DOWNLOAD** button can be selected to view the result.

Refresh Status

Show10▼entries

Search:

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
10/25/2019	10/25/2019	Edit Person Online	300171	99-9999-000	Batch Complete	1 of 1	DOWNLOAD

Showing 1 to 1 of 1 entries

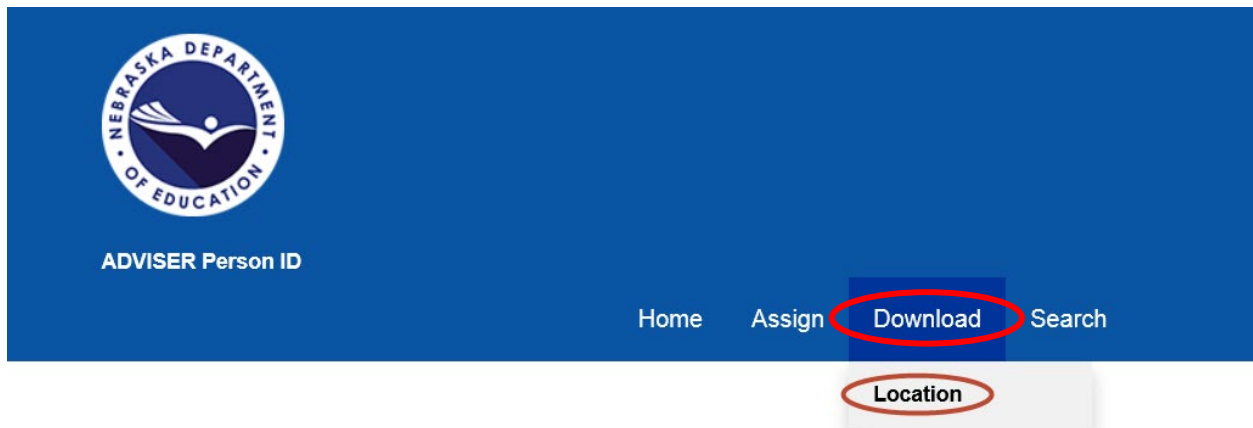
Previous

1

Next

2.3 Download Tab

Download – Location



The **Download – Location** process will download a file for the district, school and school year selected in the dropdown boxes and in the chosen file format.

If user has access to more than one district, the desired district will need to be selected in the dropdown box in the upper right of the screen and click the **SELECT** button to confirm.

All schools within the chosen district will display in the School dropdown box.

School year choices will begin with the 2018-2019 school forward.

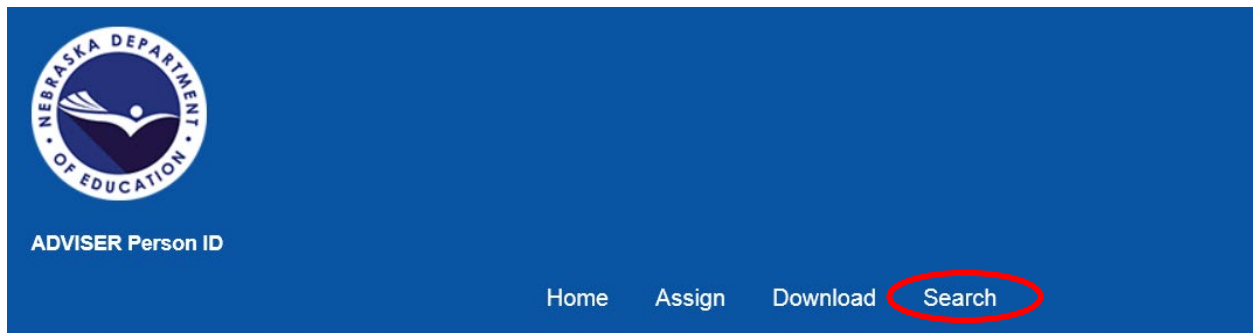
The file format will be the ADVISER Person ID when downloading the **file**.

Depending on the browser a dialog box will display asking the user what to do with the file. The download file will be in text format (.txt) and will include all students and their ID numbers that were assigned to the chosen district, school, and school year.

To open the file in Excel, **DO NOT** “open” the file by simply double clicking on it. The file must be imported into Excel to make changes to the file. Follow the instructions for importing a text file into Excel from Appendix B.

2.4 Search Tab

Search - Student



The **Search – Student** process is for locating an ID number for a student or to assign/update a student's record.

There are two available searches, Basic Search and Advanced Search.

Basic Search

The Basic Search allows a search by the student information. Search with as many fields, with as much information as is known. Partial names can also be entered to search by as if there is a wildcard entered behind what is entered.

INDIVIDUAL STUDENT SEARCH

BASIC SEARCH**ADVANCED SEARCH**

Person ID

First Name

Middle Name

Last Name

Name Suffix

Gender

Date of Birth

MM ▼

DD ▼

YYYY

SEARCH

Clear

Advanced Search

The Advanced Search allows a search by student information and enrollment information. Search with as many fields, with as much information as is known. Again, partial names can be entered to search by as if there is a wildcard entered behind what is entered. A search can be done for students in any district or school year, and then edited to share them with your district.

INDIVIDUAL STUDENT SEARCH

BASIC SEARCH

ADVANCED SEARCH

GENERAL INFORMATION

ENROLLMENT INFORMATION

Person ID

Grade Level

First Name

District Name

Choose District...

Middle Name

School Name

Last Name

Dist. of Residence

Name Suffix

School Year

Gender

Local ID

Date of Birth

MM

DD

YYYY

SEARCH

CLEAR

When the search is complete, a list of students will display below. Each column has a sort feature which will assist the user in locating their student in the list. Click on the student's first or last name to display the Student Information screen.

Show

10

▼entries

Search:

Person ID	⬆️⬆️	Last Name	⬆️⬆️	First Name	⬆️⬆️	Middle Name	⬆️⬆️	Name Suffix	⬆️⬆️	Gender	⬆️⬆️	Birth Date	⬆️⬆️	Match Probability	⬆️⬆️
6552976293		Gray		Dexter						Male		2015-01-01		72.00	
1234567890		Gray		Justus						Male		1826-01-01		42.00	
9987654321		Gray		S		R				Male		1826-01-01		42.00	

Student Information

On the **Student Information** screen, the student's current information is displayed in the **General** and **Enrollment Information** sections. Below the **Batch Information** is the student's history. The **Person Information** will display history information regarding the student. The **District Information** will display the history information of the District/Districts the student has been reported. If the staff searching for the student has the appropriate access to the ADVISER Person ID collection, there is an **EDIT STUDENT** button at the bottom of the page.

STUDENT INFORMATION (STATE ID: 6552976293) CREATED 10/28/2019 11:24:53 AM [Add Note](#)

GENERAL INFORMATION

FIRST NAME	Dexter
MIDDLE NAME	
LAST NAME	Gray
SUFFIX	
GENDER	Male
PERSON ID	6552976293
CREATED DATE	10/28/2019 11:24:53 AM
BIRTH DATE	01/01/2015

ENROLLMENT INFORMATION

GRADE	Kindergarten (Full Day)
SCHOOL NAME	EXAMPLEVILLE ELEMENTARY SCHOOL
DISTRICT NAME	EXAMPLEVILLE PUBLIC SCHOOLS
RESIDENCE DIST	EXAMPLEVILLE PUBLIC SCHOOLS
SCHOOL YEAR	2019-2020
LOCAL ID	

BATCH INFORMATION

LAST BATCH #	300176
LAST UPDATED	10/28/2019 11:24:53 AM
INPUT TYPE	Add Person Online
CREATED BY	dschuyler_DA
CREATED	10/28/2019 10:49:48 AM
STATUS	Batch Complete

GRADE	Kindergarten (Full Day)
SCHOOL NAME	EXAMPLEVILLE ELEMENTARY SCHOOL
DISTRICT NAME	EXAMPLEVILLE PUBLIC SCHOOLS
RESIDENCE DIST	EXAMPLEVILLE PUBLIC SCHOOLS
SCHOOL YEAR	2019-2020
LOCAL ID	

PERSON INFORMATION

LAST UPDATED	PERSON UNIQUE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER
10/28/2019 11:24:53 AM	6552976293	Gray	Dexter			01/01/2015	Male

DISTRICT INFORMATION

LAST UPDATED	PERSON UNIQUE ID	SCHOOL YEAR	DISTRICT CODE	SCHOOL CODE	BATCH DETAIL ID	BATCH ID	DISTRICT OF RESIDENCE	GRADE LEVEL	PERSON LOCAL ID
10/28/2019 11:24:53 AM	6552976293	20192020	99-9999-000	99-9999-002	152092	300176	99-9999-000	KG	
10/28/2019 12:28:31 PM	6552976293	20192020	99-9999-000	99-9999-002	152094	300178	99-9999-000	KG	

[BACK TO RESULTS](#) [EDIT STUDENT](#)

Update Person Details

The student's information can be edited on the screen. All the fields except the Person ID field can be edited online, including assigning the student to the logged in user's district. Once the editing is complete, select the **UPDATE STUDENT** button.

UPDATE PERSON DETAILS

GENERAL INFORMATION		ENROLLMENT INFORMATION	
First Name *	<input type="text" value="Dexter"/>	Grade *	<input type="text" value="Kindergarten (Full Day)"/>
Middle Name	<input type="text"/>	School *	<input type="text" value="Exampleville Elementary School"/>
Last Name *	<input type="text" value="Gray"/>	District	<input type="text" value="Exampleville Public Schools"/>
Suffix	<input type="text"/>	District of Residence *	<input type="text" value="Exampleville Public Schools"/>
Gender *	<input type="text" value="Male"/>	School Year *	<input type="text" value="2019-2020"/>
Date of Birth *	<input type="text" value="01/01/2015"/>	Local ID	<input type="text"/>
Person ID	<input type="text" value="6552976293"/>		

[Back to Student Details](#)

ADVISER PERSON ID

If student is enrolled in more than one district or school during the same school year, both enrollments will be seen in the **Search**. For example, if a student is enrolled at a nonpublic system, but receives services from a public district, both the nonpublic system and the public district can have the student assigned to them at the same time.

