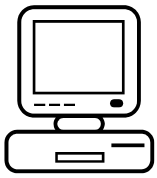
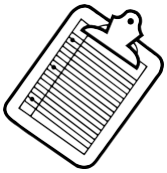
Verification of Approved Continuing Education Units for Professional Standards - NSLP

Title of Activity: **School Meals Bookkeeper 2025 Office Hours** **Offer versus Serve, Point of Service, Claiming**	Participant Name: Last First
Educational Provider: **Nebraska Department of Education-Nutrition Services**	SNA Membership ID #:(not required)
Location: **Zoom Webinar**	CEU's Earned:
Date: Live Presentation August 21, 2025	Learning Codes: Administration: Compliance with Regulations/Policies - 3320
Signature of Educational Provider: Kayla Panter	

Please keep this certificate for proof of continuing education.



Counting Meals



Federal reimbursement is provided for meals served to eligible students that meet program requirements. The amount of reimbursement per meal varies by category (free, reduced price and paid). To be eligible for reimbursement, school staff must accurately count meals served to students by category at the point of service and record these counts on a daily basis. Daily counts must be compared to attendance using the "Edit Check Worksheet." They must also claim the correct number of meals each month by category.

Reimbursable Meals:
This term is used for meals that meet USDA meal pattern requirements. It means the correct food components and portion sizes are served to children according to grade group under Food Based Menu Planning. Offer Versus Serve (OVS) requirements must also be met. School staff that count meals must be trained in regulations regarding meal pattern and OVS.

Point of Service Meal Counts:
A point of service meal count is **required**. It is defined by regulation as a meal count taken at "that point in the food service line where it can be **accurately** determined that a reimbursable free, reduced price or paid lunch and/or breakfast has been served to an eligible child." The **end of the serving line** is considered the point of service. This is after **all** foods that contribute to the meal pattern, including salad or food bars, have been offered to the students.

Exceptions to a Point of Service Count:
Exceptions to an end of the line count are rare and must be based on the physical layout of the cafeteria. Convenience or resistance to change is not an acceptable reason. Requests for a waiver to this requirement must be submitted in writing to the Nebraska Department of Education - Nutrition Services. A new waiver must be submitted **each year** with the application. The waiver **must** state a clear reason for the request and how the school will guarantee that each meal served is reimbursable.

Food service staff behind a serving line cannot be responsible for checking trays if any food that contributes to the meal pattern is served away from the serving line. Schools are strongly discouraged from solving this problem by denying children the OVS option. Allowing children the right to select the food they want to eat pleases them and may increase participation. OVS will also reduce plate waste. This can save the school food service department money for food and labor.

Acceptable Counting Methods:
Meal counts can be taken manually using tickets or a roster. Both need to be coded to designate category. This must be done carefully so the difference between tickets **is not observable**. A computerized system might use student identification numbers or coded bar lines on tickets/cards.

Important Points

- Counts taken in the classroom, attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by "backing out" any number of lunches or breakfasts served are **not** point of service counts.
- Color-coding or single-symbol coding of tickets/rosters by category using obvious identifiers such as F, R, P are prohibited.
- School districts are responsible for documenting the accuracy of any computer software used for point of service meal counts.

Unacceptable Meal Count Systems

Meal count systems that are **not acceptable** because they do not provide a daily count at the point-of-service, by category, include:

- **Attendance counts** – using the number of students in attendance as a meal count. This does not provide a count of meals actually served and those are the only meals that may be claimed for reimbursement.
- **Tray or entrée counts** – counting the number of trays or entrees used during the meal service to obtain the meal count. This does not provide an accurate count of reimbursable meals - only of trays and entrees. There are no controls to ensure that trays contain all the necessary food items, that trays were not stuck together, that each entrée was part of a complete meal, etc. Each **meal** must be monitored to ensure that all of the meal requirements have been met.
- **Classroom counts** – counting the number of students in the class who indicate that they intend to eat a meal (prior to the meal service itself). Students "intending" to eat may not actually do so. The count taken prior to the meal service will not reflect those changes and the count of meals served may not be accurate. Also, there are no controls at the point-of-service to ensure that the meals counted are actually reimbursable.
- **Counts taken anywhere other than at the point-of-service** (unless otherwise approved by the state office) – the only place an accurate count of reimbursable meals can be made is at the point where it can be determined that the meals are actually reimbursable. The end of the serving line is considered the "point-of-service".
- **Prepaid/charged meals counted on day paid** – when students either prepay or charge their meals, these meals must be counted on the day that the student is served the meal, not on the day that the prepaid meal was purchased or the charged meal was re-paid.
- **Second meals claimed for reimbursement** – second meals served to students in any category cannot be claimed for reimbursement. Districts can claim only one meal per eligible student per day.
- **Ineligible persons claimed for reimbursement** – meals served to ineligible students, adults or visitors cannot be claimed for reimbursement.
- **Cash converted to meals** – using cash totals to determine the number of meals served. This does not provide a count of reimbursable meals served. Also, this allows cash collection errors to translate into meal count errors.
- **A la carte/special sale items claimed for reimbursement** – food items sold independently of the reimbursable meal and not priced as a unit cannot be claimed for reimbursement.
- **Category/cash back-out system** – one or more of the meal categories are calculated by subtracting the number of meals of one or more meal categories (free, reduced-price or paid) from the total meal count to get a count of another meal category.
- **Delivery counts of meals produced off-site** – the number of meals delivered to a school is not necessarily the number of meals that were actually served.
- **Inaccurate computer software systems** – all software should be carefully reviewed and accuracy documented.
- **Visual identification without backup** – eligibility is determined based only on the cashier's or counter's visual identification and knowledge of the students' eligibility categories.
- **Any of the acceptable example systems described that are not implemented properly** – Even if the system is approved on paper, all necessary procedures must be followed in order for the meal count system to be acceptable. Software programs must be carefully evaluated and thorough training provided. All appropriate staff should be adequately trained in their responsibilities.

School Breakfast Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Meal Components	**Amount of Food[1] per Week**		
	(minimum per day)		
Fruits (cups)[2]	5 (1)	5 (1)	5 (1)
Vegetables (cups)[2]	0	0	0
Dark Green Subgroup	0	0	0
Red/Orange Subgroup	0	0	0
Beans, Peas, and Lentils Subgroup	0	0	0
Starchy Subgroup	0	0	0
Other Vegetables Subgroup	0	0	0
Grains or Meats/Meat Alternates (oz. eq)[3]	7-10 (1)	8-10 (1)	9-10 (1)
Fluid Milk (cups)[4]	5 (1)	5 (1)	5 (1)
Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week[5]			
Minimum-Maximum Calories (kcal)	350-500	400-550	450-600
Saturated Fat (% of total calories)	<10	<10	<10
Added Sugars (% of total calories)	<10	<10	<10
Sodium Limit: In place through June 30, 2027	≤540 mg	≤600 mg	≤640 mg
Sodium Limit: Must be implemented by July 1, 2027	≤485 mg	≤535 mg	≤570 mg

[1] Food items included in each group and subgroup and amount equivalents.
[2] Minimum creditable serving is ⅛ cup. Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Schools may substitute vegetables for fruit at breakfast as described in paragraphs (c)(2)(i) and (ii) of this section.
[3] Minimum creditable serving is 0.25 oz. eq. School may offer grains, meats/meat alternates, or a combination of both to meet the daily and weekly ounce equivalents for this combined component. At least 80 percent of grains offered weekly at breakfast must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grain items offered must be enriched.
[4] Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in paragraph (d) of this section.
[5] By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

