


Bookkeeping Updates for SY 24-25

July 10, 2024

Nebraska Department of Education
Nutrition Services






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Your Presenters: Nutrition Services Program Specialists


Shawn Vondracek	Erica Arler	All Lampman	Jenna Hillgoss
			

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Housekeeping



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




We will be answering questions at the end of the presentation




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

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More Housekeeping Tips



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



Handouts will be reviewed in packet order



Training Certificate for today in packet

Handout

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

John Smith – District Accountant
Creek Public School/ 308-731-2323 ext. 9
Creek, Nebraska 68513
john.smith@creekschool.org

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Topics for Today



- Tools for Success
- Complete School Meal Application Packet by August 15th
- Other Required Reports (Financial Report-Non-Public SFA's) (Health Inspections)
- Direct Certification Process
- Distribute Income Eligibility Applications
- Verification Process
- Reimbursement Rates
- Setting Meal Pricing/Adult Meals
- Other Need to Knows

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Tools for Success

- Key Terms and Definitions for the School Meals Programs
- Nutrition Services Staff Directory

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Tools for Success

- Compliance Review Checklist
- Important Dates

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Complete the Application Package for SY24-25

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

"Submit for Approval" button will become red and activated when all required portions of the application are completed. **Complete and Submit Application Package** – Sponsors, who operate year-round submit by July 15, 2024 and Sponsors, who start operations in August the deadline is **Aug. 15, 2024**

Action	Form Name	Latest Version	Status
View / Admin	✓ Sponsor Application	Original	Approved
Details	✓ Seamless Summer Option Dashboard		
Details	✓ Checklist Summary		Approved
Details	✓ Application Package Notes		
Details	✓ Attachment List (1)		
View / Modify	✓ Seamless Summer Option Dashboard		Complete

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

Below the table, there is a 'Show Package History' button and a 'Submit for Approval' button, which is highlighted with a red arrow.

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Important Contact information on the Sponsor Application

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application


Check the box if new

Accurate Contact Information

Authorized Representative				
Person ultimately responsible for managing the School Nutrition Program(s)				
ID	Name	Position	First Name	Last Name
10	Name:		Dana	L. Wiseman
11	Email Address:		d.wiseman@spokane.org	
12	Phone:	(402) 773-5589	Ext:	214 Fax: (402) 773-5578
13	Alt Phone:		Ext:	
14	Title:	Superintendent		
15	Check if new?	<input type="checkbox"/>		

Food Service Director/Manager				
ID	Name	Position	First Name	Last Name
16	Name:		Kristal	Gonzales
17	Email Address:		kgonzales@spokane.org	
18	Phone:	(402) 773-5589	Ext:	218 Fax: (402) 773-5578
19	Alt Phone:		Ext:	
20	Title:	Food Service Manager		
21	Check if new?	<input type="checkbox"/>		

Claims Contact				
ID	Name	Position	First Name	Last Name
22	Name:		Jalen	L. Horrell
23	Email Address:		j.horrell@spokane.org	
24	Phone:	(509) 532-1874	Ext:	378 Fax: (509) 532-8015
25	Alt Phone:		Ext:	
26	Title:	Inventory		
27	Check if new?	<input checked="" type="checkbox"/>		



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Locating the form:

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

Forms and Resources Home

- School Meals Program
- Child and Adult Care Food Program
- Summer Food Service Program
- Team Nutrition
- Healthy Schools
- Farm To School

Online Claim for Reimbursement

Forms & Resource Center

Online Claim for Reimbursement

- NDE 28-036 – Claim for Reimbursement.pdf – National School Lunch, Breakfast & Milk complete via the [web-based application and claims system](#)
- Nutrition Services Computer Access Application and Agreement.pdf

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

Handout

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Adding New Users in CNP

- The Authorized Representative has administrator rights for their school in the CNP system.
- The [CNP Security Administrator Manual](#) provides instructions for adding new users, modifying user access, and for inactivating user profiles for staff who no longer need to use the CNP system.

Nutrition Services

Internet: 402-471-5686 • 800-731-5238

Returning Users Log On

User ID:

Password:

☐ Forgot Your Password? Request Your User ID

☐ Remember my User ID

Log On

Login/Password/System Navigation

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

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

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

Create a new User: [Security Administrator's Manual \(April 2, 2014\)](#)

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

Program Integrity!