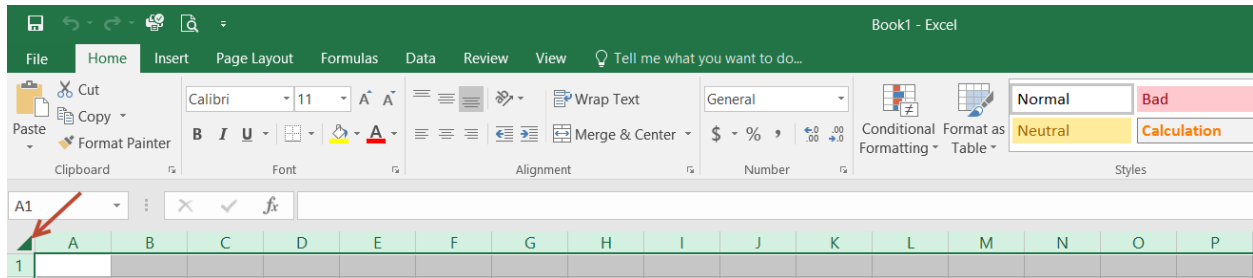
GENERAL INFORMATION	ENROLLMENT INFORMATION																												
<table><tr><td>FIRST NAME</td><td>Dexter</td></tr><tr><td>MIDDLE NAME</td><td></td></tr><tr><td>LAST NAME</td><td>Gray</td></tr><tr><td>SUFFIX</td><td></td></tr><tr><td>GENDER</td><td>Male</td></tr><tr><td>PERSON ID</td><td>6552976293</td></tr><tr><td>CREATED DATE</td><td>10/28/2019 11:24:53 AM</td></tr><tr><td>BIRTH DATE</td><td>01/01/2015</td></tr></table>	FIRST NAME	Dexter	MIDDLE NAME		LAST NAME	Gray	SUFFIX		GENDER	Male	PERSON ID	6552976293	CREATED DATE	10/28/2019 11:24:53 AM	BIRTH DATE	01/01/2015	<table><tr><td>GRADE</td><td>Kindergarten (Full Day)</td></tr><tr><td>SCHOOL NAME</td><td>Exampleville Elementary School</td></tr><tr><td>DISTRICT NAME</td><td>Exampleville Public Schools</td></tr><tr><td>RESIDENCE DIST</td><td>Exampleville Public Schools</td></tr><tr><td>SCHOOL YEAR</td><td>2019-2020</td></tr><tr><td>LOCAL ID</td><td></td></tr></table>	GRADE	Kindergarten (Full Day)	SCHOOL NAME	Exampleville Elementary School	DISTRICT NAME	Exampleville Public Schools	RESIDENCE DIST	Exampleville Public Schools	SCHOOL YEAR	2019-2020	LOCAL ID	
FIRST NAME	Dexter																												
MIDDLE NAME																													
LAST NAME	Gray																												
SUFFIX																													
GENDER	Male																												
PERSON ID	6552976293																												
CREATED DATE	10/28/2019 11:24:53 AM																												
BIRTH DATE	01/01/2015																												
GRADE	Kindergarten (Full Day)																												
SCHOOL NAME	Exampleville Elementary School																												
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LOCAL ID																													
<table><tr><td>LAST BATCH #</td><td>300176</td></tr><tr><td>LAST UPDATED</td><td>10/28/2019 11:24:53 AM</td></tr><tr><td>INPUT TYPE</td><td>Add Person Online</td></tr><tr><td>CREATED BY</td><td>dschuyler_DA</td></tr><tr><td>CREATED</td><td>10/28/2019 10:49:48 AM</td></tr><tr><td>STATUS</td><td>Batch Complete</td></tr></table>	LAST BATCH #	300176	LAST UPDATED	10/28/2019 11:24:53 AM	INPUT TYPE	Add Person Online	CREATED BY	dschuyler_DA	CREATED	10/28/2019 10:49:48 AM	STATUS	Batch Complete	<table><tr><td>GRADE</td><td>Kindergarten (Full Day)</td></tr><tr><td>SCHOOL NAME</td><td>Nonpublic Elementary at Exampleville</td></tr><tr><td>DISTRICT NAME</td><td>Nonpublic Schools at Exampleville</td></tr><tr><td>RESIDENCE DIST</td><td>Exampleville Public Schools</td></tr><tr><td>SCHOOL YEAR</td><td>2019-2020</td></tr><tr><td>LOCAL ID</td><td></td></tr></table>	GRADE	Kindergarten (Full Day)	SCHOOL NAME	Nonpublic Elementary at Exampleville	DISTRICT NAME	Nonpublic Schools at Exampleville	RESIDENCE DIST	Exampleville Public Schools	SCHOOL YEAR	2019-2020	LOCAL ID					
LAST BATCH #	300176																												
LAST UPDATED	10/28/2019 11:24:53 AM																												
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RESIDENCE DIST	Exampleville Public Schools																												
SCHOOL YEAR	2019-2020																												
LOCAL ID																													

Please Note: If student is known to have transferred in from another Nebraska school, public or nonpublic, and a student ID number cannot be found, please contact the NDE Helpdesk at ADVISERHelp@nebraska.gov for assistance in locating the student. **DO NOT** assign a new ID number.

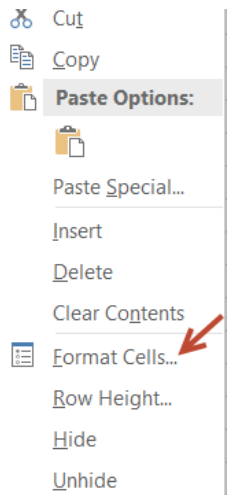
3 APPENDIX A

3.1 Creating a File for Upload

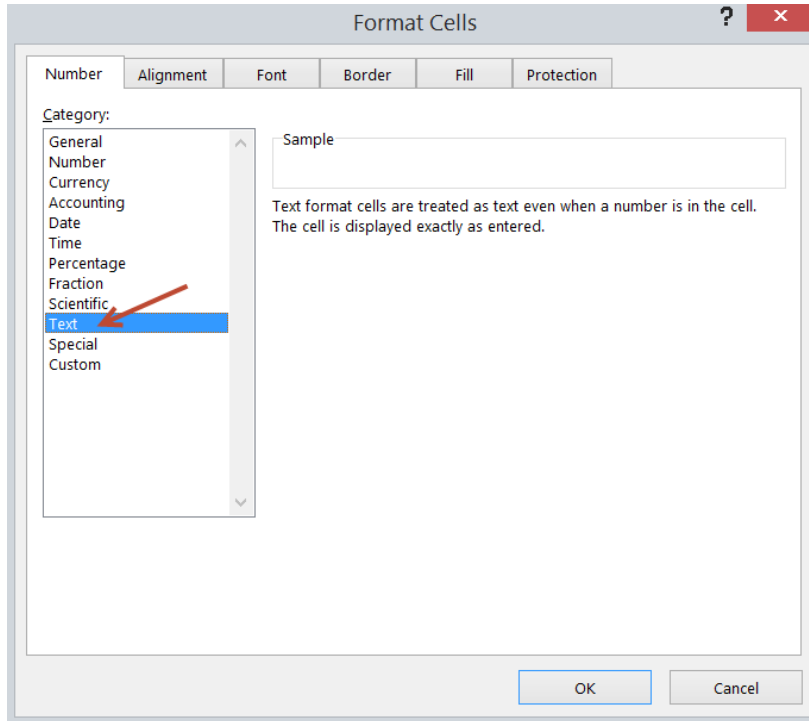
To create a file to upload, start with a blank Excel spreadsheet (or use the template file posted in the ADVISER Resources website at <https://www.education.ne.gov/dataservices/adviser-resources/>) and format all cells to text. To do this in most versions of Excel, highlight the entire blank spreadsheet by clicking on the box above the first row and to the left of the first column.



Right click anywhere within the highlighted spreadsheet and from the popup menu that will display, click the **Format Cells**



In the next popup box to display, click on **Text** and then click the **OK** button.



A header row can be added in the first row to help the creator know what data to enter in each of the columns. Then follow the example data from the Record Layouts below ~~for the file format chosen~~ and enter the data in the cells following the Sample Data.

When all students' data has been entered into the file, choose **Save as** to save the file as a .csv file. Instructions for saving the file can be found in the instructions for importing a text file into Excel in Appendix B. There is no specific naming convention for the file name.

3.1.1 File Format for File Upload – ADVISER Person ID

ADVISER Person ID file format

File will need to be in either a .csv, .tab or .txt file type.

Detailed Record Layout

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column A or 1	Person Unique ID	No	VarChar (10)	Leave blank if this student has not yet been assigned an NDE Student ID. Once assigned, all subsequent submissions for this student should include the assigned NDE Student ID.	6789012345
Column B or 2	Person First Name	Yes	VarChar (75)	Student's Legal First Name	Jonathon
Column C or 3	Person Last Name	Yes	VarChar (75)	Student's Legal Last Name	Doe
Column D or 4	Person Middle Name	No	VarChar (75)	Student's Middle Name or Initial	M
Column E or 5	Person Name Suffix	No	VarChar (10)	Student's Suffix, (e.g., Jr., Sr., III)	Jr
Column F or 6	Gender	Yes	VarChar (20)	M/F	M
Column G or 7	Person Date of Birth	Yes	VarChar (10)	Required Format: MM/DD/YYYY	01/30/1994
Column H or 8	Person School Year	Yes	VarChar (8)	Both years during the current school year (e.g., 20192020)	20192020
Column I or 9	Person District Code	Yes	VarChar (11)	Nine Digit Current District in Which Student is Enrolled with hyphens (e.g., 99-9999-000) (must have leading zero if applicable)	99-9999-000
Column J or 10	District of Residence	Yes	VarChar (11)	Nine Digit District in Which the Student Lives with hyphens (e.g., 99-9999-000) (must have leading zero if applicable)	99-9999-000
Column K or 11	Person School Code	Yes	VarChar (11)	Nine Digit School Building in Which Student is Enrolled with hyphens (e.g., 99-9999-001) (must have leading zero if applicable)	99-9999-001

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column L or 12	Grade Level	Yes	VarChar (20)	HP Half-Day Prekindergarten	09
				PK Prekindergarten	
				HK Half-Day Kindergarten	
				KG Kindergarten	
				01 Grade 1	
				02 Grade 2	
				03 Grade 3	
				04 Grade 4	
				05 Grade 5	
				06 Grade 6	
				07 Grade 7	
				08 Grade 8	
				09 Grade 9	
				10 Grade 10	
				11 Grade 11	
				12 Grade 12	
				PS Postsecondary	
				AE Adult Education	
Column M or 13	Person Local ID	No	VarChar (25)	Student Local ID number ID used in the district student information system (SIS) to uniquely identify the student. This field provides a means to import student data from the Uniq-ID System back into the district SIS.	123467
Column N or 14	Preferred First Name	No	VarChar (75)	Student's preferred first name used at school	John
Column O or 15	Preferred Last Name	No	VarChar (75)	Student's preferred last name used at school	Doe

3.1.2 Editing an Existing File for Upload

If needing to edit an existing text file (.txt, .tab or .csv) from a previous school year's student ID update **DO NOT** "open" the file by simply double clicking on it. The file must be imported into Excel to make changes to the file. Follow the instructions for importing a text file into Excel from Appendix B.