National School Lunch Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Meal Components	**Amount of Food[1] per Week**		
	(minimum per day)		
Fruits (cups)[2]	2 ½ (½)	2 ½ (½)	5 (1)
Vegetables (cups)[2]	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark Green Subgroup[3]	½	½	½
Red/Orange Subgroup[3]	¾	¾	1 ¼
Beans, Peas, and Lentils Subgroup[3]	½	½	½
Starchy Subgroup[3]	½	½	½
Other Vegetables Subgroup[3 4]	½	½	¾
Additional Vegetables from Any Subgroup to Reach Total	1	1	1 ½
Grains (oz. eq.)[5]	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz. eq.)[6]	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups)[7]	5 (1)	5 (1)	5 (1)
Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week[8]			
Minimum-Maximum Calories (kcal)	550-650	600-700	750-850
Saturated Fat (% of total calories)	<10	<10	<10
Added Sugars (% of total calories)	<10	<10	<10
Sodium Limit: In place through June 30, 2027	≤1,110 mg	≤1,225 mg	≤1,280 mg
Sodium Limit: Must be implemented by July 1, 2027	≤935 mg	≤1,035 mg	≤1,080 mg

[1] Food items included in each group and subgroup and amount equivalents.
[2] Minimum creditable serving is ⅛ cup. One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.
[3] Larger amounts of these vegetables may be served.
[4] This subgroup consists of "Other vegetables" as defined in paragraph (c)(2)(ii)(E) of this section. For the purposes of the NSLP, the "Other vegetables" requirement may be met with any

additional amounts from the dark green, red/orange, and bean, peas, and lentils vegetable subgroups as defined in paragraph (c)(2)(ii) of this section.

[5] Minimum creditable serving is 0.25 oz. eq. At least 80 percent of grains offered weekly (by ounce equivalents) must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grains items offered must be enriched.

[6] Minimum creditable serving is 0.25 oz. eq.

[7] Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in paragraph (d) of this section.

[8] By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

Offer Versus Serve
in the
National School Lunch and Breakfast Programs

Offer Versus Serve (OVS) is a serving option that applies to menu planning and the determination of reimbursable school meals in the U.S. Department of Agriculture's (USDA) National School Breakfast (SBP) and Lunch Programs (NSLP). OVS cannot be utilized in the Afterschool Snack Program.

The USDA meal patterns include five food components: Meat/Meat Alternate, Grains, Fruits, Vegetables and Milk. OVS allows students to decline a certain number of food components in the meal, reducing food waste and food costs and allowing students to select the foods they prefer to eat. OVS must be implemented in senior high schools for lunch. OVS is optional for junior high, middle schools and elementary schools.

OVS Requirements for Lunch:

For a lunch to be reimbursable under OVS, schools must meet the following criteria:

- All **five food components** (meat/meat alternate, grains, fruits, vegetables and low-fat (1%) or fat-free milk) must be offered to all students.
- Serving sizes for all food components must equal the required quantity for the different grade groups in the NSLP meal pattern.
- Meals must be priced as a unit, i.e., students pay the same price regardless of whether they take three, four or five food components.
- Students decide which foods to decline, if any. Students must be allowed to decline up to two food components.
- All students must take **at least three** of the five food components offered, including **at least a 1/2 cup serving of fruit or vegetable** and **full servings** of the other selected food components. Students may take smaller portions of the declined food components; however, they do not count towards a reimbursable meal.
    - When the meat/meat alternate is provided in two menu items (such as a Cheese Stick and Yogurt), the student must take at least the minimum daily serving size depending on the grade group. For grades K-5 and 6-8: 1 oz.; for grades 9-12 grades: 2 oz.
    - When the meal includes multiple grain items and the student selects more than one (e.g., 1/2 cup of pasta and a one-ounce roll), only one grain counts as a reimbursable component toward the OVS requirements.

A **food component** is one of the five food groups that comprise a reimbursable meal: including meat/meat alternate, grains, fruits, vegetables and milk.

A **food item** is a specific food offered within the five food components.

The chart below summarizes the meal pattern requirements and the number of food components that students can decline.

Must offer Five Components[1]	Student May Decline
• One serving of meat/meat alternate • One serving of grains • One serving of fruits • One serving of vegetables • One serving of unflavored or flavored low-fat (1%) or skim milk (must offer two choices)	• Up to two food components, however, must take 1/2 cup serving of fruit, vegetable or a combination of the two
[1]Serving sizes must equal the required quantities for each grade group specified in the NSLP meal pattern.	

OVS Requirements for Breakfast

OVS is not required at breakfast but encouraged to reduce plate waste. For purposes of OVS, a school must offer at least four food items that meet the required food components. Under OVS, students must select three food items, including at least 1/2 cup of fruit. If OVS is not implemented, students must leave the serving line with all food items. For a breakfast to be reimbursable under OVS, schools must meet the following criteria:

- The meal must be planned to include the three required components: grains, fruits, and milk.
- For all grade groups:
  - Schools must offer at least a 1-ounce equivalent (oz. eq.) of grains daily.
  - Schools may offer meat/meat alternate in place of part of the grain component after the minimum daily grain requirement is met.
  - Schools must offer 1 cup of fruit, 100% juice or vegetable daily. No more than half of the fruit or vegetable offerings during the week may be in the form of juice.
  - Vegetables may be substituted for fruits.
  - Students are required to take at a minimum a 1/2 cup of fruit, juice, or vegetable.
- Serving sizes for all food components must equal the required quantity for the different grade groups in the SBP meal pattern.
- Meals must be priced as a unit, i.e., students pay the same price regardless of whether they take three or four items.
- Students may decline any one food item.
- Students must take full servings of **at least three** of the four food items offered. Students may take a smaller portion of the declined food item; however, it does not count towards a reimbursable meal.

Must offer Four Food Items[1]	Student May Decline
• Two oz. eq. of Grains (can be the same food item) OR • One oz. eq. of Grain and substitute a one oz. eq. of Meat/Meat Alternate for a Grain • One serving of Fruit, Vegetable, or 100% Juice • One serving of unflavored or flavored low-fat (1%) or skim milk (must offer two choices)	• One food item; however, must take 1/2 cup serving of fruit, juice, or vegetable
[1]Serving sizes must equal the required quantities for each grade group specified in the SBP meal pattern.	

USDA
United States Department of Agriculture
Food and Nutrition Service

OFFER VERSUS SERVE (OVS)

Tip Sheet for School Food Service Managers

School Breakfast Program

What is OVS?

The goal of OVS is to reduce food waste while allowing students to choose the foods they want to eat. Everyone plays a role. When students and cafeteria staff understand OVS, breakfast lines move smoothly, allowing students to make the most of meal time and enjoy the wholesome and appealing foods they are served. It also helps reduce overall food costs.

Under OVS at breakfast, schools must offer at least four food items from the three required food components (fruit, grains, and fluid milk*).

- A **food component** is one of three required food groups in a reimbursable breakfast. These are fruits, grains, and fluid milk*.
- A **food item** is a specific food offered within the three food components, for example, 2 slices of whole grain-rich bread, 1 cup of grapes, and 1 cup of milk. This meal meets OVS breakfast requirements because three food components and four food items are offered.

Students must select at least three of the four offered food items under OVS at breakfast, including at least ½ cup of fruit and/or vegetable. Please note, OVS is optional at breakfast for all grade levels.

