



Verification of Approved Continuing Education Units for Professional Standards - NSLP



Title of Activity: Bookkeeper Training SY 2025-26	Participant Name: <hr/> <div>LastFirst</div>
Educational Provider: Nebraska Department of Education-Nutrition Services	SNA Membership ID #:(not required)
Location: Zoom Webinar	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.

Nebraska Department of Education Nutrition Services Staff Directory

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NE Dept. of Health & Human Services Health Inspections

Contact Your local Health Inspector / [Local Health Departments](#)

Key Terms and Definitions for the School Meals Programs

Term	Acronym	Definition
A la carte		Any food or beverage sold by school foodservice that is not part of a reimbursable meal. A la carte items must meet the Smart Snack Standards. A la carte items are also referred to as non-program foods.
Administrative Review	AR	A USDA-mandated review of the SFA's School Meals Programs. The review is conducted by the State Agency to ensure compliance with program regulations.
Afterschool Snack Program	ASP	SFAs operating the National School Lunch Program (NSLP) may receive reimbursement for snacks served to students attending adult-supervised afterschool enrichment activities.
Agreement Number		Each SFA in NE has a unique, NDE assigned, 6-digit agreement code. The first 2 digits represent the county number, and the last 4 digits represent the Local Educational Agency (LEA) number.
Allowable cost		An expense charged to food service funds that is deemed necessary, reasonable, and allocable for the operation of the USDA's Schools Meals Programs.
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.
"And Justice for All" poster		Child Nutrition Program participants must be advised at the point of service (POS) of their right to file a civil rights complaint and the complaint procedure outlined on this poster. The poster must be placed in a prominent, visible location wherever meals or snacks are served, which may include cafeterias, food service areas, or classrooms.
Average Daily Attendance	ADA	The number of students attending school who have access to the National School Lunch Program (NSLP) during a specific time period and is used in claiming reimbursable meals. To calculate, divide the total number of students who attended school during the claiming month by the total number of school days in the claiming month.
Average Daily Participation	ADP	The average number of children participating in the Program each operating day. The ADA is determined by dividing the total reimbursable meals for the month by the number of operating days in that month.
Benefit Issuance Document/List		A list of students who qualify as eligible for free or reduced-price meal benefits, either by direct certification, application, or another source that identifies the student as eligible for meal benefits, such as Homeless, Migrant, Runaway, or Head Start. The list should, at a minimum, contain the student's full name, effective date of eligibility, and type of eligibility (Paid, Free, Reduced). The SFA maintains and updates the Benefit Issuance List with every new benefit determination. The list is used for proper meal counting and claiming. The list is generated manually or from the software used at the point of service (POS).

Buy American Provision		The Buy American provision requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products. 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 that do not comply with the Buy American Provision. In SY25-26, non-domestic food purchases are capped at 10 percent.
Carryover		A child's free or reduced-price eligibility status from the previous year will continue in the carryover period. The carryover period is defined as up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever is first. The child's meals must be claimed at the paid rate when the carryover period ends, unless the household is notified that their child is directly certified, or the household submits a meal benefits application that is approved. Though encouraged to do so, the SFA is not required to send a reminder or a notice of expired eligibility.
Categorical Eligibility		Automatic eligibility for free or reduced-price meals due to a child's or a child's household member's receipt of benefits under an assistance program.
Child		A student of high school grade or under as determined by the State Educational Agency, who is enrolled in an educational unit of high school grade or under, including students who are mentally or physically disabled as defined by the State and who are participating in a school program established for the mentally or physically disabled; or a person under 21 years of age who is enrolled in an institution or center.
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 Training Academy		A training opportunity for foodservice directors and staff to learn more about the School Nutrition Program requirements while sharing resources and best practices for running a successful food service program. Offered annually in June.
Child Nutrition Label (CN Label)		A label on a commercially prepared food product that is approved by USDA's FNS and indicates the product's contribution toward meal pattern requirements.
Child Nutrition Programs	CNP	An umbrella term for programs that provide healthy food to children, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), the Fresh Fruit and Vegetable Program (FFVP), and the Special Milk Program (SMP).
Civil Rights		All SFAs participating in the Child Nutrition Programs must comply with Federal civil rights requirements and regulations. These regulations are intended to ensure that all Child Nutrition Programs are made available to all eligible people in a nondiscriminatory manner.

Claiming		The required monthly report of meals eligible for program reimbursement; this process is completed in the CNP system.
Claim/Bookkeeper Contact		This individual is typically responsible for the determination of student meal eligibility, verification, meal counting, and submission of monthly claims for meal reimbursement (claiming).
CNP	CNP	A secure online program used by the Nebraska Dept. of Education – Nutrition Services for required application, reporting, and claiming functions of the USDA’s Child Nutrition Programs. Access the system here: https://nutrition.education.ne.gov/Splash.aspx
Code of Federal Regulations (CFR)	CFR	General and permanent program rules and regulations published in the Federal Register by the Federal Government.
Community Eligibility Provision	CEP	A non-pricing meal service option for qualifying schools (at least 25% of enrolled students are categorically eligible for free meal benefits as of April 1). No meal benefit applications are distributed or processed for the duration of CEP participation.
Competitive Food		Food or beverages sold in competition with the school lunch and breakfast meals. Sales of these food items are prohibited 30 minutes before and until 30 minutes after both breakfast and lunch time periods.
Component		The required food groups established by USDA used to establish the meal patterns used in USDA Child Nutrition Programs. Each component is based on the nutrient content of foods in each food group.
Confirming Official		SFA-designated person who reviews the accuracy and completeness of meal benefit applications selected for verification. The confirming official must be someone different than the individual who makes the determination of meal application eligibility.
Corrective Action	CA	A written plan that identifies in detail the action a school or organization has taken or will take to correct non-compliance with program regulations. Corrective action must be completed and approved to close an Administrative Review (AR).
Counting and Claiming		The method for counting reimbursable meals that must comply with the approved point of service (POS) requirement. Meal counts must be taken at the location where complete meals are served to children. Each school site must ensure the school’s claim is based on the approved counting system and yields an accurate number of reimbursable free, reduced-price, and paid-price meals.
Crediting		The process of determining how foods contribute toward meal pattern requirements for a reimbursable meal.
Creditable Food		A food that may be counted toward meeting meal pattern requirements for a reimbursable meal.

Department of Defense (DoD) Fresh Fruit and Vegetable Program	DOD	This program allows schools to use USDA Foods entitlement funds to buy fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department of Defense (DoD). This is not the same as the Fresh Fruit and Vegetable Program (FFVP) grant.
Determining Official		The SFA staff member who is responsible for approving applications, maintaining eligibility, and notifying households of their eligibility status. The determining official may be responsible for creating and updating the benefit issuance list. In addition, the Determining official may be responsible for completing the Direct Certification (DC) process.
Dietary Guidelines for Americans	DGA	A set of evidence-based food and beverage recommendations for Americans across the lifespan that aim to promote health and prevent chronic disease. The DGAs provide parameters and guidelines for the School Nutrition Programs' menu requirements.
Dietary Specifications		The amount of calories, saturated fat, sodium, and trans-fat that are allowed in reimbursable school meals. The daily amount allowed is based on the average of a 5-day week for calories, saturated fat, and sodium. There are product-based sugar limits for breakfast cereals, yogurt, and flavored milk for SY25-26. Less than 10% of total calories from added sugar must be implemented by July 1, 2027.
Direct Certification	DC	A student who is automatically eligible for free meal benefits because they, or a household member, receives benefits from a qualifying assistance program. A student who is directly certified does not need to complete a meal benefit application.
Disclosure		Information obtained through the free and reduced-price eligibility process, for a purpose other than that for which the information was obtained, must be kept confidential and private. Please note that the disclosure of children's free and reduced-price eligibility status to determine eligibility for other purposes requires the consent/signature of the household.
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 Average Daily Participation at each site.
Entitlement		The dollar value of USDA Foods. The amount of entitlement the SFA receives is based on the total number of reimbursable lunches served to eligible children in the previous school year.
Extension of Benefits		A child or other household member's receipt of benefits from an assistance program (i.e., SNAP, MFREE, MRED) automatically extends eligibility for free or reduced-price meal benefits to all children who are members of the household.
Family-Style Meal Service		A meal where program participants are served reimbursable meals from common bowls, serving dishes, platters. This option requires enough of all required components are placed on the table in serving dishes, and there is enough of each component provided so that each child could serve themselves the required minimum serving size to meet the meal pattern requirements. The supervising adult(s) is responsible for encouraging the child

		to take the full portion during the course of the meal.
Fiscal Action	FA	The recovery of improperly paid funds; fiscal action is assessed when errors are found in the Performance Standard I review area: Meal Access and Reimbursement section (excluding verification errors) and the Performance Standard II: Nutritional Quality and Meal Pattern section.
Food Buying Guide	FBG	A resource for food yield information for USDA Child Nutrition Programs.
NE DHHS Food Distribution Program	FDP	A program within 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		Food items are only counted in the School Breakfast Program (SBP). A food item is defined as: 1 cup of milk, 1 oz eq of grain (or meat/meat alternative), or ½ cup of fruit and/or vegetable. Students must select at least three food items in order to have a reimbursable meal and must select at least ½ cup of fruit and/or vegetable as one of their three food items.
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 recipient school's food service program is identified 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 that 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 program that introduces elementary school children to a variety of produce that they otherwise might not have the opportunity to sample. To be selected for the FFVP grant, a school must be an elementary school, represent the highest percentage of students certified for free and reduced-price benefits, participate in the National School Lunch Program (NSLP), and complete an annual application.
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 method to address food safety through the analysis and control of biological, chemical, and physical hazards from the delivery, handling, distribution, and consumption of food. HACCP is based on seven principles, including: conducting a hazard analysis;

		identifying the critical control points; establishing critical limits, monitoring procedures, corrective actions, verification procedures; and record keeping and documentation.
Healthy Hunger Free Kids Act	HHFKA	The legislation that authorizes funding and sets policy for USDA's core Child Nutrition Programs. The act increases the amounts of fruit and vegetables served in the NSLP and SBP; defines age-specific recommended serving sizes; requires low-fat or fat-free milk, and whole grain-rich products. HHFKA also establishes standards for food and beverage products sold in schools outside of the breakfast and lunch programs (Smart Snacks), including á la carte offerings and snacks from vending machines or school stores.
Hearing Official		This person's role is to hear both sides in the event of an appeal (informal conference or formal hearing) by a household of their benefit determination or meal benefit verification results. The Hearing Official should be a neutral party and is most often a person of higher authority. The Hearing Official may not also serve as the Determining (DO), Confirming (CO), or Verifying Official (VO).
Harvest of the Month	HOM	Statewide farm to school program that features Nebraska local food products each month of the year.
Homeless		Other source categorically eligible designation for a child who is identified by the Local Education Agency's (LEA) homeless liaison or by an official of a homeless shelter as lacking a fixed, regular, and adequate nighttime residence.
Household		A group of related or nonrelated individuals who live as one economic unit.
Identified Student Percentage	ISP	The proportion of students (out of all enrolled students) who are categorically eligible for free school meals without the use of a school meal benefit application and are not subject to verification. The ISP is used to determine if a school, district, or group of schools are eligible to participate in the Community Eligibility Provision (CEP). The ISP is also used to calculate the claiming percentages used by participants in CEP.
Income Eligibility Guidelines	IEG	Published by the USDA annually and used for determining eligibility for free and reduced-price meals and free milk. The free guidelines are at or below 130 percent of the Federal poverty level, and the reduced-price guidelines are 130-185 percent of the Federal poverty level.
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; includes students' eligibility designation (free, reduced-price, and paid) and the 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 the School Nutrition Association.
National School Lunch Program	NSLP	The National School Lunch Program (NSLP) is a federally funded 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 the State Education Agency, which operates 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 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 childcare 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.
NSLP After Afterschool Snack Program	ASSP	An option NSLP reimbursable snack program available to schools that offer an afterschool enrichment program to their students.
Nondiscrimination Statement		All materials and resources, including websites, that are used to inform the public about Child Nutrition Programs must contain the current USDA nondiscrimination statement. There are two nondiscrimination statements: the full statement and the shortened statement: "This institution is an equal opportunity provider."
Non-Program Foods		Non-program foods include à la carte foods and beverages, adult meals, and any other food not part of a reimbursable meal that are purchased using funds from the non-profit school food service account. Revenue available to support the production of reimbursable meals cannot subsidize the sale of non-program foods. SFAs are required to ensure that all revenue from the sale of non-program foods accrues to the non-profit school food service account.
Nonprofit School Food Service Account	NSFSA	All SFAs must maintain a separate, dedicated revenue and expense ledger or account that reports all accrued food service revenues and expenditures from July 1- June 30.
Offer Versus Serve	OVS	Offer versus serve (OVS) is a concept that applies to menu planning and 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.