When all data is complete in the file, the file will need to be saved again (**Save as**) as a .txt, .tab or .csv. Instructions for saving the file again can be found in the instructions in Appendix B. There is no specific naming convention for the file name.

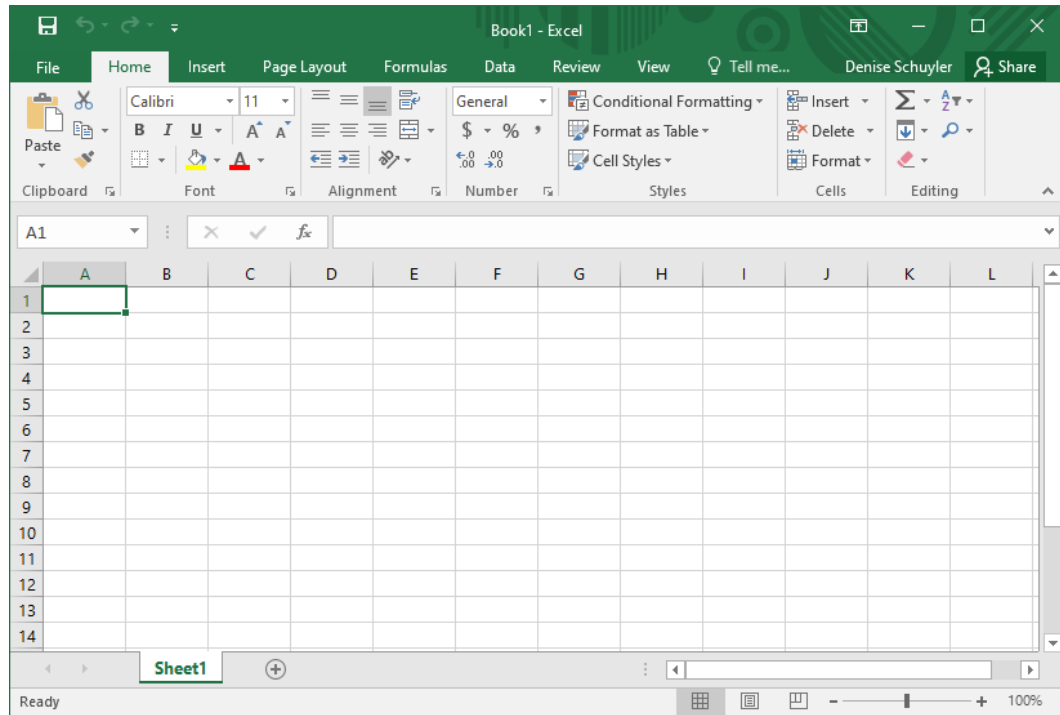
4 APPENDIX B

4.1 FOR NEWER VERSIONS OF MICROSOFT EXCEL (2019 & 365)

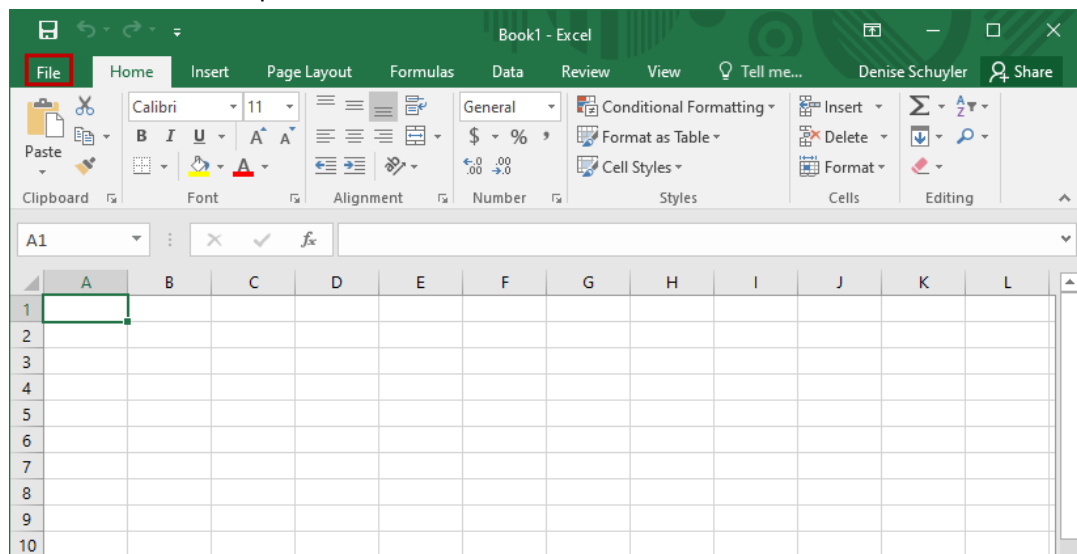
Steps for Enabling Text Import Wizard

In newer versions of Excel (2019 & 365), the Text Import Wizard has been removed. Follow the steps below to add back this function.

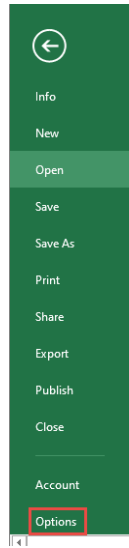
1. Open blank Excel spreadsheet



2. Click on **File** in the top horizontal menu

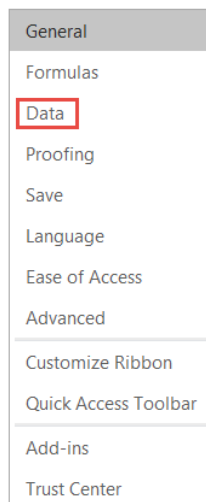


3. Select **Options** from the menu on the next screen

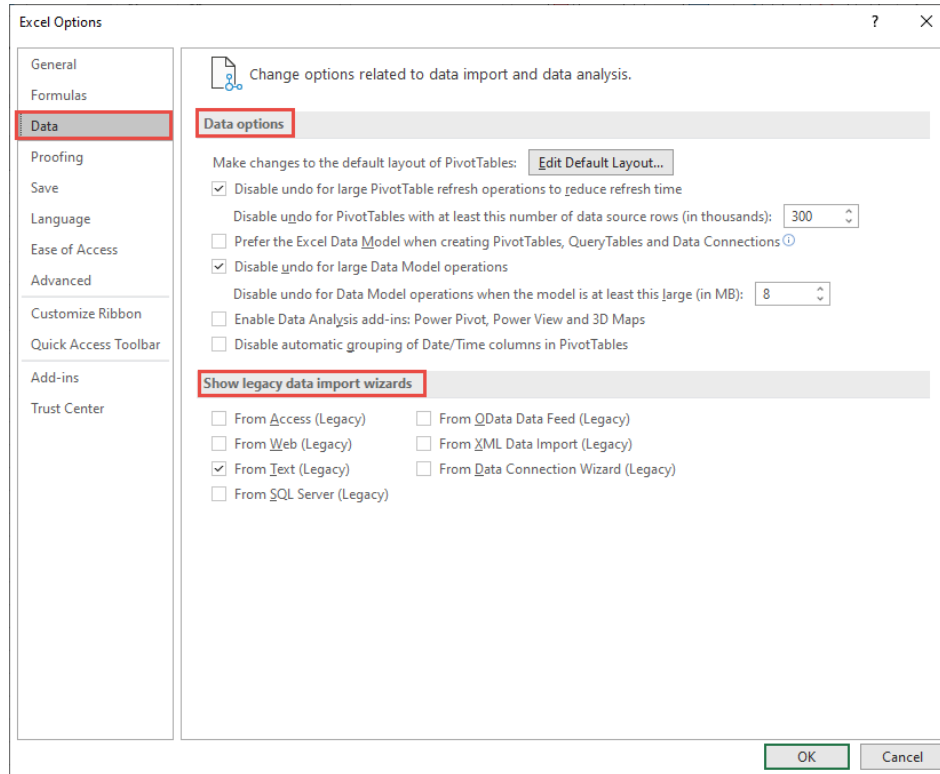


4. Select **Data**

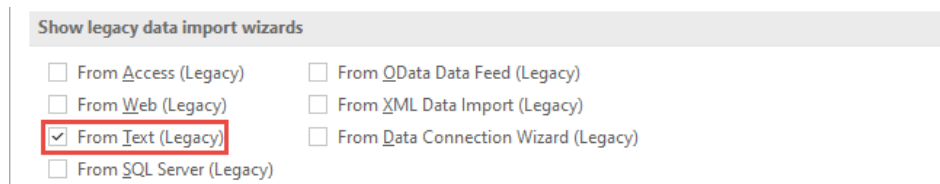
Excel Options



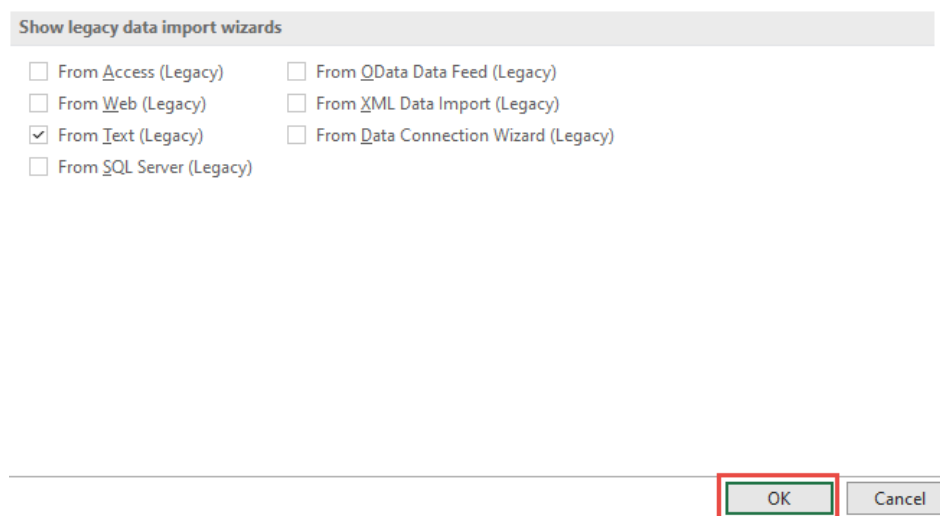
5. Two sections will display; **Data Options** and **Show legacy data import wizards**