Required Components at Breakfast

Fruit
1 cup

Grains
1 ounce equivalent (oz eq)

Fluid Milk*
1 cup

Sample OVS breakfast menu:

Variety of milk*: fat free or low-fat (1 cup milk)
Slice of whole grain-rich toast (1 oz eq grain)
Whole grain-rich cereal (1 oz eq grain)
Orange slices (1 cup fruit)

Optional Components at Breakfast

Vegetables

- Vegetables may be offered as a substitute for fruits.

Meats/Meat Alternates

- A meat/meat alternate may be served to meet the weekly grain requirement, as long as a 1 oz eq minimum of grains is offered daily.
- A meat/meat alternate may also be offered as an "extra" food (not credited toward meal pattern requirements) if a reimbursable meal is selected.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Is it Reimbursable?

For a breakfast to be reimbursable, at least four food items must be offered. Students must select three food items including ½ cup of fruit and/or vegetable for the meal to be reimbursable under OVS.

Use this simple checklist to determine if breakfasts are reimbursable under OVS:

- ☑ Does the meal offered consist of at least four food items?
- ☑ Does the meal offered include the minimum required amounts of fruits, grains, and milk*?
- ☑ Does the meal selected by the student contain at least three food items, including at least ½ cup fruit and/or vegetable?

If the answer to each of these questions is yes, the breakfast meal is reimbursable under OVS.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Additional Tips for OVS Success

- Post signage (with pictures or graphics) near the beginning of each serving line to help students identify how to build a reimbursable meal and wherever student choices are made.
- Ask cashiers to review the reimbursable meal signage before each meal service.
- Keep fruit near the cashier stand so students can easily complete their reimbursable meal.
- Encourage teachers to review the day's menu with students and explain how students can select a reimbursable meal.
- Post menus that highlight required meal components on your school's website and/or on flyers that children can take home to discuss with their parents and caregivers.

For more information on OVS requirements, visit:
https://www.fns.usda.gov/updated-offer-vs-serve-guidance-nslp-and-sbp-beginning-sy2015-16

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USDA
United States Department of Agriculture
Food and Nutrition Service

OFFER VERSUS SERVE (OVS)

Tip Sheet for School Food Service Managers

National School Lunch Program

What is OVS?

The goal of OVS is to reduce food waste and allow students to choose the foods they want to eat. Everyone plays a role. When students and cafeteria staff understand OVS, lunch lines move smoothly, allowing students to make the most of the lunch break and enjoy the wholesome and appealing foods they are served. It also helps reduce overall food costs.

Schools must offer all five food components in at least the minimum required quantities:

- A **food component** is one of five required food groups in reimbursable lunches. These are meats/meat alternates, grains, fruits, vegetables, and fluid milk*.
- A **food item** is a specific food offered within the five food components. For example, spaghetti (whole grain-rich pasta with tomato sauce) is one food item that contains a grain and a vegetable component.

Under OVS, students must select *three meal components* to ensure they get the nutritional benefits of a meal. OVS is required for lunches served in high schools, but is optional in middle and elementary schools. OVS is not required for meals offered as part of field trips or for any other meals served away from the school campus.

The required five food components must be offered for school lunch. Students must select at least three of the five required food components, including at least ½ cup of fruit and/or vegetable, to have a reimbursable lunch. See the **Required Food Components** table for a listing of required food components and their minimum quantities that must be offered. Meats/meat alternates and grains are measured in ounce equivalents (oz eq is considered the amount of food product that is equal to 1 ounce).

Required Food Components

Required Food Component	Daily Minimum Requirements for Each Grade Level			
	K-5	6-8	K-8	9-12
Vegetables	¾ cup	¾ cup	¾ cup	1 cup
Fruits	½ cup	½ cup	½ cup	1 cup
Grains	1 oz eq	1 oz eq	1 oz eq	2 oz eq
Meats/Meat Alternates	1 oz eq	1 oz eq	1 oz eq	2 oz eq
Fluid Milk*	1 cup	1 cup	1 cup	1 cup

Is it Reimbursable?

Use this simple checklist to determine if student lunches are reimbursable under OVS:

☑ Does the meal offered to students include the minimum required amounts of vegetables, fruits, grains, meats/meat alternates, and fluid milk?

☑ Does the meal selected by the student contain at least three components, including at least ½ cup fruit and/or vegetable?

If the answer to each of these questions is yes, then the school lunch is reimbursable under OVS.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Test Your OVS Skills!

Which combination of food items from the following offered lunch menu would make a reimbursable school lunch under OVS for Grades 9-12?

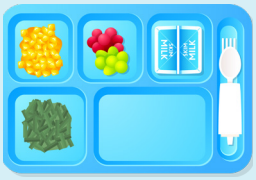
Offered Lunch Menu

Food Item	Food Components
Hamburger on a whole grain-rich bun	2 oz eq grain 2 oz eq meat
½ cup corn	½ cup starchy vegetable
½ cup green beans	½ cup other vegetable
1 cup grapes	1 cup fruit
Variety of Low Fat/ Fat-Free Milk	1 cup fluid milk*

oz eq = ounce equivalent

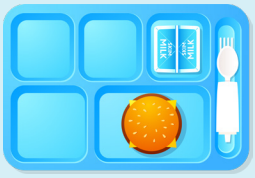
Which of the following student meals are reimbursable?

Meal 1:
½ cup of corn
½ cup of green beans
½ cup of grapes
1 cup of milk*



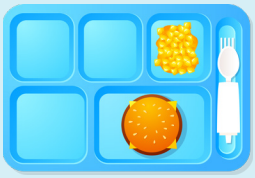
☐ Reimbursable
☐ Not Reimbursable

Meal 2:
Hamburger on whole grain-rich bun
1 cup of milk*



☐ Reimbursable
☐ Not Reimbursable

Meal 3:
Hamburger on whole grain-rich bun
½ cup corn



☐ Reimbursable
☐ Not Reimbursable

Answers: Meals 1 and 3 are reimbursable meals under OVS. Meal 2 is not reimbursable because it does not include ½ cup fruit and/or vegetable.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Additional Tips for OVS Success

- Post signage with pictures to help students identify how to build a reimbursable meal near the beginning of each serving line and wherever student choices are made.
- Have cashiers review the reimbursable meal signage before each meal service for greater success.
- Keep fruit near the cashier stand so students can easily complete their reimbursable meal.
- Encourage teachers to review the day's menu with students and explain how students can select a reimbursable meal.
- Post menus that highlight required meal components on your school's website and/or on flyers that children can take home to discuss with their parents and caregivers.