Onsite Monitoring		Self-assessment of the counting and claiming system and general areas to ensure program integrity and accountability. On-site monitoring is required to be completed by Feb. 1 st for all SFAs with more than one school site operating the National School Lunch Program (1 site review for each site) and the School Breakfast Program (1/2 of the sites must receive an on-site review). It is also required for all SFAs operating the Afterschool Snack Program (ASP), regardless of operating at only one site (2 site visits/yr, the first within the first 4 weeks of operation/SY).
Ounce Equivalent	oz eq	A unit of measure used to quantify the amount of creditable components in a food item.
Overt Identification		Actions that may result in the identifying 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 that 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.
Product Formulation Statement	PFS	A signed document on manufacturers' letterhead that demonstrates how a processed product contributes to meal pattern requirements. A PFS should contain all the following items: manufacturer's name and letterhead, product name, portion size, description of creditable ingredients, weight of product (as purchased and cooked weights), total creditable amount of product per portion, crediting claim, signature, and date.
Production records		A required record that contains information about the food items and amounts prepared and served.
Professional Standards		USDA-established minimum professional standards for school nutrition staff who manage and operate the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). This rule requires hiring standards for Food Service Directors (FSD) and training requirements for all school nutrition staff.
Reimbursement		The money paid to sponsors for meals that comply with the meal pattern and are served to eligible students. Reimbursement = # of reimbursable meals served x the rate of reimbursement.
Reimbursable Meal		A school meal that offers all the required meal pattern food items and/or food components in the required serving sizes for the student's age/grade group.
Residential Childcare Institutions	RCCI	Includes, but is not limited to, homes for the mentally, emotionally, or physically impaired; unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway

		children; long-term care facilities for chronically ill children; and juvenile detention centers. RCCIs are eligible to participate in Child Nutrition Programs.
Resource Management		The process of maintaining effective oversight of Federal funds to ensure all charges to the nonprofit school food service account are allowable. A separate revenue and expense ledger that reports all accrued food service revenues and incurred food service expenditures from July 1 through June 30 must be maintained
School Breakfast Program	SBP	A federally assisted meal program operating in schools and residential childcare institutions. The SBP is administered at the Federal level by the FNS. At the State level, the program is usually administered by the State Education Agency, which operates 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 midnight before until 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.
School Campus		Any part of the school that students have access to during the school day. All Smart Snacks rules apply on the school campus during the school day.
School Food Authority	SFA	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 Year		The period from July 1 of any year to June 30 of the following year (also known as the academic year).
School Nutrition Association	SNA	National professional organization which represents the interest of school food service personnel.
Severe Need Breakfast		An additional reimbursement for SFAs participating in the School Breakfast Program (SBP) available to SFAs that served and claimed forty percent or more of student lunches served in the second proceeding school year to free or reduced-price eligible students.
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 funded nutrition programs for children in schools.
School Year	SY	The period from July 1 of any year to June 30 of the following year (also known as the academic year).
Special Milk Provision	SMP	A program that provides milk to children in schools and childcare institutions who do not participate in other Federal meal service programs. The program reimburses schools for the milk they serve. Schools in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) may also participate in the SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the

		meals at school.
Special Provision 2	Provision 2	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 state government office that manages and administers the USDA Child Nutrition Programs for participating schools and organizations in that state.
Standardized Recipe	SR on production records	A recipe that has been tried, adjusted, 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.
Summer EBT		A USDA hunger-reduction program to provide funds to the households of students who are eligible for free or reduced-price meals to buy groceries during the summer months when nutritious school meals are not be available.
United States Department of Agriculture	USDA	The government agency administering Child Nutrition Programs.
Team Nutrition	TN	An initiative of the USDA Food and Nutrition Service (FNS) that supports national efforts to promote lifelong healthy food choices and physical activity by improving the nutrition practices of school meal programs.
Technical Assistance	TA	Assistance provided by the reviewer during an Administrative Review (AR) which may not require any follow-up action. It may include suggestions, resources, additional information, etc.
Triennial Assessment		SFAs must complete an assessment of their Local School Wellness Policy (LSWP), at minimum, once every three years to measure compliance and scope.
Unique Entity Identifier	UEI	All entities that receive funding from the Federal government, including reimbursement for participation in USDA Child Nutrition Programs, are required to have a UEI assigned to them by the System for Award Management (SAM.gov).
Unpaid Meal Charge Policy		Charges to individual students' meal accounts which remain unpaid or outstanding. SFAs operating the Child Nutrition Programs are required to have a written and clearly communicated policy to address unpaid meal charges. Unpaid debt is an unallowable cost to the nonprofit food service account.
Verification		The process of confirming the eligibility for free and reduced-price meal eligibility in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). SFAs must annually verify student eligibility from a sample of household applications approved for free and reduced-price meals from the current school year.
Verifying Official		The Verifying official conducts the verification process, which includes notifying the selected household(s), reviewing eligibility documentation, and completing the Verification Collection Report in CNP.
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-participating school food authorities.

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.

Compliance Review Checklist

The following checklist should be used as a self-review for compliance with USDA School Nutrition Program Regulations. If you have questions regarding this checklist or the responsibilities detailed, please contact Nutrition Services for clarification at: (402) 471-2488, outside of Lincoln (800) 731-2233, or by email:

<https://www.education.ne.gov/contact-us/>

A. School Nutrition Programs Application in the CNP SYSTEM (opens for completion on July 1st with a deadline for submission of August 15th)	YES	NO
1. The School Nutrition Programs Application accurately reflects the three points of contact: Authorized Representative, <u>On-site</u> Food Service Director, and Claim Contact. At least two different individuals must be listed as points of contact.		
2. When there was a change in Authorized Representatives, a new CNP System Access Form was completed, and		
3. A new User ID is being used.		
4. The Authorized Representative has assigned staff with their own User IDs for access to the CNP System. Staff at the SFA who no longer need access to the CNP System have been inactivated. When information is entered into the CNP system, the User ID and date are stamped at the bottom of the page, for example: Created By: cFilip001 on: 9/17/2024 9:42:39 AM Modified By: cFilip001 on: 9/17/2024 9:43:08 AM		
5. The three individuals listed as points of contact in the Sponsor Application have accurate email addresses. Nutrition Services generates an email list used for important communications from this information in the Sponsor Application.		
6. The section in the Sponsor Application, question #44, "When was your Wellness Policy adopted/amended?" has been answered with the most current date of review of the Wellness Policy.		
7. Reporting Requirements for the Unique Entity Identify number, date of renewed registration in sam.gov is within the last 12 months. For example, if the renewal date is 07/02/2024, it is an expired date. Dates of renewal of UEI numbers are for a one-year period. Do not report the date of expiration; report the date of renewing the registration in sam.gov.		
B. Completion of the Annual Financial Report in CNP (deadline of July 15). Required for ONLY Non-Public Schools, Residential Child Care Institutions, and ESUs:		
1. Dollar values entered are specific to the income and expenses of the non-profit school food service account for the previous School Year (July 1 through June 30).		
2. The end of the School Year (June 30th) has a Net Cash Resource Amount of \$0.00 or more. A transfer of funds from another source, such as the School District Contributions, is necessary to ensure the non-profit school food service account does not have a negative balance at the end of the School Year.		
C. Direct Certification:		
1. Throughout the SY, the SFA has added 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-price meal benefits if eligible.		
2. On or after June 1st, student records for the upcoming school year must be updated either individually or by batch roster in the ADVISER Person ID system (ADVISER Person ID link). After July 1st, the updated roster matches nightly with the Department of Health and Human Services databases for assistance programs. The direct certification match list in the CNP system will display students automatically eligible for free or reduced-price meal benefits based upon: SNAP, TANF, FDPIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA (School Food Authority) is required to maintain copies of the direct certification list to validate student eligibility for meal benefits.		
3. As a Secondary Option, if #2 above has not been completed in July: On or after July 1st, the Student Information File is uploaded into the CNP (see instructions here: Child Nutrition Program -Direct Certification/Direct Verification link - Enrollment Tab). You must utilize the Student Information File located in the Enrollment Tab for the		

upload to be successful. The uploaded enrollment matches the Department of Health and Human Services databases for assistance programs overnight. The direct certification match list in the CNP system will display students automatically eligible for free or reduced meal benefits based upon: SNAP, TANF, FDPIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA (School Food Authority) is required to maintain copies of the direct certification list to validate student eligibility for meal benefits.		
4. For households in which other student household members (related or not) did not appear on the direct certification match list, the SFA must extend the meal benefit from the student directly certified for SNAP, TANF, FDPIR, Medicaid Free, and Medicaid Reduced to other students in the household. The SFA must maintain this list of students with extended direct certification benefits. Foster, migrant, and homeless meal benefits <i>cannot be extended to any other students</i> .		
5. The effective date of eligibility was the date the student appeared on the direct certification match list. This date was also applied to other household students. The households of directly matched students and those with extended meal eligibility must receive notification of meal benefits letters as soon as possible, and no more than 10 operating days after the determination. Ensure that if using a computer-generated notification letter from a software system, the letter matches the information contained on Application -Attachment D Approval-Denial Letter . Copies of eligibility letters sent to households must be retained by the SFA.		
6. All public and non-public SFAs must ensure student ID data is accurate and current. a. Public SFAs should manually upload new student data in Adviser Person ID through September 15, after which the system will begin syncing with Student Information Systems (SIS). b. Non-public SFAs should continue manual uploads in Person ID throughout the 2025–2026 school year. SFAs are encouraged to upload new student data upon enrollment and throughout the year. Additionally, all SFAs are required to conduct direct certification efforts at the start of the school year, and again at three and six months into the year.		
7. The SFA saves copies of their direct certification list each month.		
8. The SFA regularly reviews and accepts matches on the Possible Match List throughout the SY.		
D. 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 must be distributed to households 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. Application-Attachment B		
2. The household meal application for the current school year is used. Application-Attachment C		
3. If SFA is using an online meal application, it must be submitted to Nutrition Services for approval prior to being utilized. Submit to aspn.kosmacek@nebraska.gov		
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 and is not counted in the application verification pool. Direct certification takes precedence over a household application, except for Medicaid Reduced. If the household application determination is for free meal benefits based on household size and income, this eligibility takes precedence over the direct certification for Medicaid Reduced.		
2. When reviewing a meal eligibility application, 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.		
For SNAP, TANF, or FDPIR Applications:		
1. Each participating child’s name is listed at the top of the application.		
2. Households have 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. Students with meal benefits carried over from the previous school year have the same meal benefits for the first 30 operating days of the new school year, OR until a new application is received, or the children’s names appear on the direct certification match list, whichever occurs first.		
2. The SFA has stamped the applications for when the household submitted the application to the SFA. This date can be used for establishing meal eligibility for a student as opposed to the determination date recorded by the application. Applications must be determined, and households notified of the determination within 10 days of receiving a complete application.		
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 include not reporting the frequency of income received; not listing the names of all household members, including the children for whom the application is made; missing signature of the adult household member; and the last four digits of a required social security number or “No SSN” has been indicated on the application.		
4. Missing information on an application that is not critical for determining meal benefit eligibility, and which does not delay approval of the application. Examples of this would be not listing the street address/zip/phone.		
5. For household applications with only one source of income, or if all sources are received at the same frequency, such as monthly, the sum of all monthly income sources is compared to the monthly frequency of receiving on the Income Eligibility Guideline Chart.		
6. 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.		
7. Applications reporting zero income are approved for free meal benefits for the remainder of the school year. Failure of an applicant to indicate no income is not considered missing information on the application.		
8. To determine eligibility on an income application, the SFA’s determining official calculates the household’s current income and compares the amount to the Income Eligibility Guideline chart applicable to the date on which the application was completed.		
9. The determining official completed, signed, and dated each application, indicating the benefit level for each approved child.		
10. Households must be notified in writing of their child’s eligibility status within 10 operating days of receipt of a complete application.		
11. Applications for households that have withdrawn from the district have the withdrawal date recorded and are filed separately.		
12. A change in a student’s eligibility is made within 3 calendar days if the benefit is increased; a decrease or termination of benefits requires a 10-calendar-day written notice of the change prior to the date the change will go into effect.		