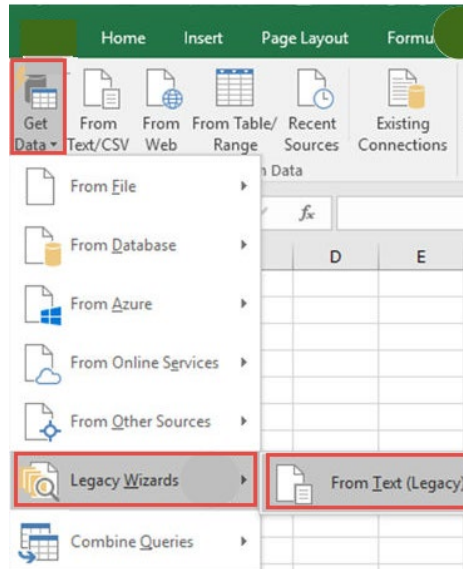
6. In the section **Show legacy data import wizards** check the box for **From Text (Legacy)**



7. Click to **OK** button



8. The **Legacy Wizards** can then be found in the **Get Data** menu



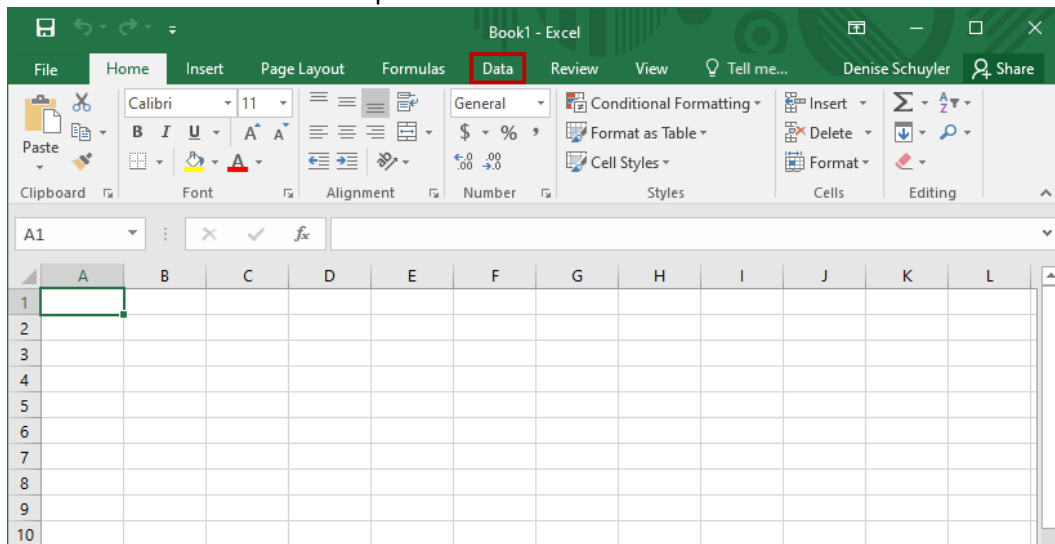
4.2 Steps To Importing .csv or .txt File with Microsoft Excel

In order to edit a .csv or .txt file, the file must first be **imported** into Excel. **Do Not OPEN** a CSV or TXT file by double clicking on the file. Once the corrections have been made, the file will need to be saved again as a CSV (Comma Delimited) (*.csv).

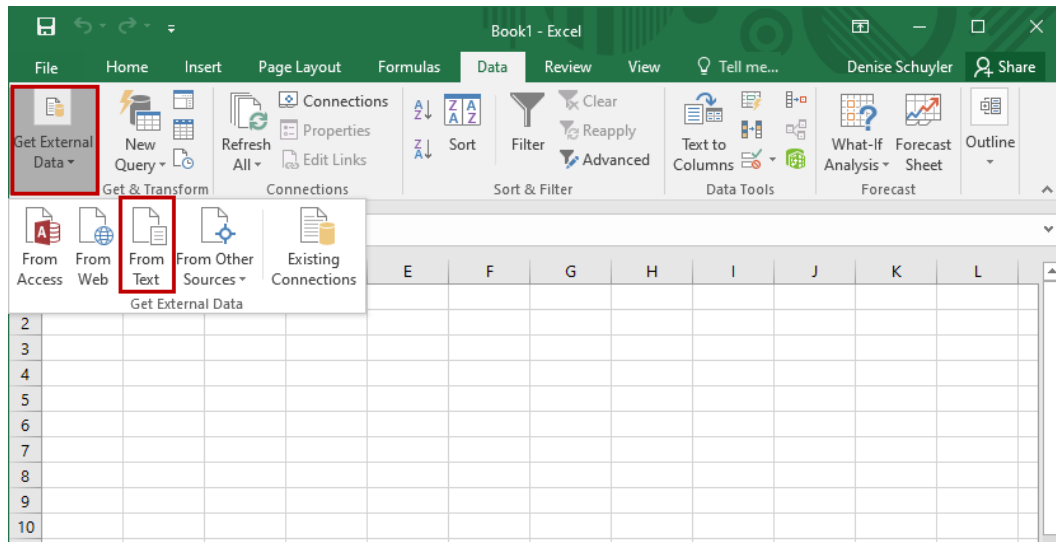
Using Microsoft Excel 2007, 2010, 2013, 2016 and Newer With Text Import Wizard Option Added

NOTE: The steps below will work with the 2007-2013 Versions of Excel, though the program look, and feel may be slightly different.

1. Open a blank **Excel** spreadsheet
2. Select the **Data** tab from the top on the screen

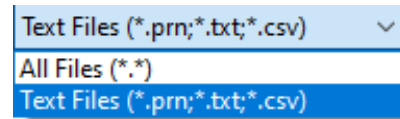
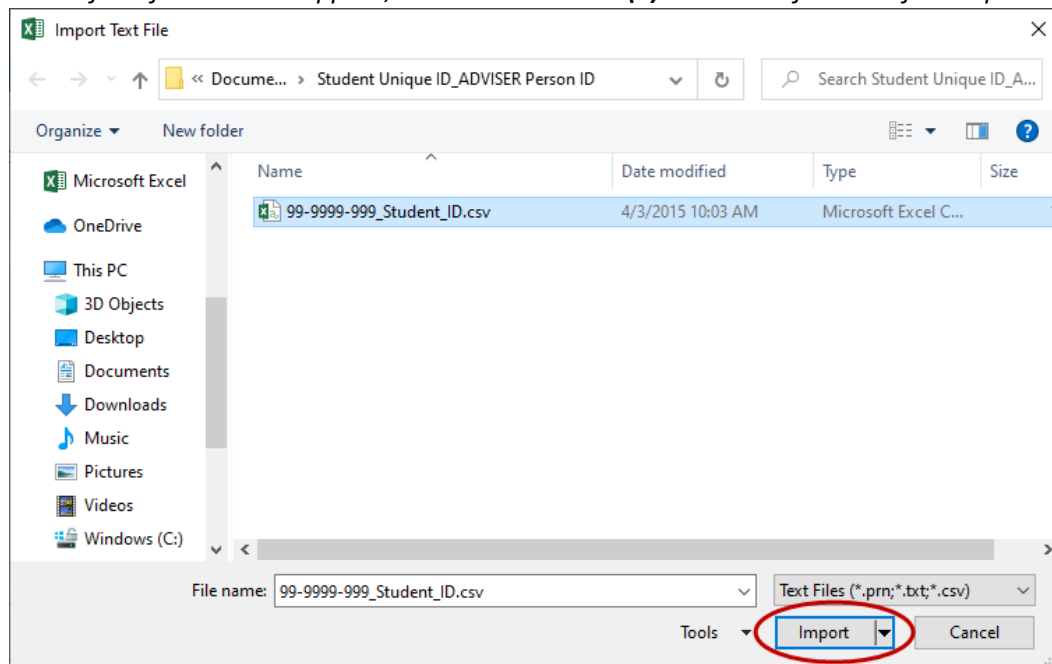


3. In the **Get External Data** group, click **From Text**



4. Browse to find the file (.csv or .txt) and click the **Import** button

Note: If the file does not appear; make sure **All Files (*)** is selected from the file drop down.



5. The Text Import Wizard will appear. The **Delimited** radial button is already selected. Click **Next**

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file \\nde.state.ne.us\dfs\home\dschuyler\Documents\S...\99-9999-999_Student_ID.csv.

1	TH,08/01/2015,09:30:53,12345,1.0,delimiter=0X2C,,,,,,,,,
2	ID,001,01-0001,Data,Sample,,,F,01/01/2003,07,123456,,AM,9999999999,01-000
3	TT,12345,3,,,,,,,,,
4	
5	

Cancel < Back **Next >** Finish

6. Check the **Comma** checkbox. The **Tab** box does not need to be deselected. Click **Next**
- NOTE:** The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ **Tab**

☐ Semicolon

☒ **Comma**

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

TH	08/01/2015	09:30:53	12345	1.0	delimiter=0X2C				
ID	001	01-0001	Data	Sample			F	01/01/2003	0
TT	12345	3							

Cancel < Back **Next >** Finish

7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General	General	General	General	General
TH	08/01/2015	09:30:53	12345	1.0	delimiter=0X2C				
ID	001	01-0001	Data	Sample					
IT	12345	3							

Cancel < Back Next > Finish

8. Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all the data.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

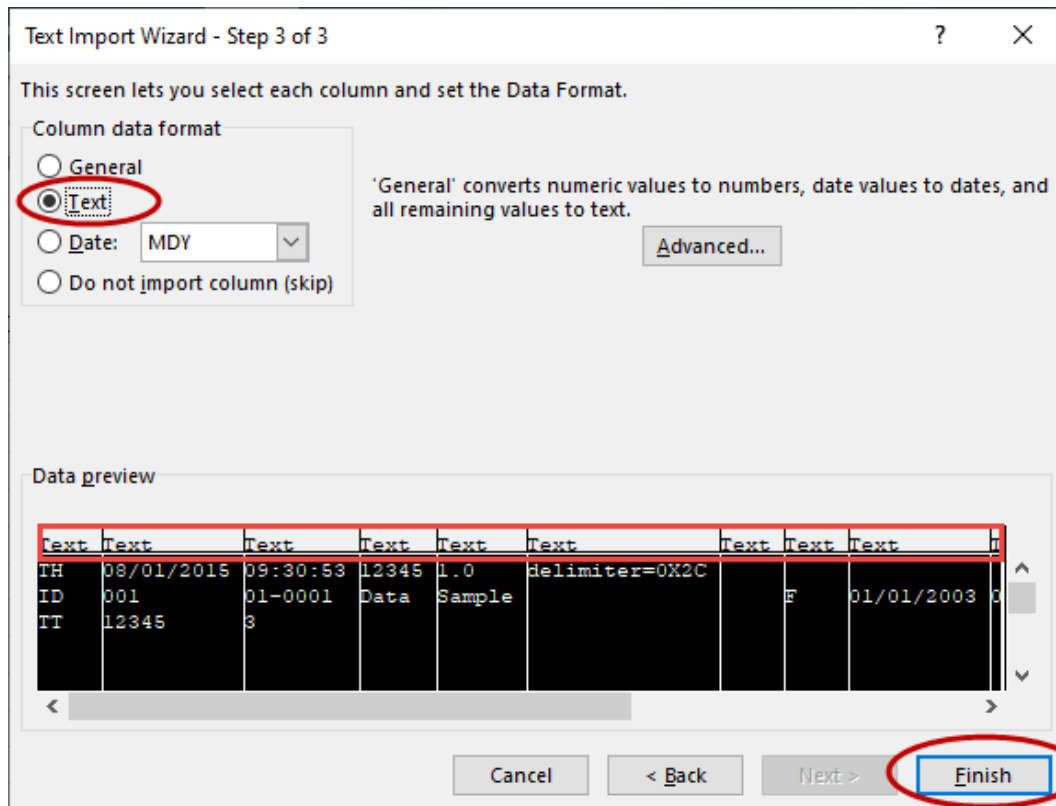
Advanced...