For more information on OVS requirements, visit:
https://www.fns.usda.gov/updated-offer-vs-serve-guidance-nslp-and-sbp-beginning-sy2015-16

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Child and Adult Care Food Program (CACFP) Meal Pattern for Preschoolers

Breakfast (Must serve all 3 components for a reimbursable meal)

Food Components and Food Items	Ages 1-2[1]	Ages 3-5[1]
Fluid Milk[2]	1/2 cup	3/4 cup
Vegetables, Fruits, or portions of both[3]	1/4 cup	1/2 cup
Grains (oz equivalent)[4,5,6,7]		
Whole grain-rich or enriched bread	1/2 oz	1/2 oz
Whole grain-rich or enriched bread product such as biscuit, roll or muffin	1/2 oz	1/2 oz
Whole grain-rich, enriched or fortified cooked breakfast cereal[8], cereal grain, and/or pasta	1/4 cup	1/4 cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold)[6,7]		
Flakes	1/2 cup	1/2 cup
Puffed Cereal	3/4 cup	3/4 cup
Granola	1/8 cup	1/8 cup
Meat/Meat Alternate in lieu of grain—Maximum 3 times per week[5,9]	1/2 oz	1/2 oz

Lunch (Must serve all 5 components for a reimbursable meal)

Food Components and Food Items	Ages 1-2[1]	Ages 3-5[1]
Fluid Milk[2]	1/2 cup	3/4 cup
Meat/Meat Alternates		
Lean Meat, poultry, or fish	1 oz	1 ½ oz
Tofu, soy product, or alternate protein product[9]	1 oz	1 ½ oz
Cheese	1 oz	1 ½ oz
Large Egg	1/2	3/4
Cooked dry beans or peas	1/4 cup	3/8 cup
Peanut butter or soy nut butter or another seed butter	2 Tbsp.	3 Tbsp.
Yogurt, plain or flavored, sweetened or unsweetened[10]	4 oz or 1/2 cup	6 oz or 3/4 cup
Nuts—no more than 50% of meat/meat alternate requirement	1/2 oz = 50%	3/4 oz = 50%
Vegetables[3,8]	1/8 cup	1/4 cup
Fruits[3,8]	1/8 cup	1/4 cup
Grains (oz equivalent)[4,6,7]		
Whole grain-rich or enriched bread	1/2 oz	1/2 oz
Whole grain-rich or enriched bread product such as biscuit, roll or muffin	1/2 oz	1/2 oz
Whole grain-rich, enriched or fortified cooked cereal (dry/cold)[6,7] cereal grain and/or pasta	1/4 cup	1/4 cup

Chart 2: National School Lunch Program (NSLP) Afterschoool Snack Service (NSLP Afterschool Snacks) Meal Pattern for K-12 Children (Ages 6-18)

Select Two of the Five Components for a Reimbursable Snack	
Meal Components[1]	**Minimum Quantities[2]**
Fluid Milk[3]	8 fluid ounces
Meats/Meat Alternates[4]	1 ounce equivalent
Vegetables[5]	¾ cup
Fruits[5]	¾ cup
Grains[6]	1 ounce equivalent

1 Must serve two of the five components for a reimbursable NSLP afterschool snack. Only one of the two components may be a beverage.

2 May need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

3 Must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be unflavored or flavored.

4 Alternate protein products must meet the requirements in Appendix A to Part 226 of this Chapter. Effective July 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce) . Information on crediting meats/meat alternates may be found in FNS guidance.

5 Juice must be pasteurized, full-strength juice. No more than half of the weekly fruit or vegetable offerings may be in the form of juice.

6 At least 80 percent of grains offered weekly (by ounce equivalents) must be whole grain-rich, as defined in § 210.2, and the remaining grains items offered must be enriched. Grain-based desserts may not be used to meet the grains requirement. Effective July 1, 2025, breakfast cereal must have no more than 6 grams of added sugars per dry ounce. Information on crediting grain items may be found in FNS guidance.

Understanding the Difference Between

MENU PLANNER (MP) and POINT OF SERVICE (POS)

LUNCH

MEAL PATTERN REQUIREMENTS—Menu must have:

MP

5 **Components**

Full Portions

LUNCH

WHAT THE STUDENT TAKES = Reimbursable Meal

POS

3 **Different Components**

1 of which is 1/2 cup fruit/veg

BREAKFAST

MEAL PATTERN REQUIREMENTS—Menu must have:

MP

3 **&** **4**

Components & Minimum Items

Full Portions

BREAKFAST

WHAT THE STUDENT TAKES = Reimbursable Meal

POS

3 **Items**

1 of which is 1/2 cup fruit/veg

NEBRASKA DEPARTMENT OF EDUCATION

Nutrition Services, July 2021

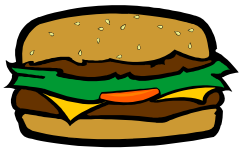
Welcome To the New School Year!

Did you know you have control over the food choices you make in the school meals program every day? The school food service staff works hard to provide delicious and nutritious foods for lunch and/or breakfast. Then you choose what to eat!

By participating in the National School Lunch and/or Breakfast Program, your school receives reimbursement for offering meals meeting the required USDA Meal Patterns. Receiving this reimbursement assists your school in keeping meal prices affordable. This meal pattern requires certain food components to be offered. These food components include Meat/Meat Alternates, Grains, Fruits, Vegetables, and Milk. For each food component, minimum portion sizes are required, though your school may offer more.

According to Federal regulations, you do not have to take all these food components. You may choose only three or four food components, with at least one of these components being a fruit or vegetable. The components must be taken in at least minimum quantities for the meal to qualify for reimbursement. This serving option is known as ***Offer Versus Serve***. The school food service is required to ***offer you*** all five food components, but can ***serve*** you fewer. The main reason for allowing you to decline foods that you don't intend to eat. This will make you happier while also cutting down on food waste.

Below is an example of a lunch menu containing all five food components:



Hamburger on Bun
Baked Beans
Applesauce
Milk

You could take **all** menu items or any qualifying combination, such as:

Hamburger	Hamburger	Hamburger	Applesauce
Bun	Bun	Bun	Baked Beans
Applesauce	Baked Beans	Applesauce	Milk
Milk			

The cashier who checks your tray at the end of the serving line is required to see that it contains at least three of the five food components, with one component being a 1/2 cup serving of fruit or vegetable, or a combination of the two. If you do not have the number of food components required, you will be asked to go back and get an additional food item(s).

Choosing three, four, or five food components does not affect the price you pay for lunch. The entire meal is the best value for your money and most nutritious. You can help keep the lunch line moving quickly by checking the menu ahead of time and politely telling the servers which foods you do not want.

Remember, the choice is yours! Turning down food items you do not intend to eat is a responsible way to help your school save food, time, and money. If you have questions, please ask the cashiers.

Edit Check Worksheet Attachment J Site Name Month/Year

	Student LUNCH				Student BREAKFAST				SPECIAL MILK		
Date	Free	Reduced	Paid	TOTAL	Free	Reduced	Paid	TOTAL	Free	Paid	TOTAL
TOTAL											

INSTRUCTIONS: The LUNCH Edit Check is REQUIRED. BREAKFAST & SNACK Edit Checks are optional but encouraged to avoid errors and ensure accurate daily meal counts.

1. Enter the site name, month/year and serving dates.
2. Enter daily meal counts for free, reduced and paid students.
3. At the end of the month complete boxes A-F.
4. Use the information from A-F to calculate the Attendance Factor and the *Attendance Adjusted Eligibles* (AAE) in boxes G-J.
5. Compare daily meal counts with the AAE for each category.
6. Circle all dates where free, reduced or paid meal counts exceeded the AAE and document a justification (on the reverse side or attached) for each of the dates.

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

Completed by: Date:

G. Attendance Factor =
C _____ ÷ B _____ = G _____

H. Free AAE =
G _____ × D _____ = H _____

I. Reduced AAE =
G _____ × E _____ = I _____

J. Paid AAE =
G _____ × F _____ = J _____

Example of Completed Daily Meal Count and Edit Check Worksheet

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

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

*August 20 – favorite entrée served

Double check of not claiming more meals by each type of eligibility and when the attendance factor is applied you must state the reason if exceeding meal count for each individual day

INSTRUCTIONS: The **LUNCH** Edit Check is **REQUIRED**. BREAKFAST & SNACK Edit Checks are optional but encouraged to avoid errors and ensure accurate daily meal counts.