E. Verification - Oct. 1st start of process. Must be completed with online report submitted to NDE by November 15th		
1. The correct verification method (Standard OR Alternate One) was used. Standard was determined based on a 20% or more non-response rate of applications selected for verification in the prior year; standard requires selecting error prone applications based on income reported. 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.		
2. The correct number of household applications to verify was selected. (3% for Alternate One or 3% of error prone applications for Standard)		
3. The SFA has rounded up in determining the number of applications that must be verified for income reported.		
4. The confirming official reviewed and signed each household application selected for verification prior to beginning the verification process. The confirming official must be someone different from the determining official.		
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. [OBJ]		
6. Households were notified in writing that they were selected for verification; selected households were also notified in writing of the results. Copies of documentation are retained by the SFA.		
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.		
F. A CURRENT MASTER LIST OF STUDENT MEAL ELIGIBILITY Also referred to as the BENEFIT ISSUANCE LIST		
1. Must maintain and update the master list of student meal eligibility with all eligibility changes that occur during the school year.		
2. Must match the meal benefit eligibility from the direct certification match list, meal eligibility application, or other source that identifies the student as eligible for benefits such as Homeless, Migrant, Runaway, or Head Start. The list should, at a minimum, contain the student's full name, effective date of eligibility, and type of eligibility (Paid, Free, Reduced), and the approval reported on meal benefit applications.		
G. 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 all food components in the required portion sizes were provided to the student before a reimbursable meal can be counted.		
4. Meal counts are NOT based on morning counts in classrooms, tray counts, or 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 food items are charged at a la carte pricing.		
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.		
H. The DAILY RECORD of MEALS SERVED and EDIT CHECK WORKSHEET		
1. Complete the Edit Check Worksheet for each meal service site using the Attachment J from		

NDE or a computer-generated report that provides the same information.		
2. Record correct meal counts by category for every meal service. [OBJ]		
3. Report the highest number of students eligible for free, reduced price, and paid meals in each month's claim for reimbursement in the CNP system.		
4. The SFA has completed the required edit check, which is the comparison of the Attendance Adjusted Eligible for Free, Reduced, and Paid number of students to the daily meal counts for breakfast and lunch prior to submitting the monthly reimbursement claim for each site. The Attendance Adjusted Eligible is calculated by multiplying the number of students eligible for free, reduced, or paid meals by the attendance factor for the month.		
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.		
8. Maintain daily meal count records and a copy of the monthly claim for reimbursement with other school food service records for three years plus the current school year.		
I. 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 unflavored milk.		
5. Offer Versus Serve has been properly implemented when:		
a. Required for 9-12 grades except in certain situations (Juvenile Justice Facilities).		
b. All required meal components are offered. Breakfast can be claimed if three food items 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, vegetables, or a combination of the two.		
c. Students decide which food items/components they will take; again, they must select a 1/2 cup of fruit, vegetables, or a combination of the two.		
d. The meal price is the same whether 3, 4, or 5 food components are taken.		
e. The person responsible for the Point of Service meal count has been trained to evaluate student trays to ensure all claimed meals are reimbursable.		
6. Menus reflect compliance with USDA's required nutrient standards.		
7. Unflavored drinking water is available to all students free of charge in the area where breakfast, lunch, and snacks are served.		
8. Reimbursable Meal Signage is posted for both breakfast and lunch in a visible area near the meal service line that shows students how to select a reimbursable meal.		
J. CIVIL RIGHTS REQUIREMENTS		
1. USDA's current nondiscrimination poster, "And Justice for All" (dated 2019), is displayed in each area where 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 a complete Medical Statement or Meal Accommodation Request form, 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 Nutrition Programs.		
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). The completed form is retained on-site.		
9. Annual Civil Rights training documentation is available for staff involved in all levels of administration of the School Nutrition Programs. This would also include any individuals volunteering in the food service program who interact with students/households. Documentation must include the training attended, date, and signature of the person attending. If a certificate is provided, print, complete, and maintain it on file.		
K. 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 both meet 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.		
L. FOOD PRODUCTION RECORDS		
1. Be completed daily for each site by the production kitchen and kept on file at the school.		
2. Be thoroughly completed using the current forms on the Nutrition Services website or alternate forms approved by NDE on an annual basis. Missing information from production records may result in meals not being eligible for reimbursement.		
3. When food choices are offered to students, clearly indicate in the top portion of The production records what menu choices are offered to the student		
4. Document that daily/weekly meal pattern requirements are met:		
<input type="checkbox"/> Standardized recipes are on file.		
<input type="checkbox"/> Nutrition Fact labels and Ingredient Statements are on file.		
<input type="checkbox"/> Child Nutrition (CN) labels or Product Specification Sheets are on file, if applicable.		
5. Delivery Tickets accompany meals sent to be served at another location.		
6. Reflect changes and substitutions made to menus.		
M. PRESCHOOL MEAL PATTERN		
1. Preschool meal patterns are utilized for students eating in the classroom or served separately in the lunchroom. No flavored milk and no dessert-type items are served.		
2. There is no offer versus serve option for the Preschool Meal Pattern when meals are plated for PreK students. All food components in at least the minimum required portion sizes are served. If meals are served Family-Style, all food components must be offered to students.		
3. If meals are served Family-Style, all food components must be offered to students.		
4. PreK staff have been trained in point of service meal counting and completion of the delivery ticket.		
5. A point of service meal count is taken in each classroom as the student receives their meal. Attendance Counts cannot be used.		
6. Preschool staff are completing the delivery ticket (recording milk usage, condiments, etc.)		
7. Completed Delivery Tickets are regularly reviewed by the Food Service Director/Manager for completeness.		
N. 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 the 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.		
O. 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 the school. This was waived for SY24-25 for SFAs with a zero or positive balance in their Non-Profit Food Service Account as of June 30, 2024.		
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 nutrition 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.		
P. 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 is posted on the SFA’s website.		
Q. 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 its written charge policy to ensure there is no 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 uncollectible and written off. When the SFA determines the delinquent debt is uncollectable, it must be reclassified as “bad debt”.		
R. PROFESSIONAL STANDARDS		
1. If a new food service director is 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 hiring.		
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 dates of training are documented.		
5. Food service employees are on track to earn the required number of training hours for the year.		
S. FRESH FRUIT and VEGETABLE PROGRAM		
1. Required documentation, including fresh fruit/vegetable invoices, non-food purchases, and labor hour records, is maintained on a monthly basis by the meal service site.		
2. Nutrition Education activities for the FFVP are reported on the monthly claim for reimbursement.		
T. AFTER SCHOOL SNACK PROGRAM		
1. Annual on-site review(s) 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.		
U. FOOD SERVICE MANAGEMENT COMPANY (FSMC)		
1. The SFA is responsible for ensuring the accuracy of the monthly FSMC invoice, which includes verifying that 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 meal 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 the 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 are maintained on-site.		
3. The SFA, at a minimum, completes the FSMC Monitoring Form once per semester. Documentation of monitoring is retained on-site.		
4. The SFA has documentation to demonstrate that the <u>On-site food service director</u> has met the educational and experience requirements as outlined in the Professional Standards Hiring Requirements. This documentation has been provided to Nutrition Services.		
5. The SFA must list the <u>On-site food service director</u> as the point of contact on the Sponsor Application. Do not list the FSMC Area Director.		

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 2	<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"> • Residential Child Care Institutions (RCCIs) deadline to complete the School Meals Application in CNP. • Annual Financial Statement for Non-Public Schools, Residential Child Care Institutions (RCCIs), and Government Agencies must be completed online in the CNP System. Report from previous school year (SY).
July -August	<ul style="list-style-type: none"> • SFAs distribute Free/Reduced Meal Benefit Application and letter to households. Ensure the Point of Sale service system has been updated with the student's eligibility. Determine the 30th school day/operating day for eligibility carryover (see below). • 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.
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	<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.
September 15	<ul style="list-style-type: none"> • Student enrollment data from public SFAs is automatically shared with ADVISER for nightly Direct Certification (DC) matching. Non-public SFAs must update enrollment data manually at least three times per year by uploading a student file to the CNP system or updating the PersonID field.
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. SFAs should begin calculating total numbers of students directly certified through SNAP and other eligible programs. Record the number of students directly certified through SNAP in section 3-2, not 3-4, of the Verification Report.
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 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
March-May	<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.
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 1	<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

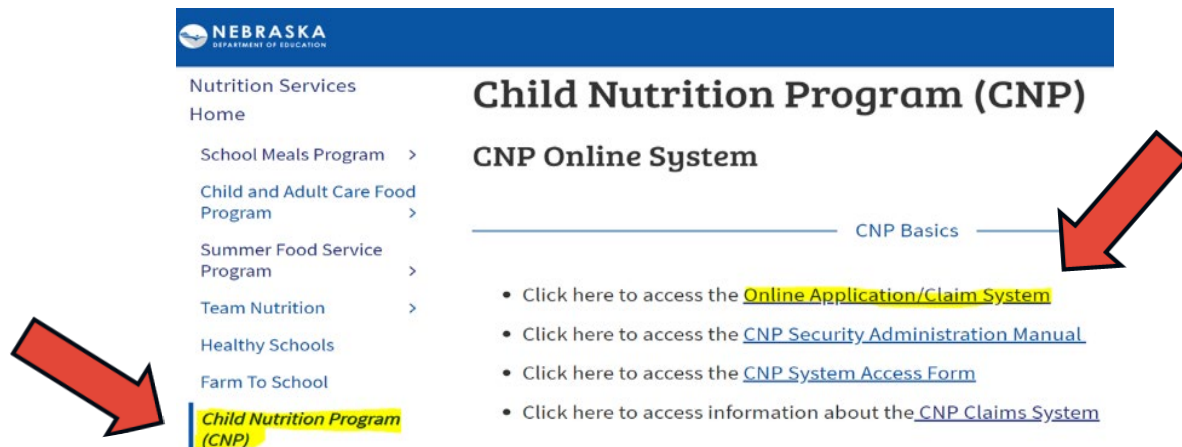
Submitting a Claim: SFAs are encouraged to submit the Claim for Reimbursement by noon ~~ET~~²⁴ the 10th day of the following month (i.e. August claims are due by September 10). Claims are paid on the 10th and 20th each month.

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

Child Nutrition Program (CNP) system is a web-based application and claims system accessed from the Nutrition Services website

<http://www.education.ne.gov/NS>



If not entering through the Nutrition Services Home page, bookmark this link:

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

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

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: UPDATING EXISTING USERS

Updated 5.24.2024

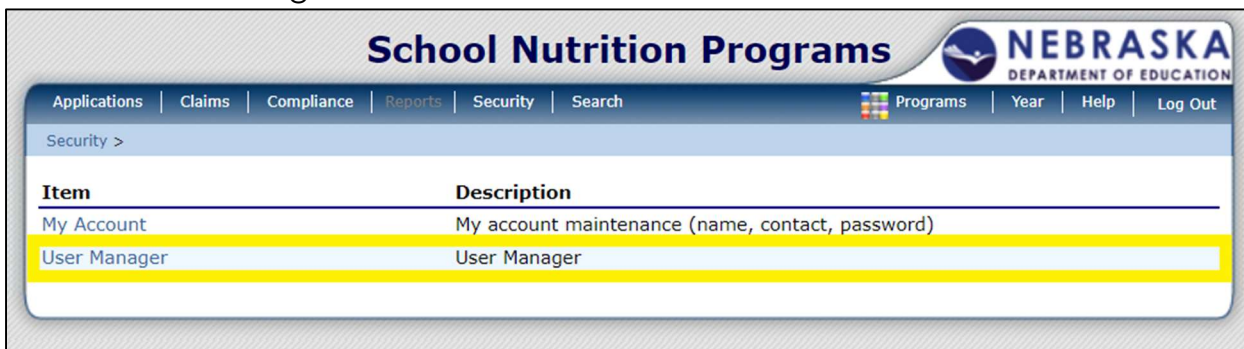
Questions? Email nde.nsweb@nebraska.gov



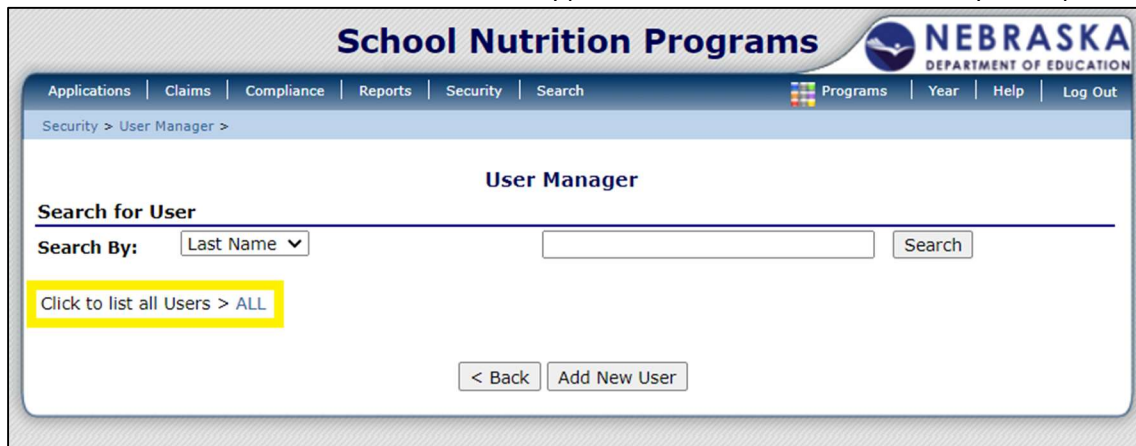
1. Log into the CNP system (nutrition.education.ne.gov), navigate to the Security module:



2. Select the User Manager:



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



4. 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

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

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School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

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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.