Created By: hatter on: 12/19/2012 4:22:38 PM Modified By: hatter on: 12/18/2013 4:31:11 PM

Handout

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UEI Number in the Sponsor Application

Reporting Requirements

Unique Entity Number (twelve (12) digit UEI Number): [REDACTED]

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

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

Date the Registration was completed or renewed: 06/29/2023

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

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

For further instructions, see Download Forms.


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

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

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Checklist Summary – may include uploading:

- Meal Service Agreement
- Alternate Production Records
- FSMC Contract
- Online Applications



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*New Meal Service Agreement



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 >

– Meal Service Agreements

Forms & Resource Center

The NDE provides one agreement prototype for all meal agreements between schools. This agreement should be used when one school (host school) provides meals to the students of another school (recipient school) where the host school allows the recipient school students to eat at the host school, or the host school provides meals that the recipient school students eat at their own school.

Upon completion of the agreement, upload it into the current school year's attachments in the School Nutrition Programs application packet in the [CNP system](#).

[NDE Meal Agreement.doc](#)

[NDE Meal Agreement.pdf](#)

Handout

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Request to Use Online Meal Applications in School Nutrition Programs

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



If online application is an option, must also have the option of completing a paper application.



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Additional Areas that may need to be completed



- SFA's must report the **number of health inspections per site** for SY 23-24 in the **SY24-25** application
- Non-public schools and residentials** must complete the **financial report** (info from previous SY) **due by July 31st**

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The Start of the Meal Eligibility Process

- The new School Year starts **July 1st** and ends on **June 30th**

Reminder:
A student's eligibility for meal benefits is not disclosed at any point in the process of providing free and reduced meal benefits.






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NDE-Nutrition Services

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Carryover of Eligibility



- Students receiving Free and Reduced meal benefits at the end of the prior school year may begin the new school year with the same meal benefits
- Timeframe:** the prior year's eligibility can be extended up to 30 operating days (**school days**) **or** up to the time a new determination of eligibility is made
- On the 31st operating day, If no new eligibility determination is made, the student's eligibility must be changed to paid. SFAs can *notify the household before this happens to avoid unpaid meal charges.*

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Eligibility Overview





Two processes for determining:


- Direct Certification**
 - Categorical Eligibility** – Free or Reduced in CNP Direct Certification (DC) system (SNAP, TANF, FDIPIR, FOSTR, MGRNT, MFREE, MRED)
- Free & Reduced Price Meal Application**
 - Income Eligibility** – Free or Reduced with a meal application (household size and income)
 - Categorical Eligibility** – Free with a meal application (Foster, Homeless, Migrant, Runaway, SNAP, TANF, FDIPIR)

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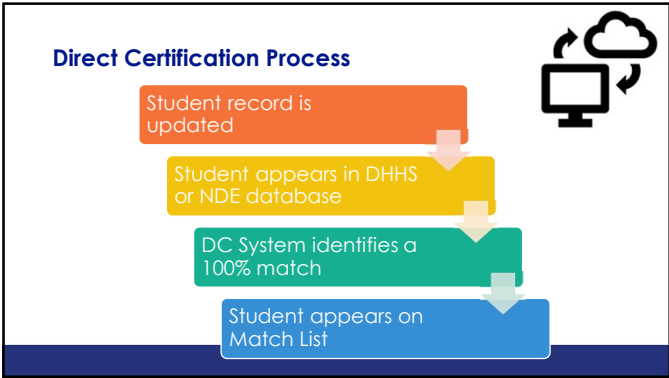
Direct Certification

 Simplified method of determining free and reduced-price meal eligibility

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

 Helps extend free and reduced meal benefits to more students!

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Updating Student Records

Preferred Method:
Update ADVISER Person ID

- Use the [ADVISER Person ID Upload guide](#) for a successful upload
- Upload SY24-25 rosters starting June 1 for July matching

Secondary Method:
Add Enrollment record to DC System

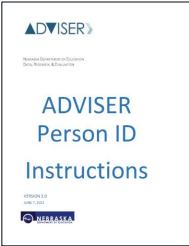
- Utilize the [DC enrollment template](#) for a successful upload
- Add enrollment record on July 8 or after

Updated student data = timely and accurate Match List

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Update ADVISER Person ID

Need help?
Email ADVISERHelp@nebraskacloud.org



The graphic shows the ADVISER logo, the text 'ADVISER Person ID Instructions', and the version '1/2024.12'. It also includes the ADVISER logo at the bottom.