Data preview

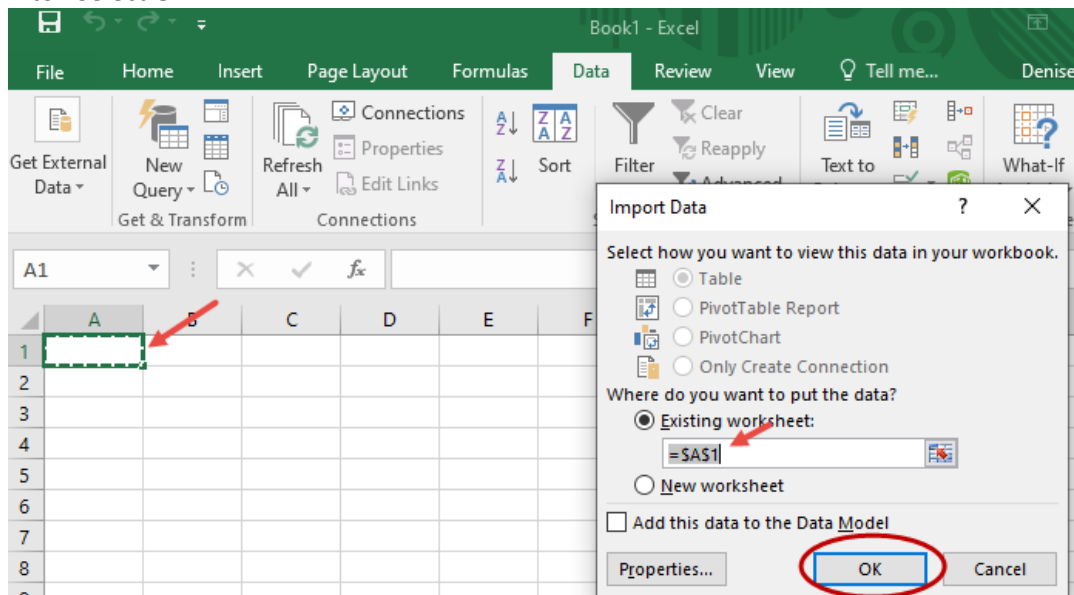
General	General	General	General	General	General	General	General	General	General
r=0X2C									
	F	01/01/2003	07	123456	AM	9999999999	01-0001	2015	

Cancel < Back Next > Finish

9. Change the data format to text by selecting the **Text** radial button. Click the **Finish** button. All columns should have the **Text** heading.



10. The **Existing worksheet:** can be left selected as the worksheet the data will be imported into. Select **OK**.

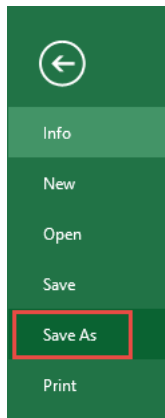


4.3 Saving The File After Making Corrections

Once the file has been imported into Excel, the data can be reviewed for accuracy, corrections can be made or records can be deleted.

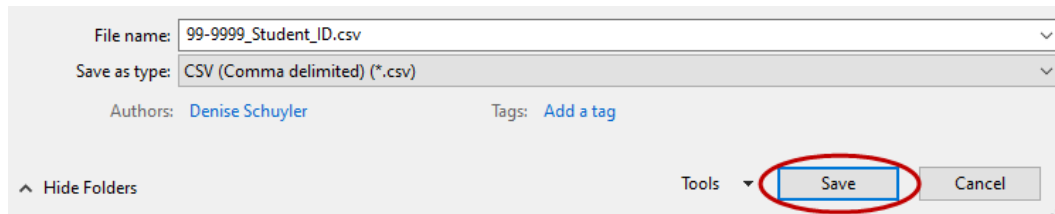
Follow the steps below to save the file as a **.csv** (comma separated value) when changes have been completed.

1. Click on **File** (in 2007 click on the "Office Button") and choose **Save As** from the menu

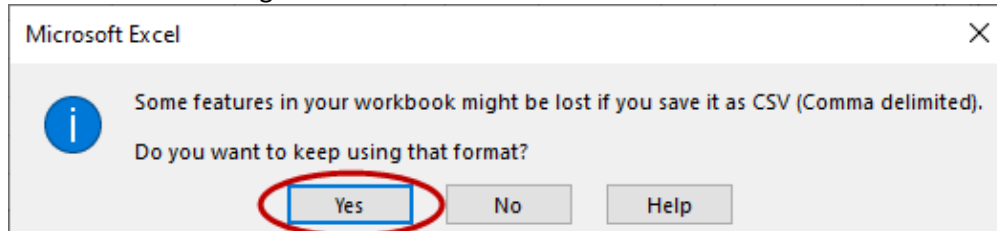
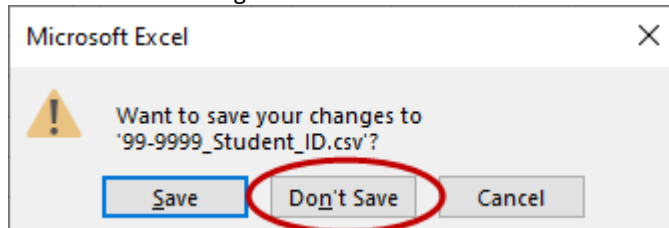


2. Within the **Save As** window choose the folder/location where the file will be saved
3. Click on the dropdown arrow at the end of the **Save As Type** option and choose **CSV (comma delimited)**

Excel Workbook (*.xlsx)
 Excel Macro-Enabled Workbook (*.xlsm)
 Excel Binary Workbook (*.xlsb)
 Excel 97-2003 Workbook (*.xls)
 XML Data (*.xml)
 Single File Web Page (*.mht;*.mhtml)
 Web Page (*.htm;*.html)
 Excel Template (*.xltx)
 Excel Macro-Enabled Template (*.xltm)
 Excel 97-2003 Template (*.xlt)
 Text (Tab delimited) (*.txt)
 Unicode Text (*.txt)
 XML Spreadsheet 2003 (*.xml)
 Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
 Formatted Text (Space delimited) (*.prn)
 Text (Macintosh) (*.txt)
 Text (MS-DOS) (*.txt)
 CSV (Macintosh) (*.csv)
 CSV (MS-DOS) (*.csv)

4. Click **Save**

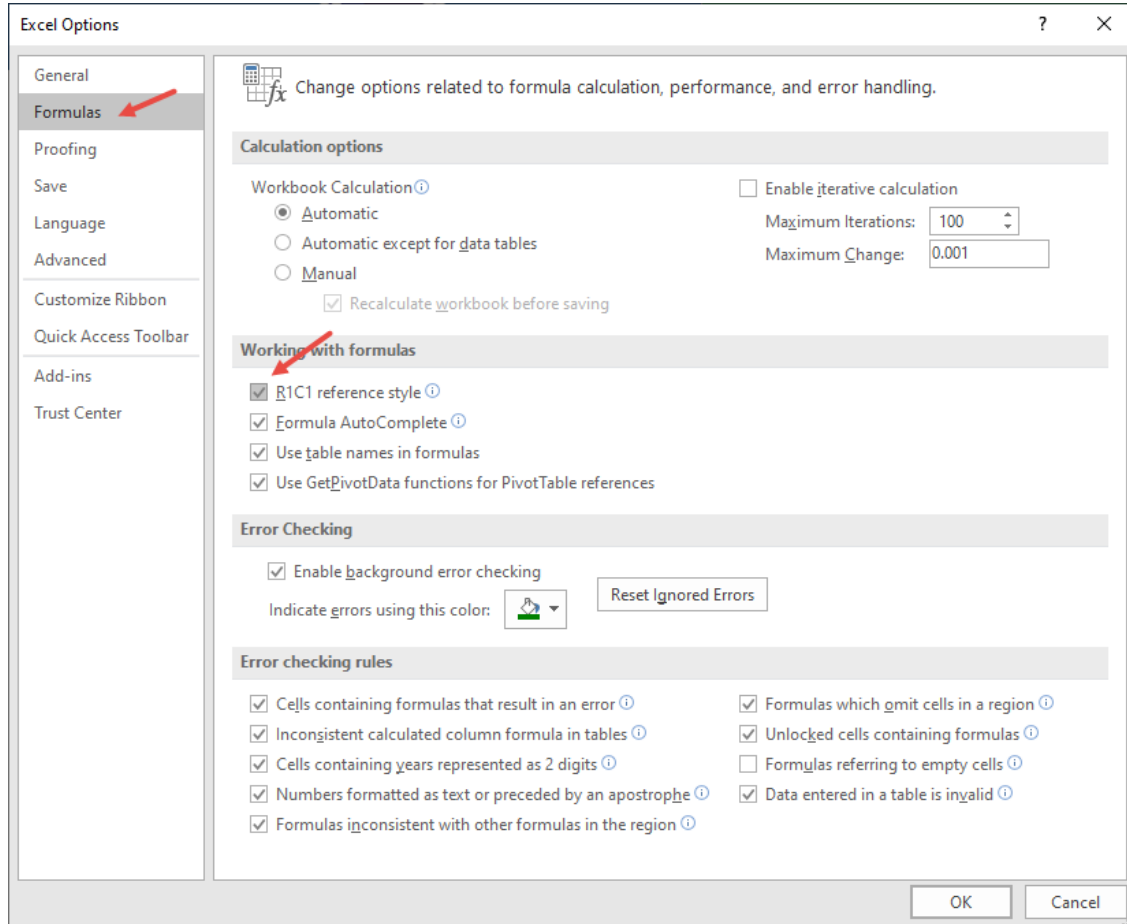
5. Two warning messages from Excel will display

a. This one when clicking the **Save** button in the above screenshot – Click **Yes**b. This one when closing the file – Click **Don't Save** because the file was just saved

4.4 To Replace Column Headings With Numbers Instead Of Letters (Optional):

Microsoft 2007: Click the **Office** button, then Options, Then Formulas = R1C1 Reference Style

Microsoft 2010 and newer: Click the **File** tab, then Options, then Formulas = R1C1 Reference Style



5 APPENDIX C

5.1 Change Summary

Version 2.0 (2021-2022)

1. Removed references to Legacy Student ID file throughout document
 - a. Updated Screenshots
 - b. Removed language related to Legacy Student ID
 - c. Removed file format for upload for Legacy Student ID

Direct Certification System

Match List

Manage students directly certified for free or reduced price meal benefits

Last List Date: 5/17/2024

Student Lookup

Search for students that could be directly certified in Nebraska for the current school year

Enrollment

Upload or enter student enrollment records for the direct certification process

Direct Verification

Using Direct Verification may eliminate the need to request income verification from households

Possible Match List

Decide which students are eligible for free or reduced price meal benefits

Lookup Results

Review search results from Student Lookup to decide which students are directly certified for meal benefits

Reports

View available reports

Email Notifications

Turn On/Off notifications and manage contact list for individuals to receive emails from the Direct Certification System.