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5. 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.



CNP ADMINISTRATORS: ADDING A NEW USER

Updated 5.24.2024

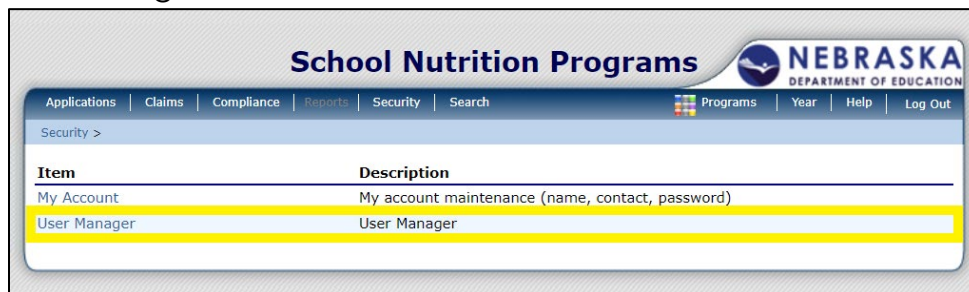
Questions? Email nde.nsweb@nebraska.gov



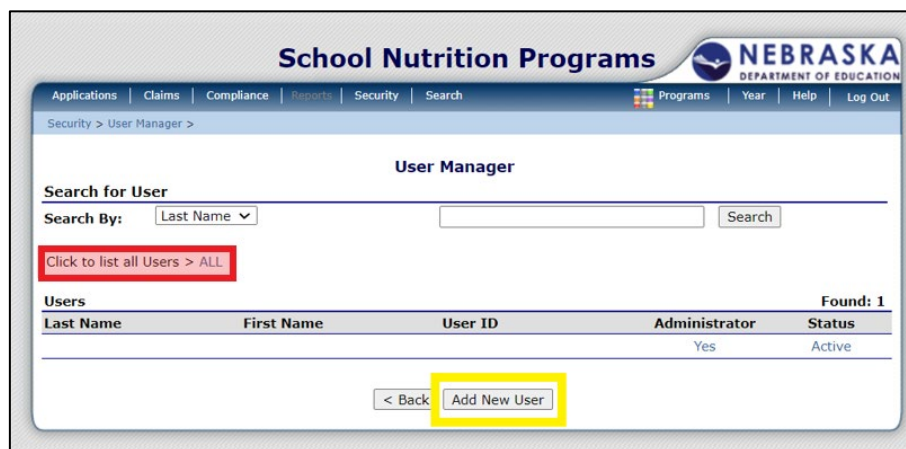
1. Once logged into the CNP system (nutrition.education.ne.gov), navigate to the Security module:



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.

School Nutrition Programs **NEBRASKA**
DEPARTMENT OF EDUCATION

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

Security > User Manager >

VIEW | MODIFY

User Profile

User Information

First Name:

Middle Initial:

Last Name:

Title:

Email Address:

Phone Number: Ext:

Are you an Employee of this Sponsor:
(i.e., Receive W-2) ☐ Yes ☐ No

Login Information

User Name:

Hint Question:

Hint Answer:

Require password change next login: ☒

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)".

Security Base

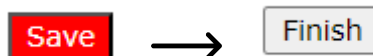
User is an Administrator: ☐ Yes ☒ No

Security Group(s):

- ☐ SFSP Applications
- ☐ SFSP Claims
- ☐ SNP Claims
- ☐ SNP Admin Security
- ☐ SFSP Admin Security
- ☐ SNP Application Public
- ☐ SNP AR
- ☐ SNP Direct Cert/Ver

Associated to Sponsor(s): ☒ Your SFA Name

5. Click Save, then Finish





School Nutrition Programs

Application Guide

School Year 2025-26



Please use the guide below to complete the School Nutrition Programs (SNP) application for meals and snacks served during School Year (SY) 2025-26.

Follow 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: 2025 - 2026

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 2025-2026:

School Year	Date Range	Application Packet
NEW 2025 - 2026	07/01/2025 - 06/30/2026	Not Started
2024 - 2025	07/01/2024 - 06/30/2025	Application Packet on File
2023 - 2024	07/01/2023 - 06/30/2024	Application Packet on File

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

The Sponsor has not started in the current year (2026).

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 detail because it helps inform Nutrition Services staff of important school staff changes and provides us with information we need to provide adequate support to new Food Service Directors and Claim Contacts.**

- ✓ 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 the electronic meal application software before the start of each school year. Email Aspen.Kosmacek@nebraska.gov if your school uses an electronic meal application.**

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: <input type="text"/>	

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: <input type="text" value="PowerSchool"/>	

Provide a date in #44 and choose the correct answers for #45 1-4. The date provided in #44 will likely be after 2020, when the triennial school wellness policy assessment was completed.

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 SY2025-26 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.

Eligibility Information							
<p>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).</p> <p>NON-PRICING: Select if students will not be charged for meals.</p> <p>REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.</p> <p>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.</p>							
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"/>
<p><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.</p> <p><input type="radio"/> Yes <input type="radio"/> No Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?</p>							

Meal prices identified in the sponsor application must match the values reported in the site application(s).

School buildings/districts that claim meals in the Free, Reduced, and Paid categories should select "Pricing" in the dropdowns for #51. The **adult meal** price for pricing schools must be no less than the highest Paid student meal price plus the performance-based \$0.09 reimbursement plus the value of USDA Foods (commodities). *This value has not been released for SY2025-26. The NDE will notify schools when this is published.* If the school has a vendor for prepared meals or contract with a food service management company (FSMC), the adult price cannot be less than the amount the vendor/FSMC charges for adult meals; if that meal price does not include milk, the value of milk purchased needs to be included in the price charged to adults.

Schools operating the Community Eligibility Provision (CEP) cannot charge students for meals and must select "Non-Pricing – CEP" from the dropdown in #51. The student prices must be \$0. The **adult meal** price for non-pricing schools must be no less than the value of Free reimbursement plus the performance-based \$0.09 reimbursement plus the value of USDA foods (commodities). *This value has not been released for SY2025-26. The NDE will notify schools when this is published.*

If your school charges an adult meal price less than the guidance above, it **must** contribute non-federal funds to cover the difference and you should mark "Yes" in the first question below.

<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.
<input type="radio"/> Yes <input type="radio"/> 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 (SY2023-24):

Severe Need Lunch - Reimbursement Rate Determination				
Lunches claimed for School Year (2023 - 2024)				
Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate

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:

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, 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

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 UEI renewal warning in blue appears at the top of the sponsor application if the renewal date recorded is not within the last 12 months. See picture below. The warning does not prevent the application from being submitted, but is a reminder to renew your school's UEI ASAP!

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

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 SY2025-26.**

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

Each location that serves meals should have its own site application. If you do not see a site listed, please notify the NDE by email: nde.nsweb@nebraska.gov.

Choose "Modify" to complete the site application:

View Modify ➔	0001							Original / Pending Validation	0.0000
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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)			
<input checked="" type="checkbox"/>	A. National School Lunch Program	(NSLP)	CFDA #10.555
<input checked="" type="checkbox"/>	B. School Breakfast Program	(SBP)	CFDA #10.553
<input type="checkbox"/>	C. Afterschool Care Program	(ASCP)	CFDA #10.555
<input type="checkbox"/>	D. Special Milk Program	(SMP)	CFDA #10.556
<input type="checkbox"/>	E. Fresh Fruit and Vegetable Program	(FFVP)	CFDA #10.582
<input type="button" value=" < Back"/> <input type="button" value=" 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 the next page.

The data in #6 is pulled from program claims from SY2023-24. This section identifies if the site is eligible to receive the higher Severe Need Breakfast reimbursement rate:

Lunches claimed for School Year (2023 - 2024) - 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 SY2025-26 meal prices; Reduced-price lunch is \$0.40, and Reduced-price breakfast is \$0.30. The **adult meal** price for pricing schools must be no less than the highest Paid student meal price plus the performance-based \$0.09 reimbursement plus the value of USDA foods (commodities). *This value has not been released for SY2025-26. The NDE will notify schools when this is published.*

Schools operating the Community Eligibility Provision (CEP) cannot charge students for meals and must select "Non-Pricing" from the dropdown in #51 ("Non-Pricing – CEP" is not an option in the dropdown). The student prices must be \$0. The **adult meal** price for non-pricing schools must be no less than the value of Free reimbursement plus the performance-based \$0.09 reimbursement plus the value of USDA foods (commodities). *This value has not been released for SY2025-26. The NDE will notify schools when this is published.*

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.				

Continue on next page.

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

Complete the information about the meal(s) the school buildings provide; 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 SY2025-26, notify joann.marquez@nebraska.gov 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	REG SN REG AE										Version/ Status	% Enroll Free/Redc Oct 2021
		PROV	LUN	BRK	BRK	SNK	SNK	SMP	FFVP				
Select All:	<input type="checkbox"/>	Totals	0	1	1	0	0	0	0	0	0		
View Modify	<input type="checkbox"/> 0001		X	X								Original / Pending Validation	0.0000
Add Site Application													

Continue on the 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 emailed 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 the next page

By **October 15th**, all SFAs must submit the number of Food Safety Inspections completed for each meal service site in the prior school year. Click “Applications” then “Food Safety Inspections” from the Items list:

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

For Non-public SFAs: Complete the Financial Report for the previous school year by **July 15th**. Click “Applications” in the upper left, then choose “Financial Report” from the Items list:

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

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

All FROM TO

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

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

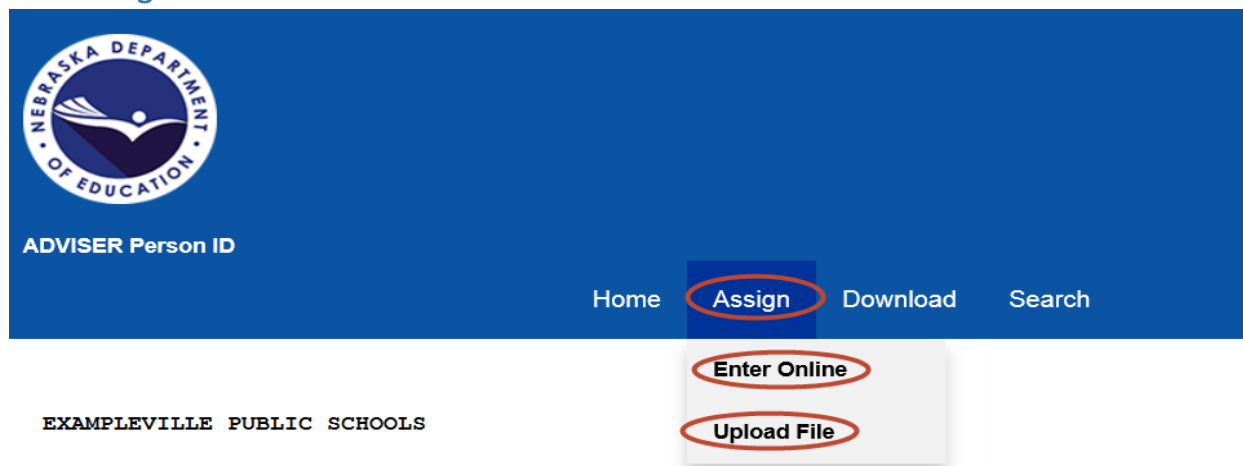
Show 10 entries Search:

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.

ADVISER PERSON ID

Add Person Online Batch

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 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
000	002	05	JDS4615		

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

Qualifier: TAB
COMMA

First row contains headers?: Yes

UPLOAD

ADVISER PERSON ID

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

ADVISER PERSON ID

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

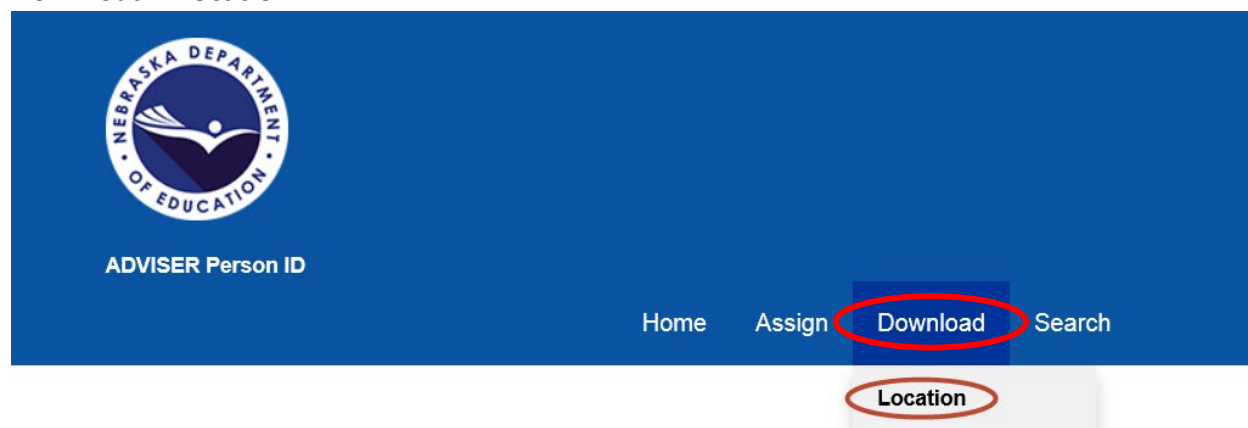
Previous

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.