- All SFAs, public and non-public, are required to ensure student ID data is accurate and up to date
- SFAs can begin to update student rosters for SY24-25 in ADVISER Person ID on June 1, 2024
- Public SFAs should manually upload new student data until September 15; Non-public SFAs should manually upload throughout SY24-25

Handout

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School Nutrition Programs < Applications < Direct Certification/Direct Verification

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Handout

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[illegible]

Upload or enter student enrollment records for the direct certification process

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Use Template in Enrollment Tab

Student Enrollment2022 - 2023

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 FileUpload

1

School Building Number	Local Student ID	NDE Student ID	Student Last Name	Student First Name	Student Gender	Student Birth Date

All columns required except Local Student ID

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Tips for a Successful Upload

- File can be in protected or compatibility mode
- Save file for uploading as a CSV or Excel file type (.csv or .xls)
- Ensure your data is formatted correctly and follow guidance on top of template

Compatibility or Protected mode

File type

Template Guidance

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Upload File

- Click on "Choose File" and select file saved on your computer
- Click on Green "Upload" Button

NEBRASKA
DEPARTMENT OF EDUCATION

Student Enrollment2023 - 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 FileUpload

STEP ONESTEP TWO

Enter Student Information

Last Name *First Name *Gender *DOB *

School *NDE Student ID *Local ID *

Upload

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Upload Successful When.....

Student Names and data appear within 5 minutes after refreshing in the "Submitted Student Enrollment Records" table

The screenshot shows the 'Submitted Student Enrollment Records' table with columns: Student Date, Last Name, First Name, Gender, BORN, School ID, School Name, NDE Student ID, Local ID, and Action. The table contains three rows of student data. A red arrow points to the table header.

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Upload Review

Enrollment Errors

- Highlighted orange
- Display Only Errors button

Upload Errors

- Yellow error bar
- Contact NDE for help

Result Errors

- Review original file

The screenshot shows the 'Upload Review' section. It includes a 'Submitted Student Enrollment Records' table with columns: Student Date, Last Name, First Name, Gender, BORN, School ID, School Name, NDE Student ID, Local ID, and Action. The table contains one row of student data. Below the table is a 'Display Only Errors' button. The 'Upload Errors' section shows a yellow error bar with the message: 'An error occurred while saving. Please return the Help Desk.' The 'Result Errors' section shows a red error bar with the message: 'Showing 1-15 of 42851 results'.

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Common Enrollment Record Errors

Most common upload errors include:

- Single digit school ID codes (i.e. entered "1" instead of "001")
- Different last names
- Duplicate student entries
- Missing or incomplete NDE Student IDs
 - Student MUST have a NDE Student ID generated through PersonID for matching
- Entering full gender names instead of "M" or "F"
- Incorrect file format

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[illegible]

Direct Certification

NEBRASKA

Matches • Lookup • Enrollment • Reports • Direct Verification • Email Notifications • Maintenance •

Direct Certification System

Match List

Student Lookup

Enrollment

Direct Verification

Possible Match List

Lookup Results

Records

Email Notifications

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

Handout

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Match List

List of directly certified students who qualify for free or reduced priced meals

Nightly matching process

- Most recent match date is listed on the green tile

Matched students do not need to submit a free and reduced-priced meal application

Match List

Manage students directly certified for free or reduced price meal benefits

Last List Date: 6/6/2024

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Match List

Match List

20XX-20XX

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: 07/01/20XX To: 7/06/2024 Search Search All Dates Reset Go To Possible Match List

Show: 10 entries Export List Print List Tip: Sort columns by clicking on the heading title Showing 1 - 10 of 38 results

Last Date LT	County LT	Last Name LT	First Name LT	Gender LT	DOB LT	School # LT	School LT	NEL Student ID LT	Local ID LT
07/06/20XX	SNAP	070620XX	Example	F	07/06/2009	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	M	06/17/2007	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	F	03/25/2005	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	F	11/13/2006	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	F	09/13/2004	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	M	09/21/2007	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	M	04/01/2005	001	HIGH SCHOOL	0000000000	12345
07/06/20XX	SNAP	070620XX	Example	F	04/03/2011	002	ELEMENTAR	0000000000	12345
07/06/20XX	FOSTR	070620XX	Example	M	04/24/2012	002	ELEMENTAR	0000000000	12345
07/06/20XX	MPFEE	070620XX	Example	F	03/02/2010	002	ELEMENTAR	0000000000	12345

1 2 3 4 Next

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Accept or Transfer Button

- SFA can accept, transfer or remove matched student
- OPTIONAL after documentation of benefits in SIS and household is notified

Run the **Match List Report** to review match list actions from current and previous program years

Action
Accept Transfer Remove
Accept Transfer Remove
Accept Transfer Remove
Accept Transfer Remove
Accept Transfer Remove

Click "Transfer" to confirm or "Cancel" to make no changes.