CONFIDENTIALITY NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

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



ENROLLMENT ROSTER FILE UPLOAD INSTRUCTIONS

Updated: 5.15.2024

Questions? Email nde.nsweb@nebraska.gov



School Food Authorities (SFAs) who are unable to update their ADVISER/PersonID roster are asked to submit a file containing all enrolled students annually in June to the Direct Certification (DC) System. Starting in early July, matches between the uploaded file and DHHS database will appear on the Match List in the DC system.

PREPARING FILE

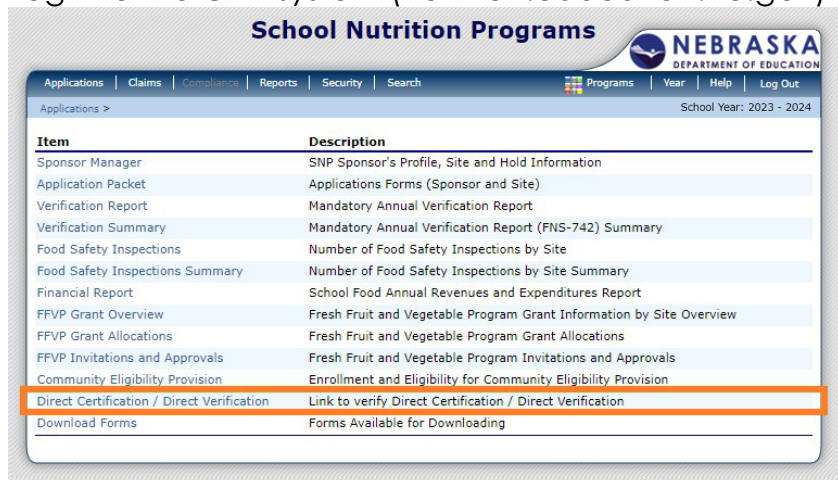
- Please utilize the [Enrollment Roster template](#) that includes the required columns and formatting.
- One or more excel files (.xls) can be uploaded into the Enrollment module.
- These files should contain all PK-12 students that are currently enrolled at your school district.

FORMATTING REQUIREMENTS

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 LOCATION

1. Login to the CNP system (nutrition.education.ne.gov) and navigate to the DC System.



- Click on the Enrollment module or Enrollment box once in the DC System.

NEBRASKA DEPARTMENT OF EDUCATION

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Direct Certification System

Match List
 Manage students directly certified for free or reduced price meal benefits
 Last List Date: 8/28/2022

Student Lookup
 Search for students that could be directly certified in Nebraska for the current school year

Enrollment
 Upload or enter student enrollment records for the direct certification process

Direct Verification
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Possible Match List
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- Choose File then Upload Enrollment Roster.

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Student Enrollment

2023 - 2024

Student Enrollment is used to upload or enter student enrollment records for the direct certification process

Show Help

Submit Student Enrollment

Upload Student Information File

Click [here](#) to download an Excel template with the correct formatting and column headers to use when uploading.

Choose File Upload

STEP ONE STEP TWO

Enter Student Information

Last Name * First Name * Gender * DOB *

School * NDE Student ID * Local ID

Select a School Submit

- A successful upload results in student enrollment records populating at the bottom of the screen. This process sometimes takes a couple minutes. If records do not populate within 5 minutes, you will need to revise your file and re-upload.

Submitted Student Enrollment Records									
School		All Schools			Showing 1 - 15 of 250 results				
Submit Date	Last Name	First Name	Gender	DOB	School #	School Name	NDE Student ID	Local ID	Action
DATE	DOE	JANE	F	11/21/09	001	Town Public Schools	8888888888		Edit Delete
									Edit Delete
									Edit Delete
									Edit Delete

MATCH LIST ACCESS

Matches are made in an automated overnight process. Newly matched students will appear on the match list the next business day after they are successfully uploaded into the Enrollment tab.

1. Click on the Matches < Match List module or Match List box in the DC system.

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Match List JHilligoss001

Possible Match List

Direct Certification System

Match List

Manage students directly certified for free or reduced price meal benefits

Last List Date: 5/17/2024

Student Lookup

Search for students that could be directly certified in Nebraska for the current school year

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2. Use the "Search From" function to identify matches made within a specific time frame. The match list will include matched (directly certified) students and matched data including their name, qualifying program, list date of when match was made, etc.

NEBRASKA DEPARTMENT OF EDUCATION

Home Matches Lookup Enrollment Reports Direct Verification Email Notifications Maintenance CNP

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Match List 2024 - 2025

Use the Match List to manage students directly certified for free or reduced price meal benefits during the current school year

Show Help

Search From: To: Search Search All Dates Reset Go To Possible Match List

Show 10 entries Export List Print List Showing 1 - 10 of 10 results

List Date	Quality	Last Name	First Name	Gender	DOB	School #	School	NDE Student ID	Local ID

Direct Certification Qualifying Program Descriptions

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

Printing Your Match List

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DEPARTMENT OF EDUCATION

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[Lookup ▾](#)
[Enrollment](#)
[Reports](#)
[Direct Verification](#)
[Email Notifications ▾](#)
[Maintenance ▾](#)

CNP

jHilligoss001 ▾

Match List

2021 - 2022

Use the Match List to manage students directly certified for free or reduced price meal benefits during the current school year

[Show Help](#)

Search From: 07/01/2021
 To: 11/30/2021

Search
Search All Dates
Reset

Go To Possible Match List

Show 10 entries

Export List ▾
Print List

Showing 1 - 10 of 53 results

List Date ↑↓	Qualify ↑↓	Last Name ↑↓	First Name ↑↓	Gender ↑↓	DOB ↑↓	School # ↑↓	School ↑↓	NDE Student ID ↑↓	Local ID ↑↓

1
2
3
4
5
6
Next

The Print List button (see red x above) is not currently available. A workaround is in place to allow school districts to download a list of students that have been matched during the current program year.

To download the match list for printing, please:

1. Click the *Search All Dates* button highlighted in green above. This will ensure the match list being prepared for printing includes students matched from 07/10/21 through the date of printing (see yellow highlight above).
2. Sort the resulting data via one of the column headers available if desired. Many schools prefer to sort via student *Last Name*, the column header highlighted in green above.
3. Click the *Export List* button highlighted in green and select one of the formats. CSV is the most common file type, but all should open in Excel.
4. Print your excel file containing match list data.

DC Notifications

All users who wish to receive email notification regarding the DC System need to be listed in the Email Notification table. To add a recipient to this list, follow these steps-

1. Log into the CNP with your User ID and password.
2. Click on the **'School Nutrition Programs'** button.
3. From the blue menu bar click on Applications > Direct Certification / Direct Verification.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there's a header with the Nebraska Department of Education logo. Below it is a navigation bar with links: Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The 'Applications' link is selected, showing a sub-menu with 'Applications >' and 'School Year: 2018 - 2019'. A table lists various application items and their descriptions. The 'Direct Certification / Direct Verification' link is highlighted in yellow.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

4. Click the **'Direct Certification / Direct Verification'** link.

The screenshot shows the 'Direct Certification / Direct Verification' page. The header is the same as the previous screenshot. The navigation bar shows 'Direct Certification / Direct Verification >' and 'School Year: 2018 - 2019'. The page title is 'Direct Certification / Direct Verification'. The main content area contains two sections: 'Direct Certification (DC)' and 'Direct Verification (DV)'. The 'Direct Certification' section explains that it is a process where school districts certify children as eligible for free or reduced-price meals using information provided by State agencies. The 'Direct Verification' section explains that it is a process where school districts can verify approved household meal applications selected for verification using State agency records. A yellow box highlights the 'Direct Certification / Direct Verification' link, and a '< Back' button is visible at the bottom.

Direct Certification (DC) is a process in which school districts certify children as eligible for free or reduced-price meals using information provided by State agencies administering Assistance Programs and Other Source Categorically Eligible Programs. These programs include but are not limited to: SNAP (Supplemental Nutrition Programs), TANF (Temporary Assistance for Needy Families), FDIPIR (Food Distribution Program on Indian Reservations), Migrant, Homeless, Foster and some income-based Medicaid benefits. Information is updated nightly. USDA regulations require schools to utilize the DC list provided. Click the link below to access the list of your district's DC students.

Direct Verification (DV) is a process in which school districts can verify approved household meal applications selected for verification using State agency records to confirm household participation in an eligible program. These programs include but are not limited to: SNAP, TANF, FDIPIR, Migrant, Homeless, Foster, SCHIP (State Children's Health Insurance Program) and Medicaid records. Direct Verification is optional. Click the link below to access this feature.

Click on the link below to go to the Direct Certification / Direct Verification screens.

Direct Certification / Direct Verification

< Back

5. Click the **'Email Notifications'** link on the top blue tool bar.

NEBRASKA
DEPARTMENT OF EDUCATION

Home Matches Lookup Enrollment Reports Direct Verification **Email Notifications** Maintenance CNP

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Direct Certification System

Match List
Manage students directly certified for free or reduced price meal benefits
Last List Date: 10/9/2020

Student Lookup
Search for students that could be directly certified in Nebraska for the current school year

Enrollment
Upload or enter student enrollment records for the direct certification process

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Reports
View available reports

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6. First review your **'Manage Contacts'** section to ensure the individual needing to receive notifications is not already listed.