1. Enter the site name, month/year and serving dates.
2. Enter daily meal counts for free, reduced and paid students.
3. At the end of the month complete boxes **A-F**.
4. Use the information from **A-F** to calculate the Attendance Factor and the ***Attendance Adjusted Eligibles*** (**AAE**) in boxes **G-J**.
5. Compare daily meal counts with the AAE for each category.
6. Circle all dates where free, reduced or paid meal counts exceeded the AAE and document a justification (on the reverse side or attached) for each of the dates.

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

Completed by: Date:

G. Attendance Factor = C 96 ÷ B 100 = G 0.96

H. Free AAE = G 0.96 x D 10 = H 9.6 ->10

I. Reduced AAE = G 0.96 x E 30 = I 28.8 ->29

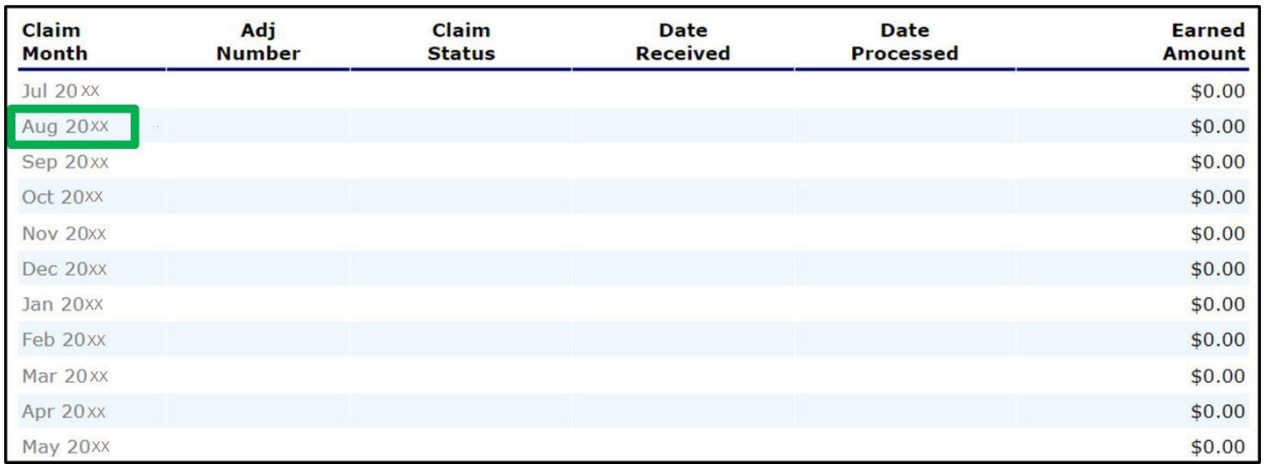
J. Paid AAE = G 0.96 x F 60 = J 57.6 >58

Nebraska Department of Education
Office of Nutrition Services
SNP Claim Entry Hints & Tips (8/1/25)

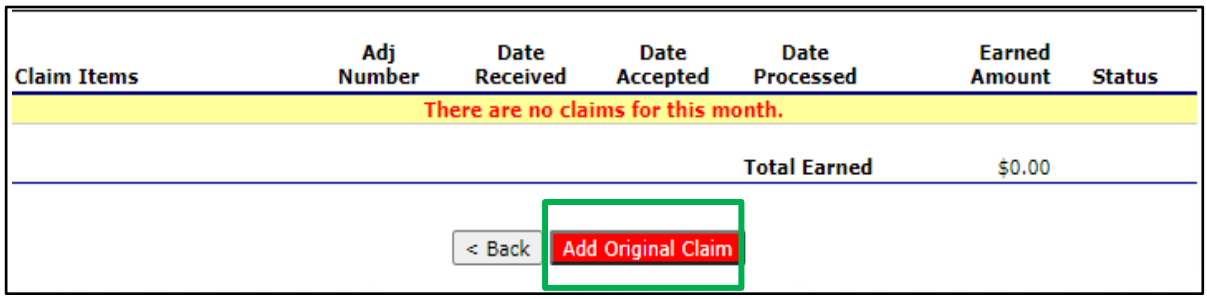
1. Begin by logging into the CNP System.
2. To submit SNP claims, click Year from the menu of options across the top and then select 2025-2026. It should default to the current School Year (2025-2026).

3. Once you have selected the correct year, choose "Claims" from the menu of options across the top. Then click on "Claim – SNP" under Item.

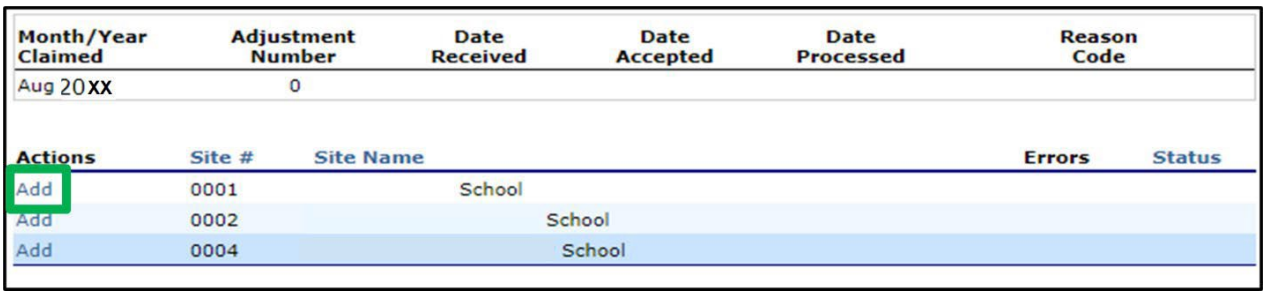
4. Select the Month for which you want to submit a claim.



5. Click on the red "Add Original Claim" button.



6. Select "Add" next to the site for which you want to submit a claim. Each site will have its own SNP monthly claim.



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 20XX	0				

Actions	Site #	Site Name	Errors	Status
Add	0001	School		
Add	0002	School		
Add	0004	School		

Note: The claims screen will show the meal types indicated in the SNP site application with allowable meal combinations as follows:

- **Breakfast and Lunch**
- **Breakfast and Lunch + Afterschool Care Program (snack)**
- **Lunch and Afterschool Care Program (snack)**
- **Lunch only**

7. Follow the claim entry instructions for each piece of claim information below.

G1. Enter the Number of Children Approved for Free Meals.
G2. Enter the Number of Children Approved for Reduced Price Meals.
G3. Enter the Number of Children Approved for Paid Meals.
G4. Number of Enrolled Children: **This number will automatically populate.**
G5. **This number will automatically populate after filling in L1. and L2.** To calculate the Attendance Factor Percentage, divide this month's Average Daily Attendance (the average number of students in attendance during the claim month) by the Number of Enrolled Students. For example, if a site's ADA for the month is 406 and the Number of Enrolled Children is 420, the Attendance Factor Percentage would be 96.7 (406 ÷ 420).