First Name: Jane
Last Name: Doe
NDE Student ID: 123456789

Comments: Student has transferred to a different school building or district / system within Nebraska or they transferred out of state.

*This student will be removed from the Match List.

Transfer Cancel

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Students can be Directly Certified Based on these Qualifying Programs

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

Handout

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Extending Free and Reduced-Price Meal Benefits

Student qualifies for SNAP, TANF, Medicaid, or FDPIR benefits per Match List

- Does not include students who qualify for:
 - Migrant benefits
 - Foster benefits
 - Homeless benefits

Other students within that household missing from Match List

Household is defined as "a group of related or unrelated individuals...who are living as one economic unit" 7 CFR 245.2

Extend benefits to all other students within the household

- Update student information system accordingly

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Extending Free and Reduced-Price Meal Benefits FAQ

If family A and family B are residing together, do all students receive meal benefits?

YES, if the two families are a single economic unit (i.e. sharing the cost of rent, utilities, etc.). Families do not have to be related to be considered a household.

Does carryover exist for extended benefits?

YES. Categorical eligibility must be extended to newly enrolled siblings residing in the same household

Do I need to save a list of students with extended benefits?

YES. Your district must be able to link student to the student(s) in the household that are on the direct certification list. Print or Save the match list and manually add these students to the list if they cannot be added in CNP.

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Direct Certification-Medicaid

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

Table 2. Comparison of Medicaid and CHIP

MEDICAID	CHIP
Joint state and federal program	Joint state and federal program
Entitlement	States may impose caps on enrollment
Unlimited federal matching	Block allotment
Federal Match 57% ¹	Federal Match 70% ¹
138% FPL	200% FPL
Perpetual program	Must be reauthorized

Abbreviation: FPL, federal poverty level

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Printing the Match List

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

Match List

2022 - 2023

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: 03/02/2023 To: 03/24/2023 Search Search All Dates Reset Go To Previous Match List

Show 10 entries

Export List to CSV Print

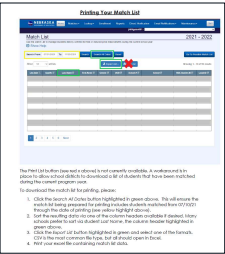
List Date (1)	Quantity (1)	Last Name (2)	First Name (2)	DOB (1)	School # (2)	School (1)	NDE Student ID (1)	Local ID (1)

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NDE-Nutrition Services

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Match List Printing Workaround Handout



The Match List is a tool used to verify the accuracy of the data entered into the system. It is a tool used to verify the accuracy of the data entered into the system. It is a tool used to verify the accuracy of the data entered into the system.

- Click the Search All button in the top right corner. This will allow you to search for all records in the system.
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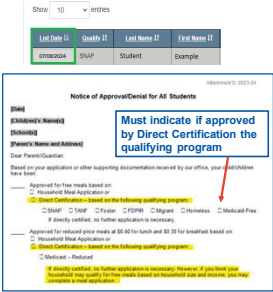
- Confirm the "Search From" dates or "Search All Dates"
- Can use sorting functions in DC system or downloaded program (i.e. Excel)
- Utilized printed match list for Verification Report, Administrative Reviews, Extending benefits, etc.
- For audit purposes, include a screen shot from the match list along with your excel file and this handout

Handout

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Direct Certification List


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



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Direct Certification List

- Keep the list updated – **note changes/transfers**
- School district must have a printed/saved list of names on file to document the student's eligibility
- To share eligibility if a student transfers:
 - Send copy of student's approval letter
 - Notify in writing on school letterhead
 - An email from the former SFA stating the eligibility status is sufficient



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Possible Match List

- Identifies students with a less than 100% match who might qualify for benefits
- SFAs are the determining official; must review and confirm all possible matches
 - Can confirm (Match), deny (No Match), or further review
- Regular review (at minimum, once a week) is encouraged