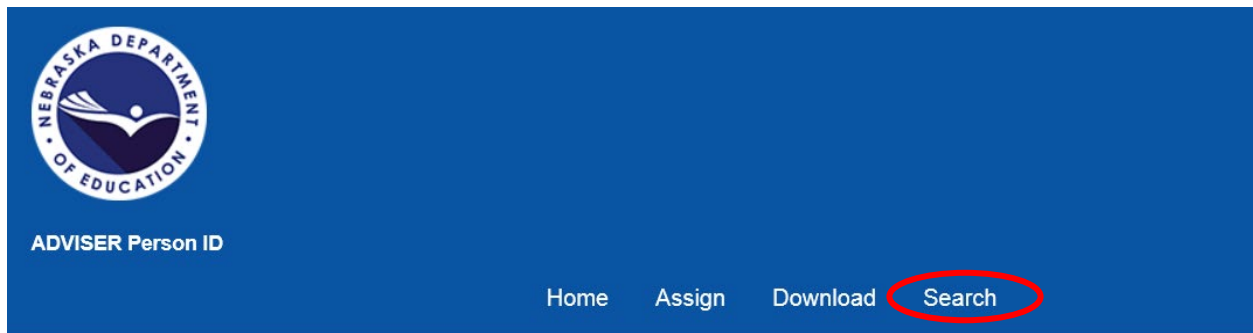
The file format will be the ADVISER Person ID when downloading the **file**.

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

ADVISER PERSON ID

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	

ADVISER PERSON ID

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	

ADVISER PERSON ID

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"/>		
<div><input type="button" value="UPDATE STUDENT"/> Back to Student Details</div>			

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.

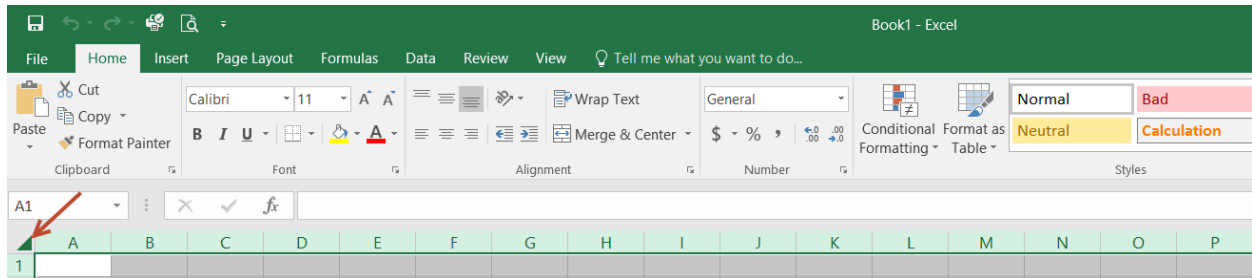
GENERAL INFORMATION	ENROLLMENT INFORMATION
FIRST NAME Dexter	GRADE Kindergarten (Full Day)
MIDDLE NAME	SCHOOL NAME Exampleville Elementary School
LAST NAME Gray	DISTRICT NAME Exampleville Public Schools
SUFFIX	RESIDENCE DIST Exampleville Public Schools
GENDER Male	SCHOOL YEAR 2019-2020
PERSON ID 6552976293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

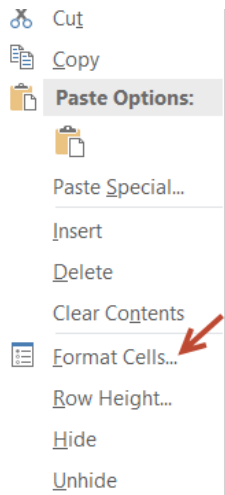
3 APPENDIX A

3.1 Creating a File for Upload

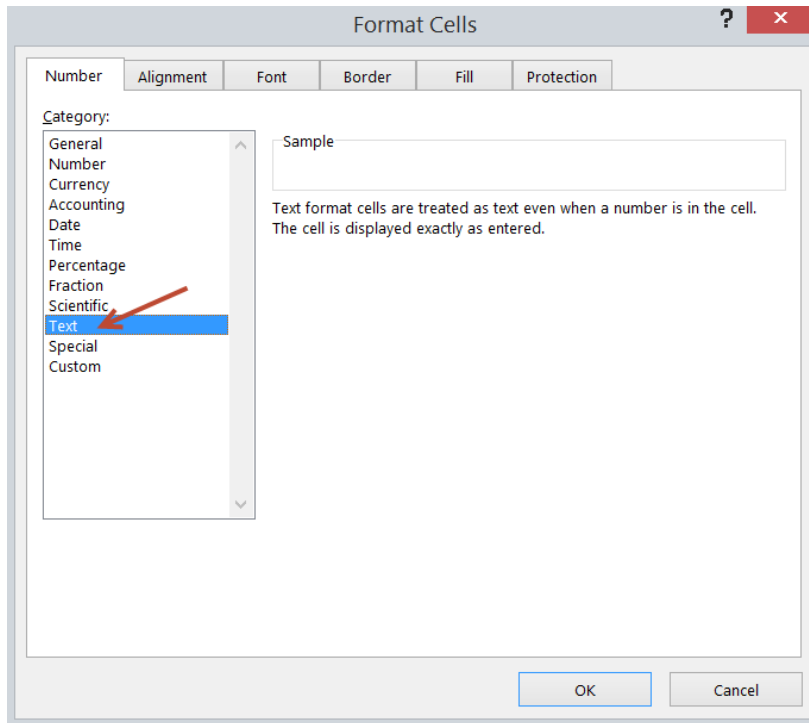
To create a file to upload, start with a blank Excel spreadsheet (or use the template file posted in the ADVISER Resources website at <https://www.education.ne.gov/dataservices/adviser-resources/>) and format all cells to text. To do this in most versions of Excel, highlight the entire blank spreadsheet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

ADVISER PERSON ID

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.