- Click on the **'Edit'** link in the *Action* column when in the Email Notifications screen to modify current permissions for individuals.
- If the individual you are wanting to receive notifications is the Authorized Representative, Food Service Director/Manager OR Claim Contact, please click on the **'Edit'** link next to anyone listed to modify the individual and contact information connected to each of these roles.

NEBRASKA
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Home Matches Lookup Enrollment Reports Direct Verification **Email Notifications** Maintenance CNP

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Direct Certification System

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Manage Contacts Screen

Email Notifications

2020 - 2021

Manage Contacts is used to view, add, edit, or delete email contacts for individuals to receive emails concerning updates or changes from the Direct Certification System

[Show Help](#)

Add New Contact

Turn On/Off Notifications

Email	Last Name	First Name	Title	Action
cisom@gubn.org	Isom	Charles	Superintendent	Edit
dhanson@gubn.org	Hanson	Devon	Food Service Manager	Edit
cisom@gubn.org	Isom	Charles	Lunch Accounts/Free and Reduce	Edit

1

7. If the individual is not listed in the **'Manage Contacts'** section AND is not the Authorized Representative, Food Service Director/Manager OR Claim Contact, click on the link to **'Add New Contact'** and complete the fields as directed and check the notifications they will need to receive.

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jHillgoss001 - HEL

070010

Add New Contact

Manage Contacts

Turn On/Off Notifications

Direct Certification System

Match List

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Last List Date: 10/9/2020

Student Lookup

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Add New Contact

Email Notifications - Add New Contact

2020 - 2021

Add New Contact is used to create an email contact for an individual to receive emails concerning updates or changes from the Direct Certification System

[Show Help](#)

Add New Contact

Email *

Last Name *

First Name *

Title *

Select Notifications to Receive

Match / Possible Match List

Enrollment / Certify Roster

Save

**NUTRITION SERVICES
INCOME ELIGIBILITY GUIDELINES**

JULY 1, 2024 - JUNE 30, 2025

Household Size	Free Meals					Reduced Price Meals				
	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	19,578	1,632	816	753	377	27,861	2,322	1,161	1,072	536
2	26,572	2,215	1,108	1,022	511	37,814	3,152	1,576	1,455	728
3	33,566	2,798	1,399	1,291	646	47,767	3,981	1,991	1,838	919
4	40,560	3,380	1,690	1,560	780	57,720	4,810	2,405	2,220	1,110
5	47,554	3,963	1,982	1,829	915	67,673	5,640	2,820	2,603	1,302
6	54,548	4,546	2,273	2,098	1,049	77,626	6,469	3,235	2,986	1,493
7	61,542	5,129	2,565	2,367	1,184	87,579	7,299	3,650	3,369	1,685
8	68,536	5,712	2,856	2,636	1,318	97,532	8,128	4,064	3,752	1,876
For each additional family member add:	6,994	583	292	269	135	9,953	830	415	383	192

If households report multiple frequencies of pay, total income must be calculated on an annual basis. Use the following conversions:
Annual Income Conversion: Weekly X 52; Every 2 Weeks X 26; Twice a Month X 24; Monthly X 12

[Insert School District Letterhead]

[Date]

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of School/School District]** offers healthy meals every school day. Breakfast costs **[\$]**; lunch costs **[\$]**. **Your children may qualify for free or reduced price meals.** Reduced price is **[\$]** for breakfast and **[\$]** for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by **[30th operating day]** in order to avoid an interruption in meal benefits.

This packet includes an application for free or reduced price meal benefits and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **[school, homeless liaison or migrant coordinator]**.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **[name, address, phone number, e-mail]** immediately.

5. CAN I APPLY ONLINE? You are encouraged to complete an online application instead of a paper application if your school district makes this option available. The online application has the same requirements and will ask you for the same information as the paper application. Visit **[website]** to begin or to learn more about the online application process. Contact **[name, address, phone number, e-mail]** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number, e-mail]**.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **[name, address, phone number, e-mail]** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, please go online to ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call **[phone number]**.

Sincerely,

[signature]

Instructions for Completing the Free & Reduced Price School Meals Family Application

For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

- Part 1:** List each child's name, the school they attend and their grade.
Part 2: Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY CHILDREN, follow these instructions:

If all children in the household are foster children:

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

If some of the children in the household are foster children or are homeless, migrant or runaway children:

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.
Part 2: If the household does not have a Master Case Number, skip this part.
Part 3: Follow these instructions to report total household income from last month.
Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.
Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled “Check if no SSN.”

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children’s eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

Please note: Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district’s Direct Certification list to approve the child for free meals.

For ALL other households, follow these instructions:

Part 1: List all children, the school they attend and their grade.

Part 2: If the household does not have a Master Case Number, skip this part.

Part 3: Follow these instructions to report total household income from last month.

Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker’s compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran’s benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write “0” or leave the income field blank. By doing this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled “Check if no SSN.”

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children’s eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

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 <u>all</u> 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				Check all that apply: Foster Child Homeless, Migrant, Runaway	
										<input type="checkbox"/> <input type="checkbox"/>	
										<input type="checkbox"/> <input type="checkbox"/>	
										<input type="checkbox"/> <input type="checkbox"/>	
										<input type="checkbox"/> <input type="checkbox"/>	
										<input type="checkbox"/> <input type="checkbox"/>	
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 4											
Part 3: Total Household Gross Income – You must tell us how much and how often.											
1. Household Members List everyone in the household, current income each person earns in whole dollars (no cents) & how often. Entering “0” or leaving the income field blank certifies no income to report. A foster child’s personal use income must be listed.				2. Gross Income (before taxes) and How Often it was Received							
				Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income			
				Income	How often	Income	How often	Income	How often	Income	How often
Total Number of Household Members: (Children and Adults) 				Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – 				Check if no SSN <input type="checkbox"/>			
Part 4: Adult Signature and Contact Information – An adult household member must sign the application.											
<i>“I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws.”</i>											
Sign here:				Print name:				Date:			
Street Address (if available):						Zip:		Daytime Phone:			
Part 5: Children’s Ethnic and Racial Identities – Optional											
Check one Ethnic Identity: – and – Check one or more Racial Identities:											
<input type="checkbox"/> Hispanic or Latino				<input type="checkbox"/> Asian		<input type="checkbox"/> Black or African American		<input type="checkbox"/> Native Hawaiian or other Pacific Islander			
<input type="checkbox"/> Not Hispanic or Latino				<input type="checkbox"/> White		<input type="checkbox"/> American Indian or Alaskan Native					
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: 				<input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Denied <input type="checkbox"/> Income <input type="checkbox"/> Income Reason for denial: <input type="checkbox"/> Categorically eligible: <input type="checkbox"/> SNAP/TANF/FDPIR <input type="checkbox"/> Income too high <input type="checkbox"/> Foster Child <input type="checkbox"/> Incomplete application <input type="checkbox"/> Homeless/Migrant/Runaway: (Offering Documentation Required at School)							
Total Income: per <input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> 2 X Mo <input type="checkbox"/> Every 2 Wks <input type="checkbox"/> Week											
Signature of Determining Official:						Date Approved:					
FOR THE VERIFICATION PROCESS ONLY:											
Signature of Confirming Official:						Date Confirmed:			Date Withdrawn From School:		
Signature of Verifying Official:						Date Verified:					

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2024-25					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
Each additional person:	9,953	830	415	383	192

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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, audiotope, 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.

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 2020 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 9 (Total Income) and line 11 (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 7 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) _____

Line 4 Other Gains or (losses) _____

Line 5 Rental Real Estate, etc. _____

Line 6 Farm Income or (loss) _____

Total of the above five lines: _____ **equals annual self-employed income ***

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

If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the meal application.

NOTE: This form is used only to report income from self-employment and/or farming. If any members of the household have income from other jobs, the gross income from those jobs must be reported on the meal application form.

Sharing Information with Other Programs - Optional

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.

For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.

If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **[name]** at **[phone]** or email at **[email address]**.

Return this form to: **[address]** by **[date]**.

Sharing Information with Medicaid/SCHIP - Optional

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, **unless you tell us not to.*** Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and return it to your child's school. (Sending in this form will not change whether your children get free or reduced price meals).

☐ **No! I DO NOT** want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **[name]** at **[phone]** or email at **[email address]**.

Return this form to: **[address]** by **[date]**

Notice of Approval/Denial for All Students

[Date]

[Child(ren)'s Name(s)]

[School(s)]

[Parent's Name and Address]

Dear Parent//Guardian:

Based on your application or other supporting documentation received by our office, your child/children have been:

_____ Approved for free meals based on:

☐ Household Meal Application *or*

☐ Direct Certification – based on the following qualifying program:

☐ SNAP ☐ TANF ☐ Foster ☐ FDPIR ☐ Migrant ☐ Homeless ☐ Medicaid-Free

If directly certified, no further application is necessary.

_____ Approved for reduced-price meals at \$0.40 for lunch and \$0.30 for breakfast based on:

☐ Household Meal Application *or*

☐ Direct Certification – based on the following qualifying program:

☐ Medicaid – Reduced

If directly certified, no further application is necessary. However, if you think your household may qualify for free meals based on household size and income, you may complete a meal application.

_____ Denied for the following reasons:

_____ Income over the allowable amount.

_____ Incomplete application. Complete the following information:

Please contact your school in the following situations:

- If there are other school-aged children in your household who are not listed above and you would like them to receive meal benefits
- You do not want your child/children to receive meal benefits
- You have additional questions

If you do not agree with this decision, you may discuss it with the district's hearing official. You also have a right to a fair hearing. To request a fair hearing, call or write the following official:

[Name and Title]

[Address]

[Phone]

Once approved, your children are eligible for free or reduced-price meals for the remainder of the school year. You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, have an increase in household size or qualify for SNAP, TANF or FDPIR you may fill out another application at that time.

Sincerely,

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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.

Notice of Change in Benefits

School: _____ Date: _____

Dear _____:

We have reviewed the free or reduced-price eligibility determination of **[names of children]** because:

_____ You contacted us with additional information.

_____ We became aware of an error in processing or a change in federal policy.

The review has determined that:

- ☐ Your children's eligibility has not changed. It remains _____ Free _____ Reduced-Price.
- ☐ Starting **[date]**, your children's eligibility for meals will be changed **to free** because your income is within the free meal eligibility limits. Your children will receive meals at no cost.
- ☐ Starting **[date]**, your children's eligibility for meals will be changed **to reduced-price** because your income is over the free meal limit but within the reduced-price meal eligibility limits. Reduced-price meals cost **[\$]** for lunch and **[\$]** for breakfast.
- ☐ Starting **[date]**, **your children are no longer eligible** for free or reduced price meals for the following reason(s):
 - _____ Records show that you are not receiving SNAP (formerly Food Stamps) or TANF at this time.
 - _____ Your income is over the limit for free or reduced-price meals.
 - _____ You requested to be changed to another category.
 - _____ Your household size decreased.