Possible Match List

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

Information	Score	First Name	Last Name	DOB	Gender	NDE Student ID	City	Zip Code
Student	82%	JOHN	DAY	12 12 2012	M	1234567891		
Possible Match		JOHN		12 12 2012	M		LINCOLN	68516

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Student Lookup

- Tool to directly certify students who are not automatically matched
- SFA will need to search for and confirm results of student lookup to add the student to the match list
- Can search for students by NDE ID or demographic data (name, gender and DOB)

Student Lookup

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

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Lookup Results

- Displays results from student lookup for matching
- SFA must review the data entered in student lookup to data pulled from the DHHS/NDE matching tables
 - Can confirm (Review) or deny (Remove)

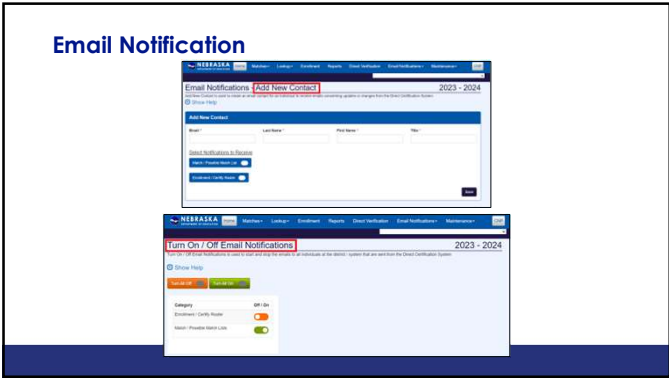
Lookup Results

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

Top Row: 'Student' Information entered on the Student Lookup screen
Bottom Row: 'Possible Match' Information found from a qualifying program or the Match List

Information	Score	Last Name	First Name	DOB	Gender	NDE Student ID	Local ID	School ID	Is This a Match?
Student	100%	Don	Jane Marie	10 09 2009	F	1234567891			
Possible Match		Don	Jane Marie	10 09 2009	F				<button>Review</button> <button>Remove</button>
Student	35 %	JONES	CATHY	03 28 2008	F				
Possible Match		MARTINEZ	KATHLEEN	10 25 2007	F				<button>Review</button> <button>Remove</button>
Student									
Student	81 %	DEJONGH	DAVIDA	08 01 2008	F				
Possible Match		LOSTON	YASMIN	08 05 2008	F				<button>Review</button> <button>Remove</button>

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Free & Reduced Price Meal Applications

- Nutrition Services website for SY24-25 meal application:
<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/application-income-eligibility/>
- Soon the FNS SY24-25 Prototype application will be translated into over 50 different languages
<https://www.fns.usda.gov/cn/translated-applications>

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SY 24-25 Free and Reduced Price Meal Applications

- Can be sent by mail, email or sent home in a packet on or after July 1st for the current SY.
- Cannot require a household to complete an online or paper meal application.
- Households directly certified do not need to fill out an application, unless MRED and applying for free meals.

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Required to distribute to households NOT Directly Certified for Free Meals:

Attachment B:

Letter to Household with Instructions

Attachment C:

Free and Reduced Price Meal Application

Attachment E:

Self-Employment (Optional)

Attachment L:

Sharing Information Waiver (Optional)

Attachment L-1:

Medicaid Sharing Information Waiver (Optional)

➤Add SFA information

➤Do NOT edit content

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SY2024-25 Meal Application

Schools opting into the Community Eligibility Provision should **not** distribute meal applications; the NDE will provide a template alternative income form for use by CEP schools.

Both the income eligibility application and alternative income form (for CEP schools) determine eligibility for Summer EBT in 2025.

The income eligibility application's household letter (Attachment B) mentions that the Summer EBT eligibility can be determined using the school meals application.

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Income Eligibility Guidelines-Attachment A

Ensure you are using the correct Income Eligibility Guidelines

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	19,878	1,652	816	763	577	27,881	2,322	1,161	1,072	639
2	26,872	2,218	1,108	1,022	511	37,814	3,152	1,576	1,455	729
3	33,866	2,784	1,396	1,291	548	47,747	3,981	1,991	1,835	919
4	40,860	3,350	1,680	1,560	760	57,720	4,810	2,405	2,220	1,110
5	47,854	3,916	1,962	1,829	816	67,673	5,640	2,820	2,602	1,302
6	54,848	4,482	2,244	2,088	1,044	77,626	6,469	3,235	2,985	1,493
7	61,842	5,048	2,526	2,357	1,184	87,579	7,299	3,650	3,359	1,680
8	68,836	5,614	2,808	2,632	1,319	97,532	8,128	4,064	3,752	1,876
For each additional family member add:	6,964	583	292	269	135	9,963	830	415	383	192

Do NOT distribute Attachment A-Income Eligibility Guidelines to Households

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NDE-Nutrition Services

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Approving Free & Reduced Price Meal Applications

Date stamp the application when received – this date can be used as the date eligibility can be extended

Must be processed within 10 operating days of receiving the application (When school is in session)

Must be approved based on information the household submits on the application.