SNP Site Claim

Status: Active
Public School

Status: Active
PUBLIC SCHOOL

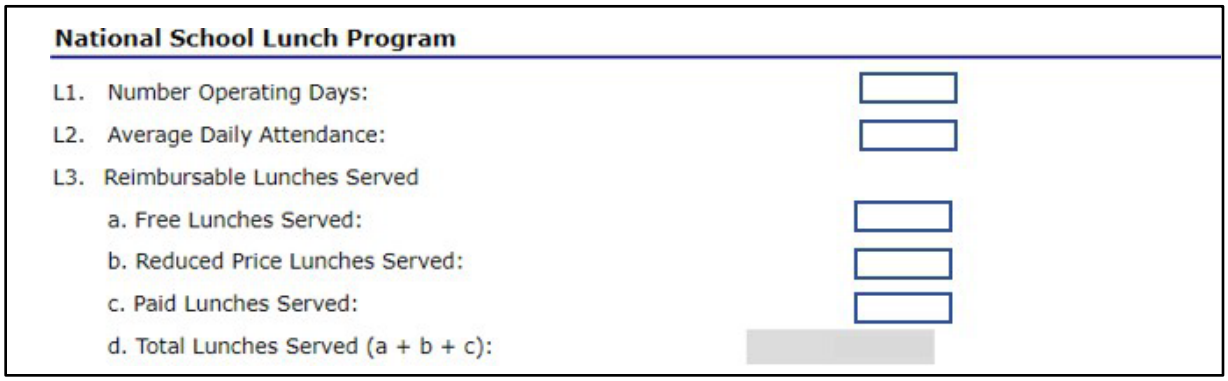
Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
					Original

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	
G2. Number of Children Approved for Reduced Price Meals:	
G3. Number of Children Approved for Paid Meals:	
G4. Number of Enrolled Children:	
G5. Attendance Factor Percentage:	

8. Follow the claim entry instructions for each piece of claim information below.

L1. Enter the Number of Operating Days. This is the number of meal service days in the claim month.
L2. Enter the Average Daily Attendance. This is the total of daily attendance for the month divided by the number of days in the month. Round up to the next whole number (e.g., 102.25 would be rounded to 103).
L3a. Enter the number of reimbursable free lunches served to enrolled students for the claim month.
L3b. Enter the number of reimbursable reduced-price lunches served to enrolled students for the claim month.
L3c. Enter the number of reimbursable paid lunches served to enrolled students for the claim month.
L3d. **This number will automatically populate.**

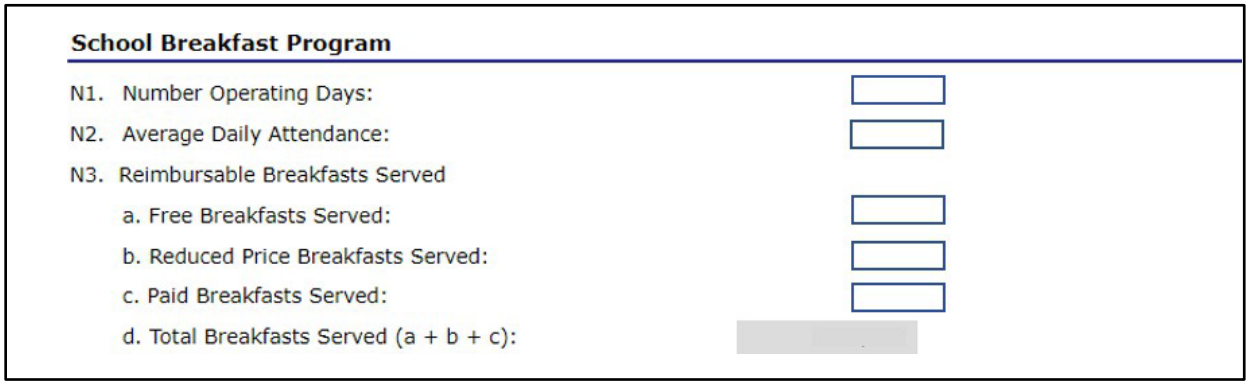


If your site(s) operate only the National School Lunch Program, proceed to step 11.

If your site operates the School Breakfast Program and/or the Afterschool Care Program, complete steps 9 and 10, respectively.

9. If your site operates the School Breakfast Program, follow the claim entry instructions for each piece of claim information below.

N1. Enter the Number of Operating Days. This is the number of meal service days in the claim month.
N2. Enter the Average Daily Attendance. This is the total of daily attendance for the month divided by the number of days in the month. Round up to the next whole number (e.g., 102.25 would be rounded to 103).
N3a. Enter the number of reimbursable free breakfasts served to enrolled students for the claim month.
N3b. Enter the number of reimbursable reduced-price breakfasts served to enrolled students for the claim month.
N3c. Enter the number of reimbursable paid breakfasts served to enrolled students for the claim month.
N3d. **This number will automatically populate.**

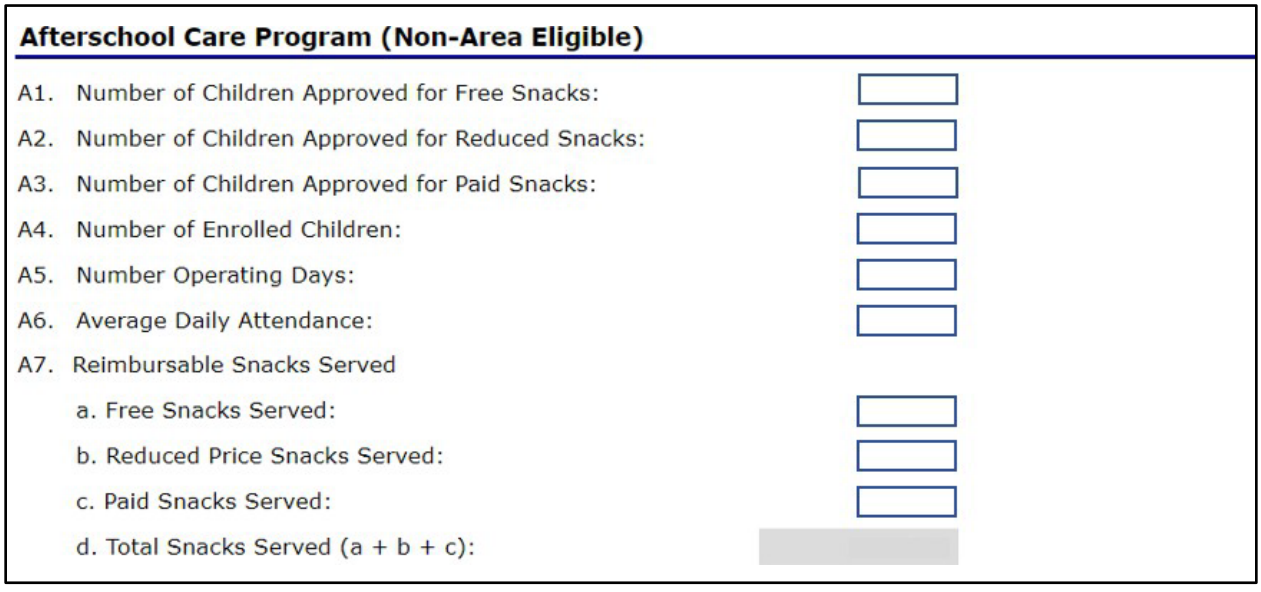


If your site(s) operate only the National School Lunch Program and School Breakfast Program, proceed to step 11.