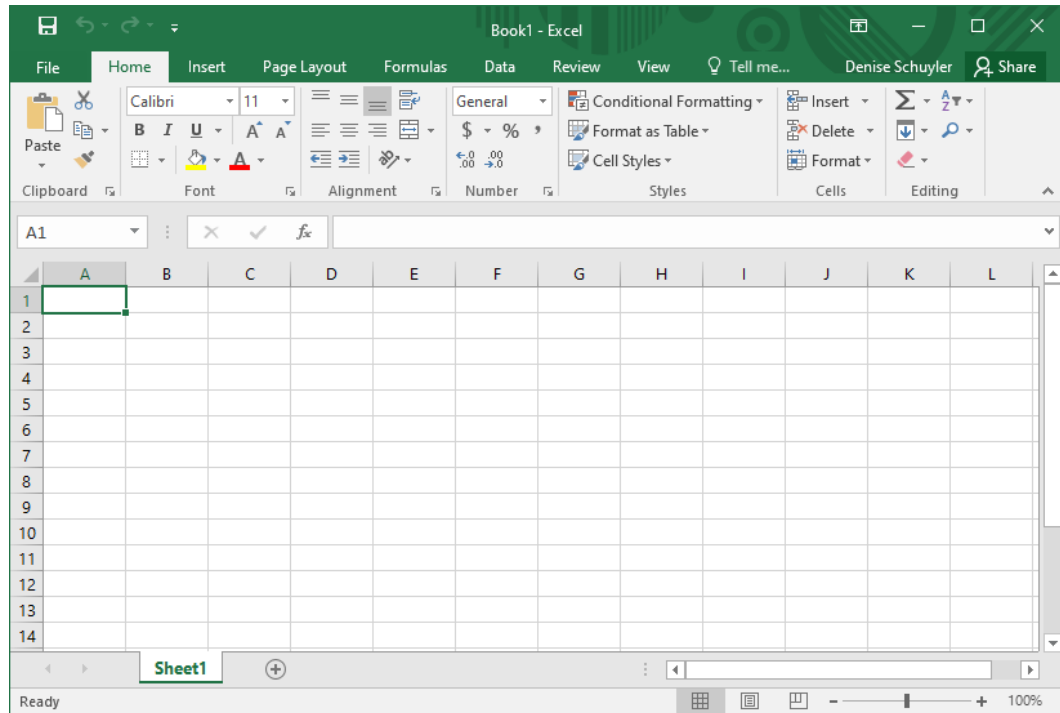
4 APPENDIX B

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

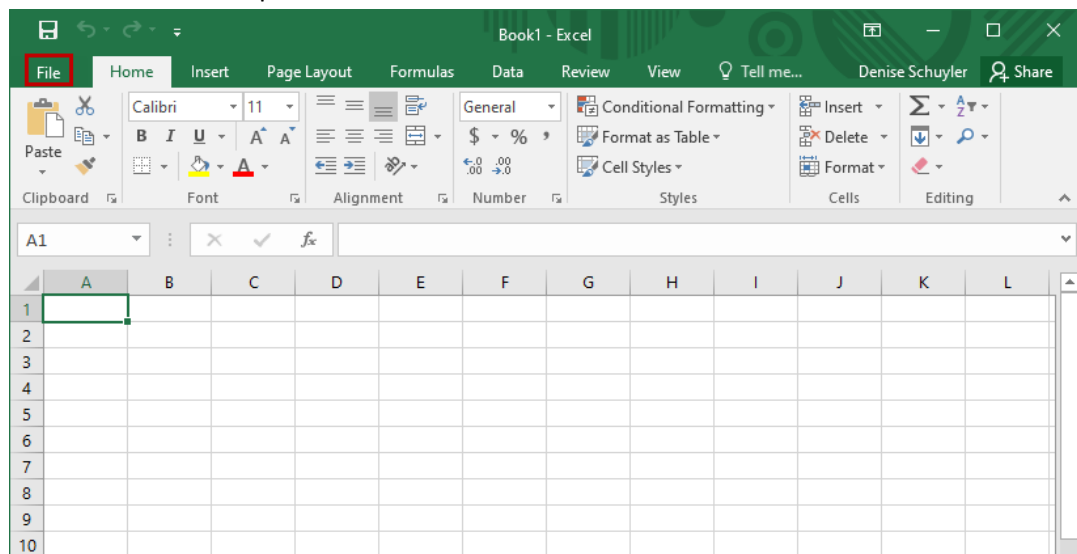
Steps for Enabling Text Import Wizard

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

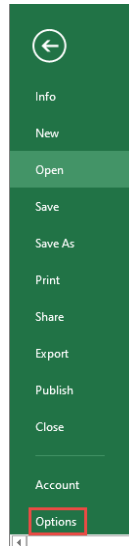
1. Open blank Excel spreadsheet



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

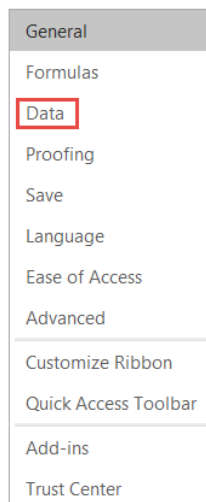


3. Select **Options** from the menu on the next screen

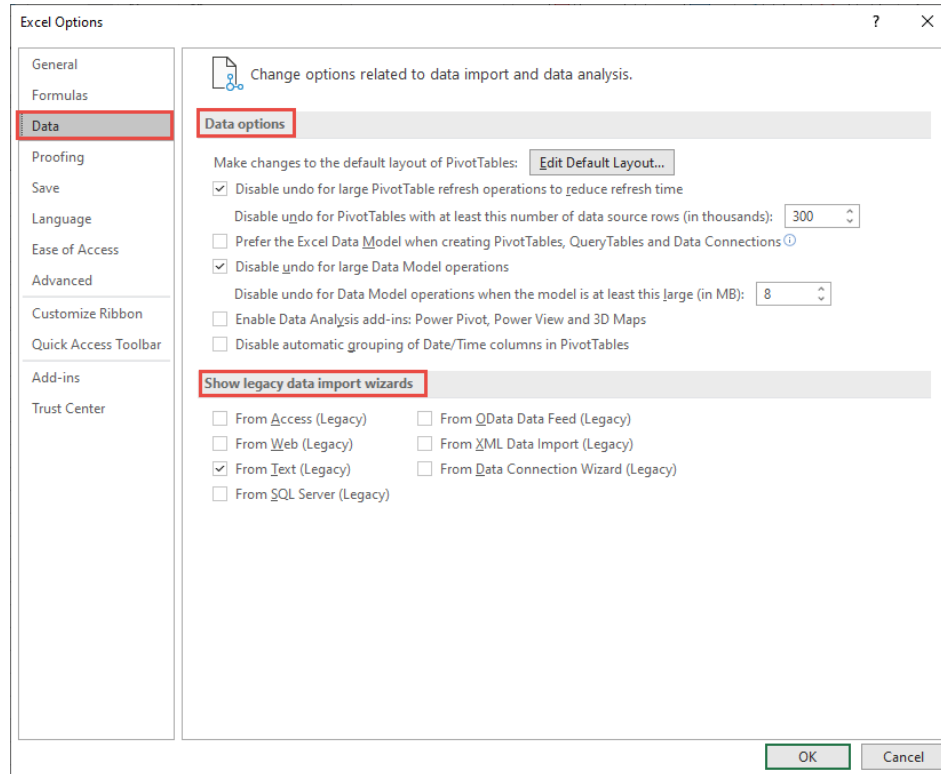


4. Select **Data**

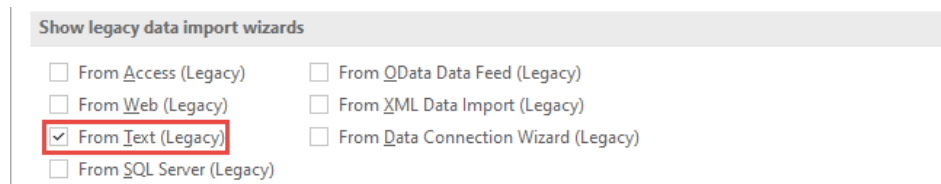
Excel Options



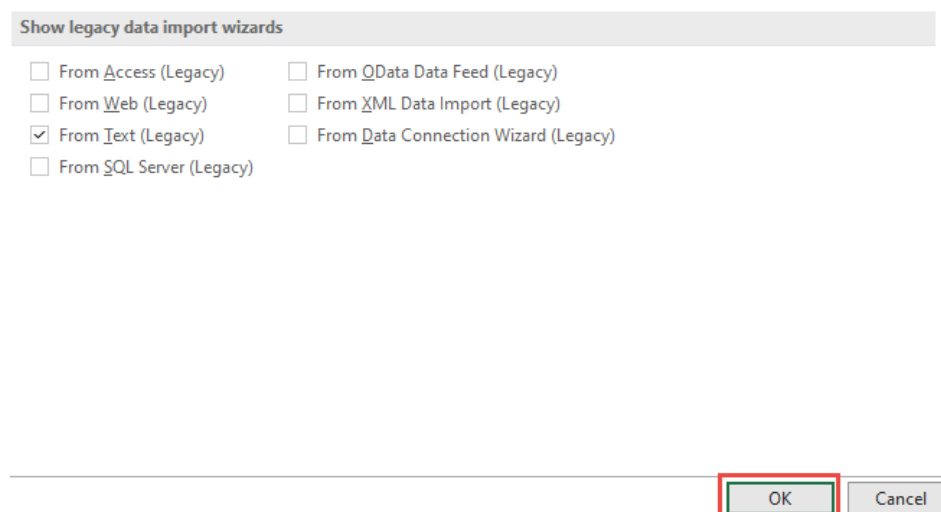
5. Two sections will display; **Data Options** and **Show legacy data import wizards**



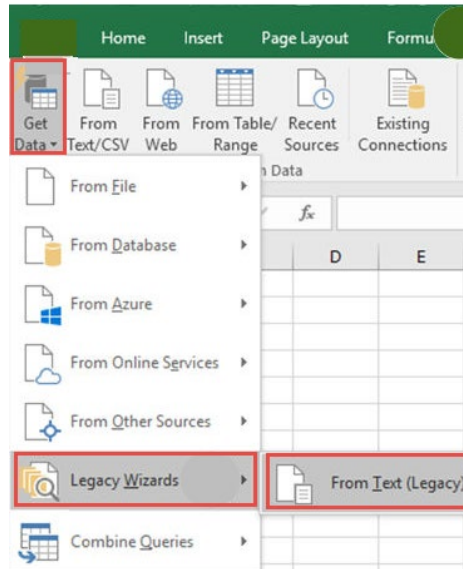
6. In the section **Show legacy data import wizards** check the box for **From Text (Legacy)**



7. Click to **OK** button



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



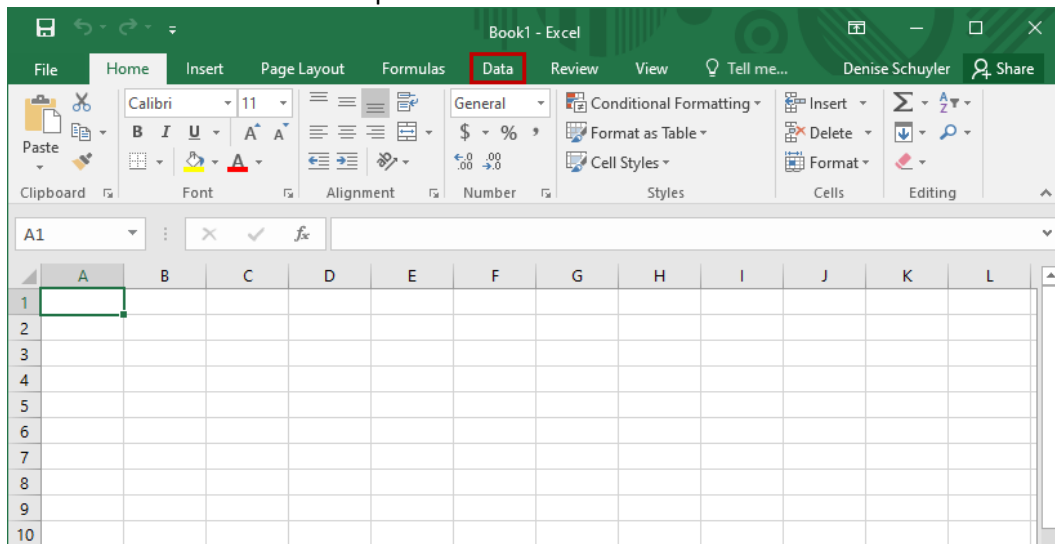
4.2 Steps To Importing .csv or .txt File with Microsoft Excel

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).

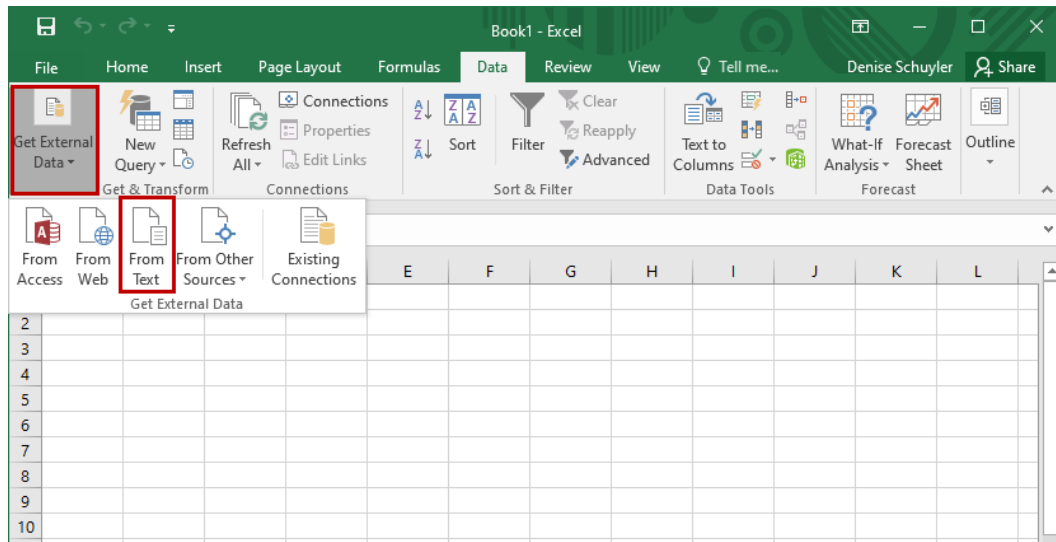
Using Microsoft Excel 2007, 2010, 2013, 2016 and Newer With Text Import Wizard Option Added

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

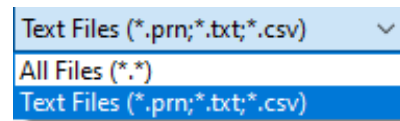
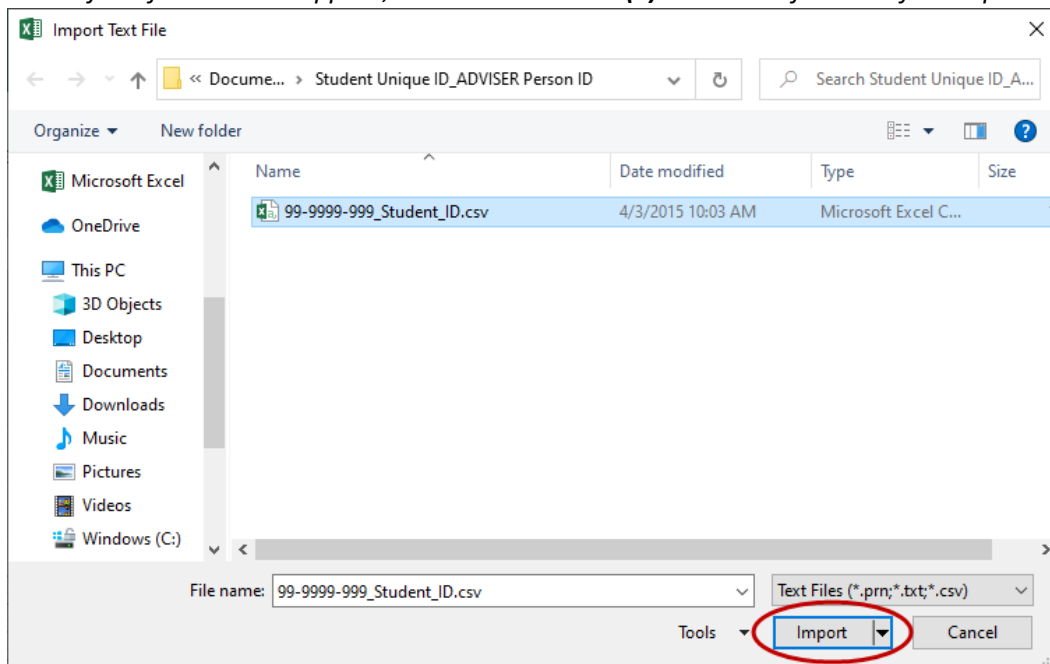


3. In the **Get External Data** group, click **From Text**



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				01/01/2003	
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.

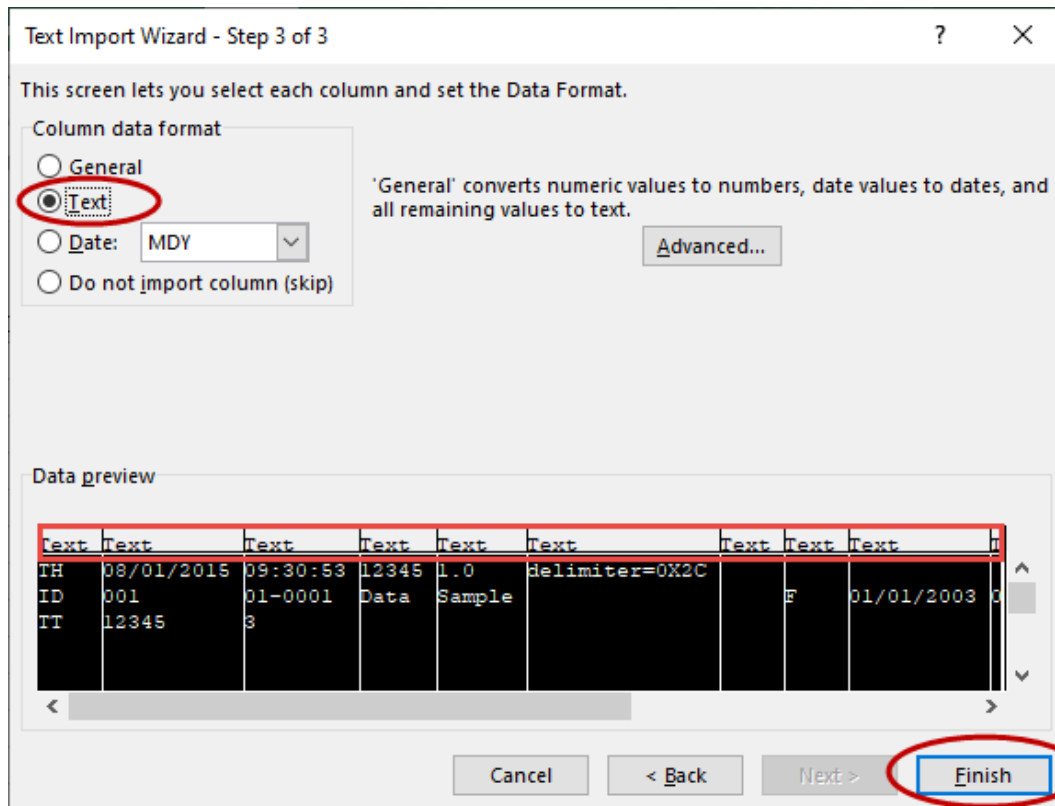
Advanced...