Follow-up on missing/or vague information- document on application info received/with date/by whom.



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Approving Free & Reduced Price Meal Applications

Determining Official must sign/date each application

Date should include month/day/year

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: 5

Total Income: 2500 per Year ☒ Month ☐ 2 X Mo ☐ Every 2 Wks ☐ Week

☒ Free ☐ Reduced ☐ Denied

☒ Income ☐ Income

Reason for denial:

☐ Categorically eligible: ☐ SHARP/TANF/FDPR ☐ Income too high

☐ Foster Only ☐ Incomplete application

☐ Homeless/Migrant/Runaway (Official Documentation Required at School)

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

FOR THE VERIFICATION PROCESS ONLY:

Signature of Confirming Official: Date Confirmed: Date Withdrawn From School:

Signature of Verifying Official: Date Verified:

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Notifying Households

Copies of all letters must be retained on-site

All households must be notified in writing of the results

Use Attachment D: Notice of Approval or Denial Letter

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

Notice of Approval/Denial for All Students

Student

Student'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 Direct Certification or

☐ Direct Certification - based on the following qualifying program:

☐ SNAP ☐ TANF ☐ Foster ☐ FDRH ☐ Migrant ☐ Homeless ☐ Medically Fragile

If already certified, no further application is necessary.

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

☐ Household Direct Certification or

☐ Direct Certification - based on the following qualifying program:

☐ Medically - Reduced

If already certified, no further application is necessary. (Reason: If you find your household may qualify for free meals based on household size and income, you may complete a meal application.)

Denied for the following reason:

☐ Income over the allowable amount

☐ Incomplete application. Complete the following information:

Handout

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NDE-Nutrition Services

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Free & Reduced Price Meal Application Reminders

- Cannot accept applications filled out prior to July 1st for the current school year.
- Households can submit an application at anytime during the school year.
- If a student's name appeared on the Direct Certification list and the school also receives an application that qualifies the student for the same benefit, Direct Certification takes precedence over a household application.

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Free & Reduced Price Meal Application Reminders

- Applications may be shared between SFAs
- Eligibility determinations are valid for the school year **(Year-long Eligibility)**
- Keep all applications received on file
 - File alphabetically by Free, Reduced and Denied
 - Keep applications from Directly Certified households separate
- Applications for households that have withdrawn from the district must have the withdrawal date recorded and are filed separately.

Signature of Determining Official: <i>Mary Wilson</i>	Date Approved: <i>8/15/XX</i>
FOR THE VERIFICATION PROCESS ONLY:	
Signature of Confirming Official:	Date Confirmed:
Signature of Verifying Official:	Date Verified:
	Date Withdrawn From School: <i>12/10/XX</i>

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If there is a change in benefits

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

Handout

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SY 2024-25 Reimbursement Rates

Meals are reimbursed by student's eligibility (Free, Reduced, Paid)

Reimbursed at the School Meals SY24-25 Rates

Current rates of reimbursement can be found under Quick Links - Nutrition Services website

Reimbursement Rates

July 1, 2023 - June 30, 2024

National School Breakfast Program

Breakfast	Free			
	Reduced			
	Paid			
Severe Need Breakfast	Free			
	Reduced			
	Paid			

Performance Based Incentive \$0.08 is added for meeting veg subgroups and WGR requirements

National School Lunch Program

Lunch	Free	\$4.25	\$4.27	\$0.08*
	Reduced	\$3.87	\$3.87	\$0.08*
	Paid	\$3.40	\$3.42	\$0.08*
After School Snacks	Free	\$3.27		
	Reduced	\$2.58		
	Paid	\$2.13		
Special Milk Program				

Additional Qualifying 44151

Performance Based Incentive (\$3.08 for SY23-24)

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

The maximum price for a reduced-price breakfast is 30 cents

The maximum price for a reduced-price lunch is 40 cents

The maximum price for a reduced-price afterschool snack is 15 cents

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NDE Recommended Adult Meal Pricing SY24-25