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

Non-Area Eligible

A1. Enter the Number of Children Approved for Free Snacks.
A2. Enter the Number of Children Approved for Reduced Snacks.
A3. Enter the Number of Children Approved for Paid Snacks.
A4. Enter the Number of Enrolled Children. This is the total number of children enrolled in the Afterschool Care Program at this site.
A5. Enter the Number of Operating Days. This is the number of meal service days in the claim month.
A6. Enter the Average Daily Attendance. This is the total of daily attendance for the month divided by the number of days in the month. Round up to the next whole number (e.g., 102.25 would be rounded to 103).
A7a. Enter the number of reimbursable free snacks served to enrolled students for the claim month.
A7b. Enter the number of reimbursable reduced-price snacks served to enrolled students for the claim month.
A7c. Enter the number of reimbursable paid snacks served to enrolled students for the claim month.
A7d. **This number will automatically populate.**



Afterschool Care Program (Non-Area Eligible)

A1. Number of Children Approved for Free Snacks:	
A2. Number of Children Approved for Reduced Snacks:	
A3. Number of Children Approved for Paid Snacks:	
A4. Number of Enrolled Children:	
A5. Number Operating Days:	
A6. Average Daily Attendance:	
A7. Reimbursable Snacks Served	
a. Free Snacks Served:	
b. Reduced Price Snacks Served:	
c. Paid Snacks Served:	
d. Total Snacks Served (a + b + c):	

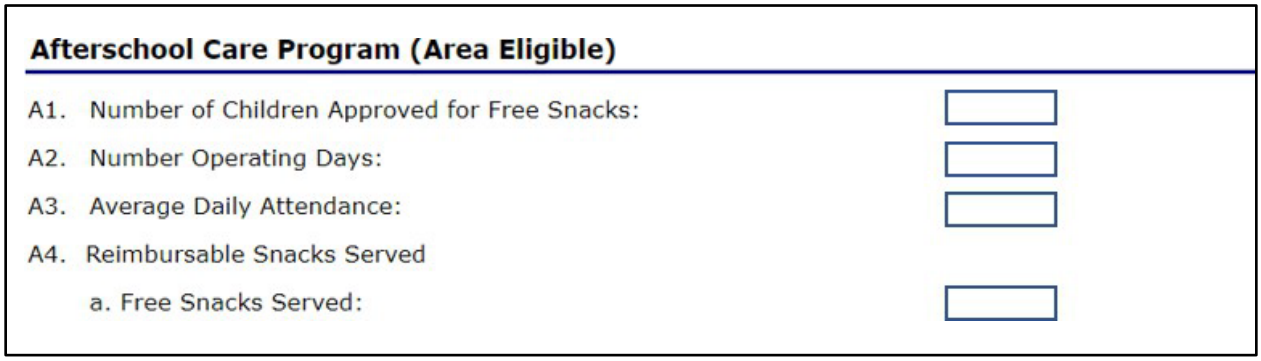
Area Eligible

A1. Enter the Number of Children Approved for Free Snacks. This is the total number of children enrolled in the Afterschool Care Program at this site.

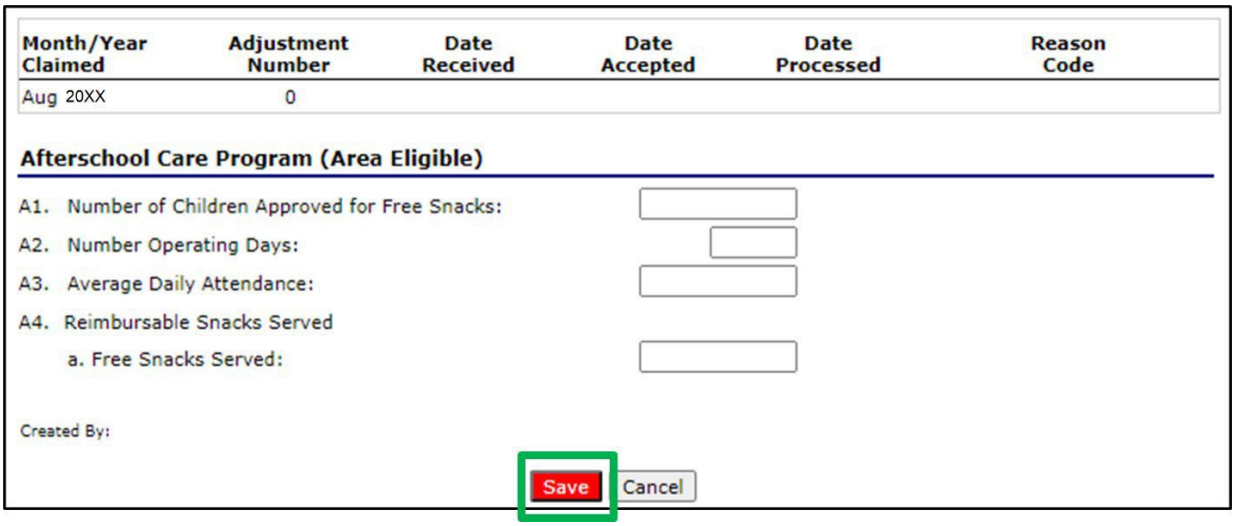
A2. Enter the Number of Operating Days. This is the number of meal service days in the claim month.

A3. Enter the Average Daily Attendance. This is the total of daily attendance for the month divided by the number of days in the month. Round up to the next whole number (e.g., 102.25 would be rounded to 103).

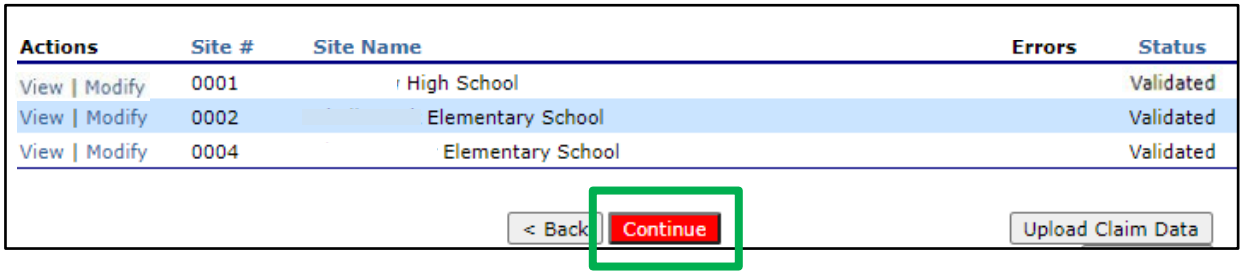
A4a. Enter the number of reimbursable free snacks served to enrolled students for the claim month.



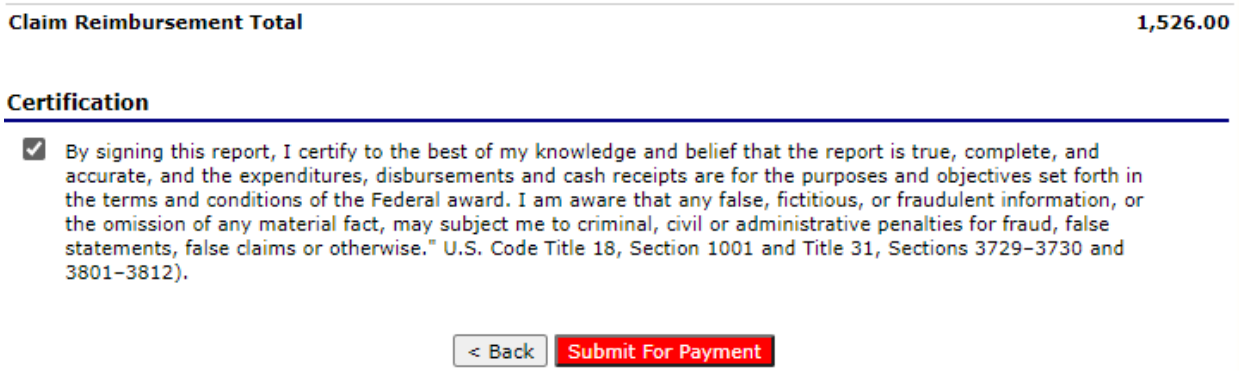
11. When finished click the red "Save" button at the bottom.