Data preview

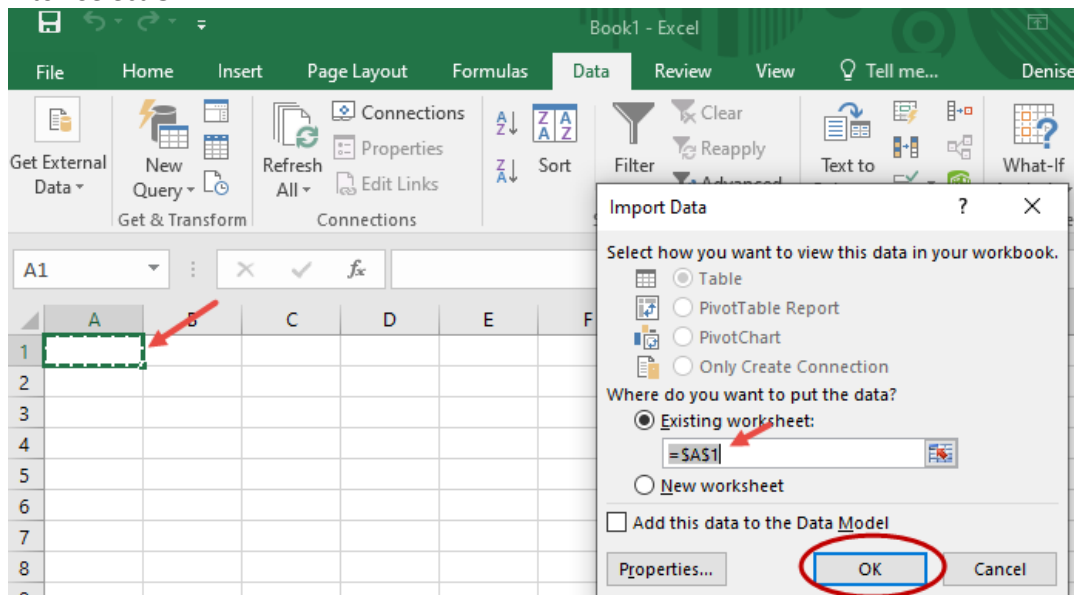
General	General	General	General	General	General	General	General	General	General
delimiter=0X2C									
	F	01/01/2003	07	123456	AM	9999999999	01-0001	2015	

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**.

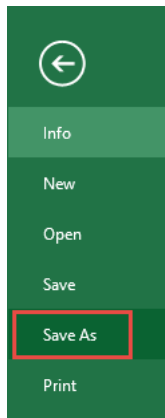


4.3 Saving The File After Making Corrections

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

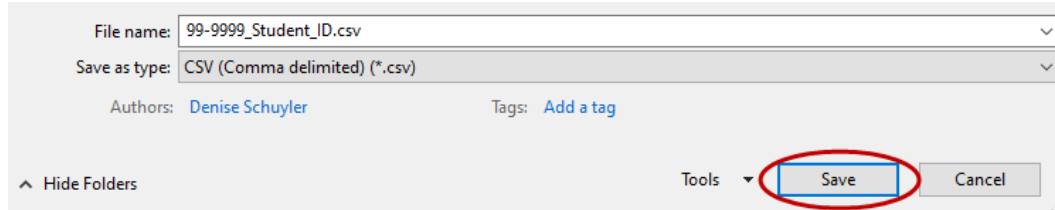
Follow the steps below to save the file as a **.csv** (comma separated value) when changes have been completed.

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

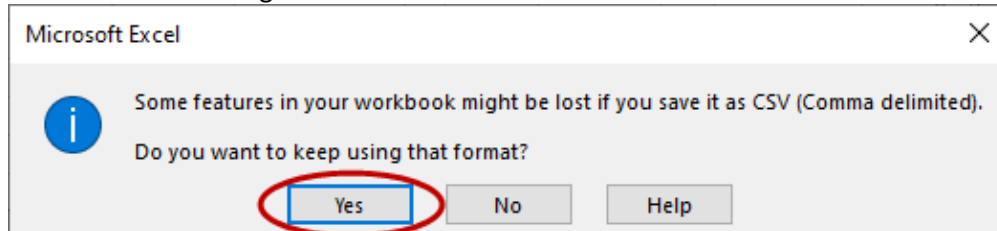
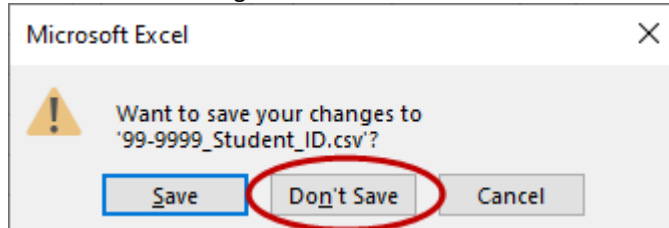


2. Within the **Save As** window choose the folder/location where the file will be saved
3. Click on the dropdown arrow at the end of the **Save As Type** option and choose **CSV (comma delimited)**

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**

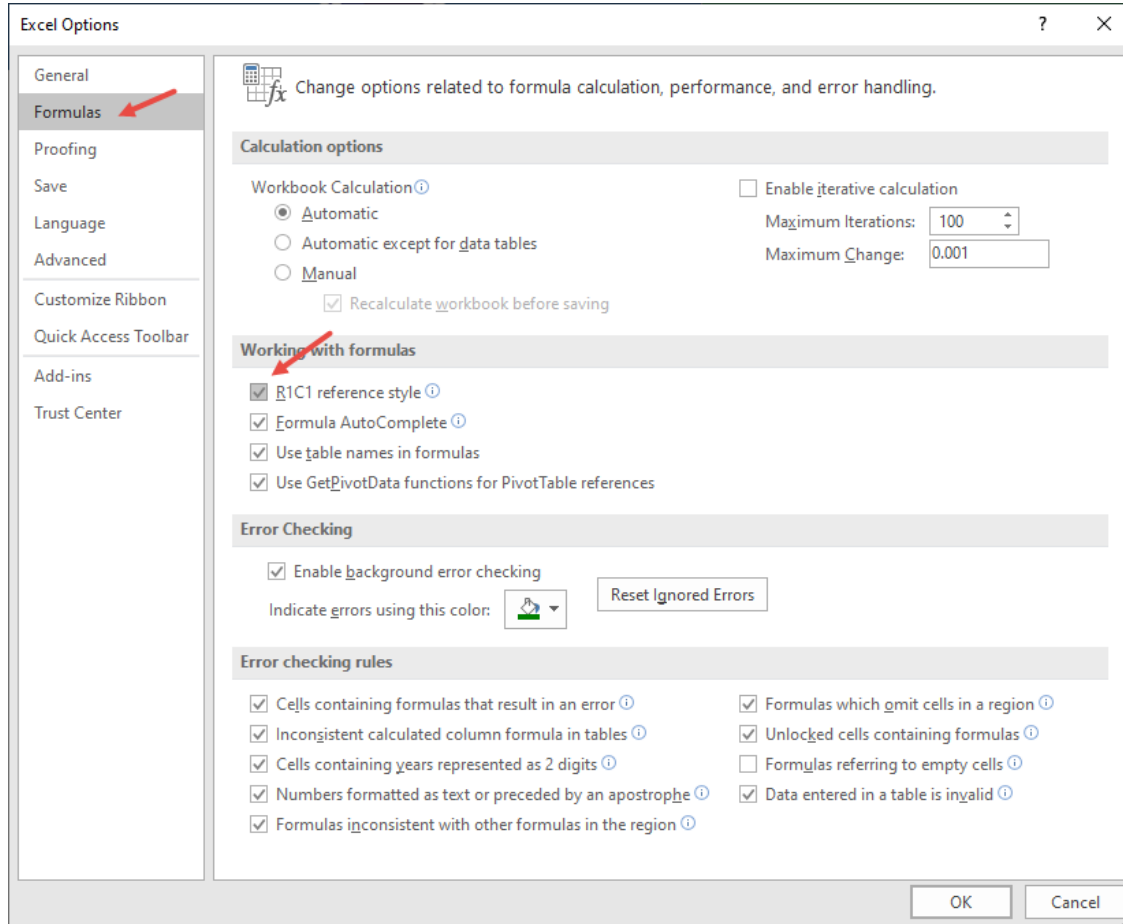
5. Two warning messages from Excel will display

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: 5.16.2025

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

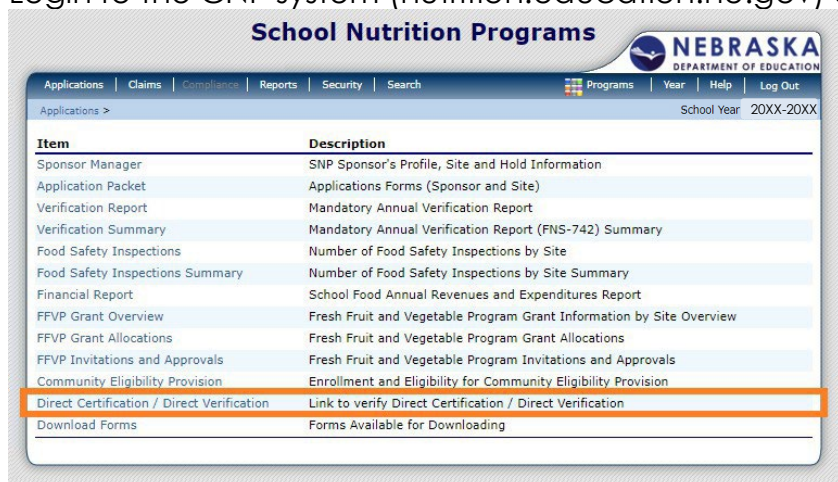
- Please utilize the [Enrollment Roster template](#) that includes the required columns and formatting.
- One or more excel files (.xls) can be uploaded into the Enrollment module.
- These files should contain all PK-12 students that are currently enrolled at your school district.

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

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

jHilligoss001

Direct Certification System

Match List
 Manage students directly certified for free or reduced price meal benefits
 Last List Date: 8/26/2022

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
 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.

- Choose File then Upload Enrollment Roster.

NEBRASKA DEPARTMENT OF EDUCATION

Home Matches Lookup Enrollment Reports Direct Verification Email Notifications Maintenance CNP

jHilligoss001

Student Enrollment

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

20XX-20XX

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.

NEBRASKA DEPARTMENT OF EDUCATION

Home Matches Lookup Enrollment Reports Direct Verification Email Notifications Maintenance CNP

Match List
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

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.

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

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: 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



Medicaid Eligibility for National School Lunch Program Direct Certification



The National School Lunch Program (NSLP) uses household income to determine eligibility for Modified Adjusted Gross Income (MAGI) Medicaid recipients. If the net adjusted income is below 133% of the Federal Poverty Level (FPL), students qualify for free lunch. If the income is between 133% and 185% of the FPL, they qualify for reduced-price lunch. Students on Non-MAGI Medicaid are not eligible for NSLP benefits.

The chart below details each Medicaid category eligible for Direct Certification (DC).