Adult Lunch Price typically determined by:
Free Rate of Reimbursement + Value of Donated Foods (commodities) + Performance Based Incentive = Price to Charge Adults/Guests
(SY23-24 was \$4.60)

Adult Breakfast Price typically determined by:
Severe Need Free Reimbursement + State Reimbursement = Price to Charge Adults/Guests
(SY23-24 was \$2.75)

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NDE-Nutrition Services

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NDE Recommended Adult Meal Price SY24-25

- NDE Nutrition Services reviews the reported adult meal prices and confirms that general funds are used to support the school nutrition program if the adult meal prices are not set appropriately.
- Adult meals priced lower than the recommended value require a non-federal funding source to make up the difference; this is evaluated during Administrative Reviews of the School Nutrition Programs and may require corrective action if the price is not set appropriately.

Question on School Meals Application in CNP

Yes No

Does your System verify that general funds are used to support School Nutrition Programs?
If Yes, the price charged adults must be greater than or equal to the New Reimbursement Rate for the value of consultation.

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Forms and Resources Home

School Meals Program

Seamless Summer Option

Child and Adult Care Food Program

Summer Food Service Program

Team Nutrition

Nebraska Farm to School

Child Nutrition Program (CNP)

Quick Links

Office of Coordinated Student Support Services

Meal Prices

Forms & Resource Center

Setting Meal Prices

Will be updated and posted to website when SY 24-25 Reimbursement Rates are Released

Child Lunch Equity Calculation and Tools

Setting Meal Prices

Guide for determining student and adult meal prices.

Non-Program Foods

Non Program Foods

PDF Version

Word Version

Charge Policies

Creating a School Meals Charge Policy

School Meals Charge Policy Important Elements

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Legislative Bill 855 – Prohibits the use of a debt collection agency to collect or attempt to collect outstanding debt on a school lunch or breakfast account of a student.....

LB855 2024

LEGISLATURE OF NEBRASKA

ONE HUNDRED EIGHTH LEGISLATURE

SECOND SESSION

LEGISLATIVE BILL 855

Effective July 2024

Introduced by Conrad, 48:

Read First time January 03, 2024

Committee: Education

1 A BILL FOR AN ACT relating to schools; to prohibit a school board or

2 board of education of a school district from using a debt collection

3 agency to collect or attempt to collect outstanding debts on a

4 school lunch or breakfast account of a student or from assessing or

5 collecting any interest, fees, or other monetary penalties for such

6 debts as prescribed;

7 Be it enacted by the people of the State of Nebraska.

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NDE-Nutrition Services

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Review of Other Requirements



- On-Site Reviews
- Civil Rights
- USDA Foods
- Meal Service Agreements
- Supply Chain Assistance Funding
- Record Retention

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Attachment I – On-Site Reviews

- Completed by SFA's with more than one feeding site
- Should be completed by Authorized Representative or Bookkeeper
- Must conduct one review for all sites serving lunch and 50% of sites serving breakfast
- Must be completed by **Feb. 1, 2025** (can conduct anytime up to that date)
- Maintained on-site (not submitted to NS unless requested)



- Attachments A-L and Permanent Agreement
- [NDE 24-25 Permanent Agreement and Free Reduced Price Policy Statement](#)
 - [Meal Counts & Claims](#)
 - [Income Eligibility Attachments A-F](#)
 - [Verify Income Eligibility Applications Attachments F-20](#)
 - **Attachment I – On-Site Review Forms**
 - [Attachment L-1](#)
 - [Attachment L and J-R Edit Check Worksheets](#)
 - [Attachment J Edit Check Spreadsheet](#)
 - [Attachment K-1 Breakfast Food Based Production Record](#)

Handout

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Civil Rights

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



Civil Rights

Forms & Resource Center

Civil Rights

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

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Civil Rights

- The full statement is to the right.
- For Non-Public SFAs – Guidance on updated Nondiscrimination Statement (2022) and Religious Exemptions: [Religious Exemptions Under Title IX of the Education Amendments of 1972](#)

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 receipt of public benefits for price and eligible 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 USDA Civil Rights Center at (202) 725-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-4769.