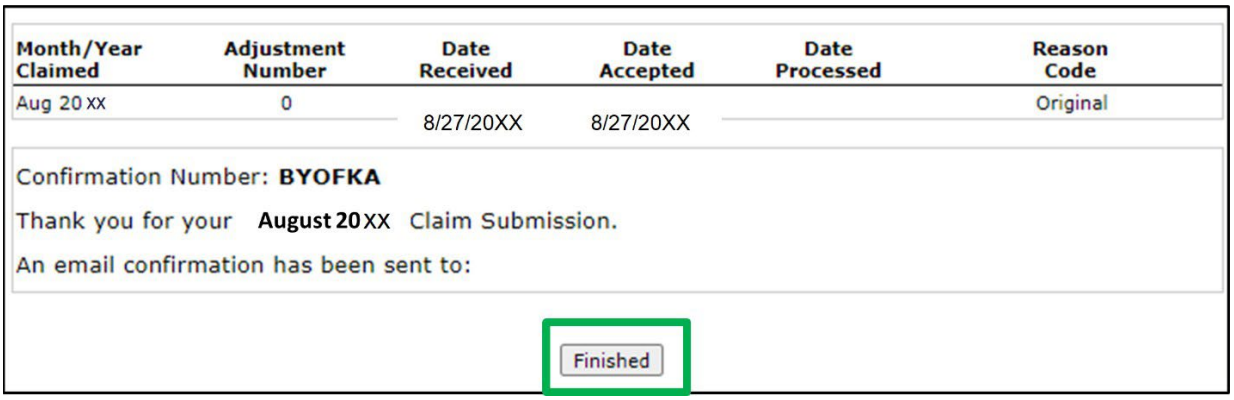
12. Repeat these steps for each site operated during the claim month. When all site claims have been entered, click the red "Continue" button at the bottom of the list of sites.



13. You will be taken to a claim summary page where you will mark the certification box at the bottom of the page and then click the red "Submit for Payment" button.



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



15. Check the status of any claim by viewing the Claim Summary page, which is the first screen displayed in the Claims module of the School Nutrition Program CNP system.

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

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 20XX					$0.00
Aug 20XX	0	Accepted	09/01/20XX		$9,407.19
Sep 20XX	0				
Oct 20XX	0				
Nov	0				

- A claim in "PROCESSED" status means the claim has been processed for payment.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 20XX					$0.00
Aug 20XX	0	Processed	09/01/20XX	09/12/20XX	$9,407.19
Sep 20XX	0	Processed	10/11/20XX	10/11/20XX	$13,119.02
Oct 20XX	0	Accepted	10/31/20XX		$12,963.95
Nov	0				

On-Site Review Checklist

Assessment of the SFA's Meal Counting and Claiming System

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

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

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

Review Date:_____ **Review Date:**_____

Breakfast:		Point of Service (POS) Meal Count Method used at this site:	Lunch:	
☐ Roster ☐ Ticket ☐ Electronic			☐ Roster ☐ Ticket ☐ Electronic	
YES	**NO**		**YES**	**NO**
____	____	1. Is the *POS* meal count taken at the end of the serving line after all food items contributing to a reimbursable meal have been offered? (This includes the end of salad bars and/or food bars.)	____	____
____	____	2. If no, does the SFA have an approved waiver on file from NDE-Nutrition Services? If a waiver is not on file, contact Nutrition Services immediately.	____	____
____	____	3. Is the *POS* meal count used to determine the school's meal count for the day and claim for reimbursement at the end of the month? (Morning meal counts or tray counts cannot be used.)	____	____
____	____	4. Is the person who is responsible for the *POS* meal count correctly identifying reimbursable meals?	____	____

5. Is the school correctly implementing policies for handling the following situations, if applicable (answer this question one time only):

YES	NO	NA	Situation	YES	NO	NA	Situation
☐	☐	☐	A la carte sales?	☐	☐	☐	Selling second meals?
☐	☐	☐	Field trip meals?	☐	☐	☐	Offer Versus Serve?
☐	☐	☐	Incomplete student meals?	☐	☐	☐	Claiming student worker meals
☐	☐	☐	Adult and non-enrolled student meals?	☐	☐	☐	Feeding students from another school district?
☐	☐	☐	Lost, stolen or forgotten, misused or destroyed tickets, cards or IDs?	☐	☐	☐	Charging meals or prepayment of meals?
				☐	☐	☐	Unpaid meal charges?

____	____	6. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.) distinguishing them from reimbursable meals?		____	____		
____	____	7. Is someone trained as a backup for the person responsible for determining reimbursable meals and the *POS* meal count		____	____		
____	____	8. Is there a procedure in place if the primary counting and claiming system goes down or is unavailable and do staff know when and how to implement it		____	____		
____	____	9. Are daily meal counts correctly totaled and recorded by category on a daily basis?		____	____		
____	____	10. Are internal controls (edit checks, monitoring, etc.) established to ensure that daily mea counts do not exceed the number of eligible students by category or attendance in school? Complete the following chart for today's review:		____	____		

Breakfast:			Meal Counts	Lunch:		
Free	**Reduced**	**Paid**		**Free**	**Reduced**	**Paid**
_____	_____	_____	# Students Approved by Category	_____	_____	_____
_____	_____	_____	Today's Meal Count by Category	_____	_____	_____

____	____	11. Does the system prevent overt identification of children receiving free or reduced price meals?	____	____

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

Breakfast: YES	Breakfast: NO	Recordkeeping	Lunch: YES	Lunch: NO
____	____	12. If the school prepares food on-site, are Production Records completed daily OR if the school receives their food from another location, are Delivery Tickets completed daily?	____	____
____	____	13. Are all school lunch records (Production Records, Delivery Tickets, Meal Count Sheets, Edit Check Worksheets, etc) kept on file for at least three years plus the current school year and available for review, if requested?	____	____

NOTE: *The next two questions are for all SFAs except for SFAs on Provision 2 in non-base years, CEP or RCCIs that serve only residential children.*

____ ☐ NA	____	14. Is the list of eligible students kept up-to-date and used to provide an accurate daily count of reimbursable free, reduced and paid meals? Check box if not applicable.	____ ☐ NA	____
____ ☐ NA	____	15. Does each feeding site complete an edit check worksheet that compiles monthly meal counts by eligibility category and compares attendance-adjusted eligible figures to daily meals counts on a monthly basis? Are any discrepancies accounted for? Check box if not applicable.	____ ☐ NA	____

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

CORRECTIVE ACTION **NOTE**: Required ONLY for questions answered "NO" or if problems are identified during the review.

Corrective Action Plan:

Specify date corrective action(s) will be implemented:

By whom: Title

Signature

School Representative Title Date

CORRECTIVE ACTION 45 Day Follow Up: **NOTE**: Required for all Corrective Action outlined above.

Record observations of corrective action implementation:

Signature

School Representative Title Date

Signature

SFA Reviewer Title Date

This institution is an equal oopportunity provider.