Medicaid Category	FPL Limit	DC Eligible	Not Eligible for DC
MAGI			
MAGI Infant (0-1)	162%	X	
MAGI Child (1-5)	145%	X	
MAGI Child (6-18)	133%	X	
CHIP	213%		X
MAGI Expansion/HHA	133%	X	
Subsidized Adoption and Guardianship (SAGA)	23%		X
Children in Institution for Mental Disease (IMD)	51%		X
Parent/Caretaker Relative	58%		X
Pregnant Women	194%		X
Non-MAGI			
Transitional Medical Assistance (TMA)	185%		X
ABD/OMB/QMB	100%		X
MIWD	250%		X
SLMB	120%		X
QI1	135%		X
Medically Needy	Based on need		X
Katie Beckett	Income Waived		X
Breast and Cervical Cancer	225%		X
EMSA	Based on the applicable category		X
Other – Foster Care Involvement			
Former Foster Care (FFC)	No Income Test		X
SA/Med	No Income Test		X
SG/Med	No Income Test		X
IV-E			X

Special Assistance: Please notify our office at 800-731-2233 or nde.nsweb@nebraska.gov
This institution is an equal opportunity provider.

May 2025

Printing Your Match List

NEBRASKA
DEPARTMENT OF EDUCATION

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[Matches ▾](#)
[Lookup ▾](#)
[Enrollment](#)
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CNP

jHilligoss001 - ▾

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:

11/30/20XX

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

Export List ▾
Print List

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/XX 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.

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.

Direct Certification / Direct Verification

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

JHilligoss001 - HEMIN s - 070010

Add New Contact
Manage Contacts
Turn On/Off Notifications

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

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.

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
DEPARTMENT OF EDUCATION

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

JHilligoss001 - HEMIN s - 070010

Add New Contact
Manage Contacts
Turn On/Off Notifications

Direct Certification System

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Manage Contacts Screen

Email Notifications

20XX-20XX

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.

NEBRASKA
DEPARTMENT OF EDUCATION

Home Matches Lookup Enrollment Reports Direct Verification Email Notifications Maintenance CNP

JHilligoss001 - HEM 070010

Add New Contact

Manage Contacts

Turn On/Off Notifications

Direct Certification System

Match List

Manage students directly certified for free or reduced price meal benefits

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Add New Contact

Email Notifications - Add New Contact

20XX-20XX

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

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



Nutrition Services Vision Statement

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

Nutrition Services References

Nutrition Services Home

School Meals Program

Seamless Important Dates
Child After School Snacks
Program Fresh Fruit and Vegetable Program
Summer Forms & Resources
Team Grants
Nebraska School Breakfast Program
Child Special Milk Program
Quick Training

Office of Coordinated Student Support Services

Contact Information

Address

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

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

[State Directory](#)

[Contact Us - Nebraska Department of Education](#)



National School Lunch Program

Forms & Resource Center

Forms and Resources Home

School Meals Program
Important Dates
After School Snacks
Fresh Fruit and Vegetable Program
Forms & Resources
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School Breakfast Program
Special Milk Program
Training

Administration, Record Keeping & Finance

- [Application - Income Eligibility](#)
- [Application - Verification](#)
- [Attachments A-L and Permanent Agreement](#)
- [Buy American Provision](#)
- [Certification of Compliance - Additional 7 Cents](#)
- [Charge Policy](#)
- [Civil Rights](#)
- [Community Eligibility Provision \(CEP\)](#)
- [Competitive Foods - Smart Snacks Guidance](#)



**COORDINATED STUDENT
SUPPORT SERVICES**

Forms and Resources Home

School Meals Program >

Seamless Summer Option

Summer Electronic Benefit
Program (SEBT) Information >

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 – Income Eligibility

The following forms are used in the process of approving households for meal benefits.

- [Attachment A Income Eligibility Guidelines 2026](#)
- [Attachment B – Letter to Households 2026](#)
- [Spanish Version Attachment B – Letter to Household 2026](#)
- [Attachment B-1 – Special Milk Program Letter to Households 2026](#)
- [Attachment C – Free and Reduced Price Meal Application 2026](#)
- [Spanish Version Attachment C – Free and Reduced Price Meal Application 2026](#)
- [Attachment C-1 – Free Milk Application 2026](#)
- [Attachment D – Approval-Denial Letter 2026](#)
- [Spanish Version Attachment D – Approval-Denial Letter 2026](#)
- [Attachment D-1 – Special Milk Program Approval-Denial Letter 2026](#)
- [Attachment D-3 – Notice for Change of Benefits 2026](#)
- [Spanish Version Attachment D-3 – Notice of Change in Benefits 2026](#)
- [Attachment E- Self Employment 2026](#)
- [Spanish Version Attachment E – Self Employment 2026](#)
- [Attachment I – Onsite Review for Lunch & Breakfast Program](#)
- [Attachment I-1 – Onsite Review for Afterschool Snack](#)
- [Attachment J – Edit Check Worksheet](#)
- [Attachment J for RCCI – Edit Check Worksheet](#)
- [Attachment L – Sharing Information Waiver 2026](#)
- [Spanish Version Attachment L – Sharing Information Waiver 2026](#)
- [Attachment L-1 – Medicaid Sharing Information Waiver 2026](#)

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 2025-26Return Completed Application to: **(Insert School Name & Mailing Address here)****Part 1: Children in School**

List names of all children in school (**First, Middle Initial, Last**).
If all children listed are foster, skip to Part 4 to sign the form.
If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.

Grade

Name of School Child Attends

Check all that apply:
Homeless,
Foster Migrant,
Child Runaway

☐☐☐☐☐☐☐☐☐☐**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

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 ☐**Part 4: Adult Signature and Contact Information – An adult household member must sign the application.**

“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.”

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:**☐ Hispanic or Latino☐ Asian☐ Black or African American

☐ Native Hawaiian or
other Pacific Islander

☐ Not Hispanic or Latino☐ White☐ 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: _____

Total Income: _____ per

☐ Year ☐ Month ☐ 2 X Mo ☐ Every 2 Wks ☐ Week☐ Free☐ Reduced☐ Denied☐ Income☐ Income

Reason for denial:

☐ Categorically eligible:☐ Income too high☐ SNAP/TANF/FDPIR☐ Incomplete application☐ Foster Child☐ Homeless/Migrant/Runaway:

(Official Documentation Required at School)

Signature of Determining Official:

Date Approved:

FOR THE VERIFICATION PROCESS ONLY:

Signature of Confirming Official:

Date Confirmed:

Signature of Verifying Official:

Date Verified:

Date Withdrawn
From School:

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 2025-26

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 2025-26					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Each additional person:	10,175	848	424	392	196

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, 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.

[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.

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 2024 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]**

**NUTRITION SERVICES
INCOME ELIGIBILITY GUIDELINES**

JULY 1, 2025 - JUNE 30, 2026

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	20,345	1,696	848	783	392	28,953	2,413	1,207	1,114	557
2	27,495	2,292	1,146	1,058	529	39,128	3,261	1,631	1,505	753
3	34,645	2,888	1,444	1,333	667	49,303	4,109	2,055	1,897	949
4	41,795	3,483	1,742	1,608	804	59,478	4,957	2,479	2,288	1,144
5	48,945	4,079	2,040	1,883	942	69,653	5,805	2,903	2,679	1,340
6	56,095	4,675	2,338	2,158	1,079	79,828	6,653	3,327	3,071	1,536
7	63,245	5,271	2,636	2,433	1,217	90,003	7,501	3,751	3,462	1,731
8	70,395	5,867	2,934	2,708	1,354	100,178	8,349	4,175	3,853	1,927
For each additional family member add:	7,150	596	298	275	138	10,175	848	424	392	196

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

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.

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:

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1400 Independence Avenue, SW
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- (3) Email: program.intake@usda.gov

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Summary of Determining Eligibility

Direct Certification

Upload enrollment to ADVISER Person ID or DC system in CNP

Review DC Match List and extend benefits to household members

Send Approval/Denial Letter (Attachment D) to all households on the DC list

Update Eligibility Status in your Student Information System

Free & Reduced-Price Meal Applications

Send Household Letter (Attachment B) and Free & Reduced-Price Meal Applications (Attachment C) to students not directly certified

Process Free & Reduced-Price Meal Applications

Send Approval/Denial Letter (Attachment D) to all households that submit a meal application

Update Eligibility Status in your Student Information System

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, 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/ad-3027.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 or
- (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.



2025 School Meals Program Bookkeeper Zoom Trainings

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Mark your calendar for important Bookkeeper Zoom Trainings. Once you register, a confirmation of registration email will be sent to you. Add this to your calendar so you do not forget. Your registration email address will be used to send the presentation slide deck and handouts before each training.

School Year 25-26 Update: For All Bookkeepers

 **Wednesday, June 25, 2025**

Time: 9:30 AM – 12:30 PM (CST)

Platform: Register for this Zoom Training. [Click Here](#)

Topic: Preparing for SY 25-26

- Important Dates
- Completing the Annual School Meals Application Packet
- Updating Authorized Representative Contact Information
- Carryover of Meal Benefit Eligibility
- Direct Certification of Meal Benefit Eligibility
- Free and Reduced-Price Meal Application
- Requests to Use Electronic Income Eligibility Applications
- Civil Rights Requirements

Repeat of the June 25th Zoom training. Register for the date that works best for YOU!

 **Wednesday, July 9, 2025**

Time: 9:30 AM – 12:30 PM (CST)

Platform: Register for this Zoom Training. [Click Here](#)

Topic: Preparing for SY 25-26

- See topics above

School Meals Bookkeeper 2025 Office Hours: If you are interested in learning more or just want to ask your questions, register for the trainings below:

 **Tuesday, July 29, 2025**

Time: 1:30 PM – 3:30 PM (CST)

Platform: Register for this Zoom Training. [Click Here](#)

Topics: Steps in Processing Free and Reduced Meal Applications
Navigating the USDA Eligibility Manual for School Meals-
Determining and Verifying Eligibility
Questions and Answers on Direct Certification Matching

 **Thursday, August 21, 2025**

Time: 1:30 PM – 3:30 PM (CST)

Platform: Register for this Zoom Training. [Click Here](#)

Topics: Understanding Offer Versus Serve
Point of Service Meal Counting
The Claim for Reimbursement

 **Wednesday, September 10, 2025**

Time: 1:30 PM – 3:30 PM (CST)

Platform: Register for this Zoom Training. [Click Here](#)

Topics: Office Hours-Check-In! Let us help with any school meal bookkeeping issues you are experiencing.



TRAINING NOTES

New School Meals Bookkeepers: Your attendance at the Zoom trainings is a must!

Experienced School Meals Bookkeepers: Attend either the June 25th or July 9th Zoom training.

Slide Deck and Presentation Handouts: Emailed to registered attendees before each presentation. Nutrition Services will not be sending printed training materials. Please have handouts readily accessible during each Zoom training.

Bookkeeper Update Training: Provides 3 hours of continuing education

School Meals Bookkeeper 2025 Office Hours: Provides 2 hours of continuing education.

Zoom Trainings: Recorded and posted at a later date to the [Nutrition Services Training Website](#)

Special Assistance: Please notify our office at (800)731-2233 or nde.nsweb@nebraska.gov

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Nebraska Department of Education Nutrition Services
PO Box 94987
Lincoln, NE 68509
Phone: 402-471-2488 or 800-731-2233
Email: nde.nsweb@nebraska.gov





2025-26 School Nutrition Program Annual School Meals Training

**Required for All New Food Service Directors
Highly Recommended for All Food Service Staff**

In-Person Training Dates and Locations

Tuesday, July 08, 2025
ESU #10
76 Plaza Blvd.
Kearney, NE 68848

[Click to Register](#)

Thursday, July 10,
2025 ESU #3
6949 South 110th St
LaVista, NE 68128

[Click to Register](#)

Tuesday, July 15, 2025
ESU #13
4215 Avenue I
Scottsbluff, NE 68128

[Click to Register](#)

Thursday, July 17, 2025
Lifelong Learning Center
601 East Benjamin Ave.
Norfolk, NE 68702

[Click to Register](#)

Wednesday, July 23, 2025
Mid-Plains Campus
1101 Halligan Dr
North Platte, NE 69361

[Click to Register](#)

Thursday, July 24, 2025
Lancaster County Ext
444 Cherrycreek Rd
Lincoln NE 68528

[Click to Register](#)

- Registration is required to attend each in-person training. Instructions are attached.
- The training will cover USDA meal patterns, meal documentation, whole grain-rich requirements, Offer vs Serve, other essential topics, and program updates.
- It is your responsibility to print training materials prior to attending the on-site training.
- School Meals **2025-26** slide deck and handouts will be posted one week prior to training on the [NDE Nutrition Services Training Website](#).
- All in-person trainings are 9:00 AM - 4:00 PM local time.
- Lunch will be one hour and on your own.
- Professional Standards- 6 hours.

What makes this training!

- ✓ New Interactive Activities: Participate in hands-on exercises, group discussions, and scenario-based learning to reinforce key concepts.
- ✓ Real-World Application: Apply what you've learned to practical situations, enhancing your skills, and ensuring compliance.
- ✓ Collaboration: Engage with fellow Food Service staff to share insights and best practices in a supportive, learning-focused environment.

Trainings will be recorded and posted on the [Nutrition Services Training Website](#).