To file a program discrimination complaint, a Complainant should complete a Form AD-302, USDA Program Discrimination Complaint Form which may be obtained online at <https://www.usda.gov/sites/default/files/documents/USDA-Civil-Rights-302-Complaint-Form-0508-0002-508-1126-479a23d4d.pdf>, from any USDA office, by calling (800) 645-5623, 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-302 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights (080)
Independent Avenue, SW
Washington, D.C. 20250-6450
- (2) Fax: (817) 254-5447 or (202) 696-7442; or
- (3) Email: program.ad302@usda.gov

This institution is an equal opportunity provider.

Handout

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Civil Rights

USDA's Nondiscrimination Statement: must be included in program information provided to households:

- Free and Reduced Price Meal Application
- Approval Denial Letter
- Notice of Change in Benefit Letter
- Information on the SFA's website and literature provided about the program
- Full statement must be included in the student handbook at the end of the section that addresses the lunch program.

- "This institution is an equal opportunity provider" on menus.

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USDA Foods Program


- Administered by the Dept. of Health and Human Services
- Entitlement dollars for the purchase domestic agricultural food products in school and institutions
- Need to use these dollars annually (use or lose)
- Contact Chad or Brian to ensure contact information is updated

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

Chad Mohr, Coordinator 402-560-0480
chad.mohr@nebraska.gov

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

Program Year Selection	Program Begin Date	Program End Date
2018	July 1, 2018	June 30, 2018
2017	July 1, 2017	June 30, 2017
2016	July 1, 2016	June 30, 2016
2015	July 1, 2015	June 30, 2015
2014	July 1, 2014	June 30, 2014
2013	July 1, 2013	June 30, 2013
2012	July 1, 2012	June 30, 2012
2011	July 1, 2011	June 30, 2011
2010	July 1, 2010	June 30, 2010
2009	July 1, 2009	June 30, 2009
2008	July 1, 2008	June 30, 2008
2007	July 1, 2007	June 30, 2007
2006	July 1, 2006	June 30, 2006
2005	July 1, 2005	June 30, 2005
2004	July 1, 2004	June 30, 2004
2003	July 1, 2003	June 30, 2003
2002	July 1, 2002	June 30, 2002
2001	July 1, 2001	June 30, 2001
2000	July 1, 2000	June 30, 2000
1999	July 1, 1999	June 30, 1999
1998	July 1, 1998	June 30, 1998
1997	July 1, 1997	June 30, 1997
1996	July 1, 1996	June 30, 1996
1995	July 1, 1995	June 30, 1995
1994	July 1, 1994	June 30, 1994
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1991	July 1, 1991	June 30, 1991
1990	July 1, 1990	June 30, 1990
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1986	July 1, 1986	June 30, 1986
1985	July 1, 1985	June 30, 1985
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1971	July 1, 1971	June 30, 1971
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1946	July 1, 1946	June 30, 1946
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1942	July 1, 1942	June 30, 1942
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1940	July 1, 1940	June 30, 1940
1939	July 1, 1939	June 30, 1939
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1765	July 1, 1765	June 30, 1765
1764	July 1, 1764	June 30, 1764
1763	July 1, 1763	June 30, 1763
1762	July 1, 1762	June 30, 1762
1761	July 1, 1761	June 30, 1761
1760	July 1, 1760	June 30, 1760
1759	July 1, 1759	June 30, 1759


Supply Chain Assistance Funds


USDA has previously issued four rounds of Commodity Credit Corporation (CCC) funds, or Supply Chain Assistance (SCA) funds. SFAs that have opted in to receive this funding are required to:


- Track the spend down of these funds used for the purchase of non-processed or minimally processed food items.
- Maintain the documentation of food items purchased utilizing this funding (invoices).
- The funding was received by the SFA and can't not be utilized by a FSMC operating in the SFA.


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Record Retention

School Meals Records; retain for **three years plus the current** school year

Current SY 24-25 plus (SY 23-24, SY 22-23, SY 21-22)

Confirm with software provider the process to ensure back-up can be provided

Records older than 21-22 can be discarded unless the SFA has a longer record retention policy.

Property of the SFA and must be readily retrievable

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Other Requirements (more information on the Nutrition Services website)

- Non-Program Foods** – Pricing of a la carte food items and adult meals
- School Wellness Policy** – USDA requirement
- Professional Standards/Food Service Director Hiring Standards**
- Procurement** – USDA requirement
- Buy American Provision** – USDA requirement

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

SFAs receiving **AR & PR** reviews in **SY24-25** will be
notified after the start of school



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Time for Questions and Answers



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

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

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form%20508-3002-508-11-28-17FaxMail.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
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