Meals cost **[\$]** for lunch and **[\$]** for breakfast. If your household income goes down or your household size goes up, you may submit a new application.

If you disagree with this decision, you may discuss it with **[name]** at **[phone]**. You also have the right to a fair hearing. If you request a hearing by **[date]**, your children will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: **[name]**, **[address]**, **[phone number]**.

Sincerely,

[signature]

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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[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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Eligibility Manual for School Meals

Determining and Verifying Eligibility



USDA Food and Nutrition Services
Child Nutrition Programs

July 18, 2017

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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



COORDINATED STUDENT
SUPPORT SERVICES

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



Questions, Comments, or
Corrections? Let us know!

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
- Verification for Cause [SP 13-2012 Policy Memorandum](#)
- [Eligibility Manual for School Meals](#) Determining and Verifying Eligibility
 - Section 6: Verification Page 96
 - Direct Verification, Page 109
- [Link to Direct Certification and Direct Verification](#) – Instructions for Direct Certification and Direct Verification

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*

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications >

School Year: 20XX-20XX

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification	Direct Certification
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

SFA Verification Collection Report For School Year: 20XX - 20XX

280001 Status: Active
Omaha Public Schools
 DBA:
 3215 Cuming Street
 Nutrition Services
 Omaha, NE 68131-2024

General Information

Type of Organization: Public

Verification Contact Information

1. Name:	Salutation <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Due Date: November 18, 20XX

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text" value="95"/>	<input type="text" value="0"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2b RCCIs with NO day students:	<input type="text" value="0"/>	<input type="text" value="0"/>

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text" value="0"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text" value="0"/>
2-3 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

Section 3 - Students Directly Certified as Free or Reduced eligible; NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE/REDUCED eligible as of the **last operating day in October**.

- 3-1** Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools). ☐

**B. Number of
FREE Students**

- 3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**

Do **not** include students certified with **SNAP** through the letter method.

- 3-3 Students directly certified through other programs:**

a. Medicaid Free (**MFREE**)

b. Other: Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), Migrant (**MGRNT**), Foster (**FOSTR**), those documented as homeless, Runaway, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.

DO NOT include SNAP students already reported in 3-2.

- 3-4 Students certified categorically FREE eligible through SNAP letter method.**

Include students certified for free meals through the family providing a letter from the **SNAP** agency.

**B. Number of
MRED Students**

- 3-5 Students directly certified for Medicaid Reduced meals (MRED)**

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).	<input type="text" value="0"/>	<input type="text" value="0"/>
4-2 Approved as FREE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>

T-1 Total FREE Eligible Students Reported

0

T-2 Total REDUCED PRICE Eligible Students Reported

0

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

- 5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.** ☐
(See instructions for list of exemptions.)

[Instructions](#)

- 5-2 Was verification performed and completed?**

- ☐ Yes, completed by November 15th
☐ Yes, completed after November 15th
☐ No, verification was NOT performed or the process was not completed

- 5-3 Type of Verification process used:**

- ☐ Standard (Lesser of 3% or 3,000 error-prone)
☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

- 5-4 Total ERROR PRONE applications:**

Report all applications as of October 1st considered error prone.

- 5-5 Number of applications selected for verification sample:**

ALL SFAs must report 5-7 or check box 5-6 if applicable.

- 5-6 Check the box if direct verification was not conducted in the SFA.** ☐
(i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)
If 5-6 is checked, skip 5-7.

A. Number of Applications**B. Number of Students**

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

0

0

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).

Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0

Sponsor Comments

Explanation of any report abnormality:

Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

[Add](#)

Attachment Count: 0

Internal Use Only

Date Received:

Date Approved:

Date Opened: 09/01/20XX

Date Closed:

Status: Not Started

01/01/20XX

Internal Comments:

Comments to SFA:

Save

Cancel

VIEW | **MODIFY** | INTERNAL USE ONLY

On-Site Review Checklist Assessment of the SFA's Meal Counting and Claiming System

Attachment I: 2024-25

SFA: _____ **Site:** _____ **Reviewer:** _____

According to USDA regulations, 7 CFR 210.8(a)(1) and 7CFR 220.11(d)(1), a School Food Authority (SFA) with two or more feeding sites is required to perform an on-site review of the meal counting and claiming system and the readily observable general areas of review under 7CFR 210.18(h) by completing the following checklist for each site that offers lunch and 50% of all sites that offer breakfast by **February 1** each year.

The on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced and paid meals served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedure, the SFA must ensure that the school implements corrective action. Within 45 days of the review, a follow-up on-site review must be conducted to determine that the corrective action resolved the problems. Completed checklists are to be kept on file at the school district or Residential Child Care Institution (RCCI).

Review Date: _____

Review Date: _____

Breakfast:		Point of Service (POS) Meal Count Method used at this site:		Lunch:	
<input type="checkbox"/> Roster <input type="checkbox"/> Ticket <input type="checkbox"/> Electronic				<input type="checkbox"/> Roster <input type="checkbox"/> Ticket <input type="checkbox"/> Electronic	
YES	NO			YES	NO
_____	_____	1. Is the <i>POS</i> meal count taken at the end of the serving line after all food items contributing to a reimbursable meal have been offered? (This includes the end of salad bars and/or food bars.)		_____	_____
_____	_____	2. If <u>no</u> , does the SFA have an approved waiver on file from NDE-Nutrition Services? If a waiver is not on file, contact Nutrition Services immediately.		_____	_____
_____	_____	3. Is the <i>POS</i> meal count used to determine the school's meal count for the day and claim for reimbursement at the end of the month? (Morning meal counts or tray counts cannot be used.)		_____	_____
_____	_____	4. Is the person who is responsible for the <i>POS</i> meal count correctly identifying reimbursable meals?		_____	_____
		5. Is the school correctly implementing policies for handling the following situations, if applicable (answer this question one time only):			
YES	NO	NA	Situation	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A la carte sales?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field trip meals?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incomplete student meals?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult and non-enrolled student meals?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lost, stolen or forgotten, misused or destroyed tickets, cards or IDs?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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On-Site Review Checklist
Assessment of the SFA's Meal Counting and Claiming System

Attachment I: 2024-25

Breakfast:		Recordkeeping	Lunch:	
YES	NO		YES	NO
_____	_____	12. If the school prepares food on-site, are Production Records completed daily <u>OR</u> if the school receives their food from another location, are Delivery Tickets completed daily?	_____	_____
_____	_____	13. Are all school lunch records (Production Records, Delivery Tickets, Meal Count Sheets, Edit Check Worksheets, etc) kept on file for at least three years plus the current school year and available for review, if requested?	_____	_____
NOTE: The next two questions are for all SFAs <u>except</u> for SFAs on Provision 2 in non-base years, CEP or RCCIs that serve only residential children.				
_____	_____	14. Is the list of eligible students kept up-to-date and used to provide an accurate daily count of reimbursable free, reduced and paid meals? Check box if not applicable.	_____	_____
<input type="checkbox"/> NA			<input type="checkbox"/> NA	
_____	_____	15. Does each feeding site complete an edit check worksheet that compiles monthly meal counts by eligibility category and compares attendance-adjusted eligible figures to daily meals counts on a monthly basis? Are any discrepancies accounted for? Check box if not applicable.	_____	_____
<input type="checkbox"/> NA			<input type="checkbox"/> NA	

YES		NO		Readily Observable General Areas		YES		NO	
<i>Were any issues readily observed in any of the following areas:</i>									
_____	_____	16. Maintenance of the Nonprofit School Food Service Account?				_____	_____		
_____	_____	17. Paid Lunch Equity?				_____	_____		
_____	_____	18. Revenue from non-program foods?				_____	_____		
_____	_____	19. Indirect costs?				_____	_____		
_____	_____	20. Free/reduced price process including verification, notification & other procedures?				_____	_____		
_____	_____	21. Civil Rights?				_____	_____		
_____	_____	22. Reporting and recordkeeping?				_____	_____		
_____	_____	23. Food safety?				_____	_____		
_____	_____	24. Competitive food service?				_____	_____		
_____	_____	25. Water available at both breakfast and lunch?				_____	_____		
_____	_____	26. Professional standards				_____	_____		
_____	_____	27. SBP and SFSP outreach?				_____	_____		
_____	_____	28. Local school wellness policies?				_____	_____		
_____	_____	29. Other				_____	_____		

<u>CORRECTIVE ACTION</u> NOTE: Required ONLY for questions answered "NO" or if problems are identified during the review.		
Corrective Action Plan:		
Specify date corrective action(s) will be implemented:		
By whom:	Title	
Signature		
School Representative	Title	Date
<u>CORRECTIVE ACTION 45 Day Follow Up:</u> NOTE: Required for all Corrective Action outlined above.		
Record observations of corrective action implementation:		
Signature		
School Representative	Title	Date
Signature		
SFA Reviewer	Title	Date

This institution is an equal opportunity provider.

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.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority

(SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address and telephone number or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
 - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
 - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
 - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- **COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during review process.
- **RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
- **REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
- **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.
- **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
- **CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.



USDA Foods – <https://ne.cnpus.com/FDP/>

Make sure your contact information is correct by calling:

Coordinator Chad Mohr – 402-560-0480

chad.mohr@nebraska.gov

Staff Assistant Brian Gerkenismeyer – 402-580-2503

brian.gerkenismeyer@nebraska.gov

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Sponsor Summary

Any School

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Program	Current Year Entitlement	Entitlement Used	Remaining Balance	Bonus	Commercial
NSLP	31,113.33	31,143.75	-30.42	0.00	0.00

Sponsor Entitlement Adjustments

Date	Amount	Description	User
1/23/2023	31113.33		cmohr

Sponsor Entitlement Detail by Product Category

Category	Entitlement Used
Beef/Pork End Products	0.00
Cheese	2,871.60
Cheese/Pizza/Breadstick End Products	0.00
DOD FFAVORS	15,000.00
Eggs/Breakfast End Products	0.00
Flour/Potato End Products	0.00
Fruit Cups/Condiment End Products	0.00
Fruits and Vegetables	10,164.60
Grains, Nuts, Oil	356.35
Peanut Butter End Products	0.00
Poultry	1,605.60
Poultry End Products	0.00
Red Meat	1,145.60

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