Please enter your Name, Title, School Name, Town, School Phone Number, Email, and if you are new to your position for School Year 2025-26. Click on the link to the Google Sheet entered in the Chat box.

Sign-In Sheet SY 25-26: Office Hours-Meal Counting and Claiming, August 21, 2025						
Name (First and Last)	Title	School Districe of Organization	City	Phone Number	Email Address	New to Position for SY 25-26?
Samantha Hathaway	Administrative Secretary	Willow Springs Public School	Willow Springs	308-254-9083	s.hathaway@link.com	Yes

1

School Year 25-26: Office Hours Bookkeepers/Claim Contacts

Meal Counting and Claiming

August 21, 2025

Nebraska Department of Education

Nutrition Services

2

Your Presenters: Nutrition Services Program Specialists

Erica Arter

Shawn Vondracek

3

Housekeeping

- Use the **Chat Box** to ask questions.
- Questions will be answered at the end of the presentation.
- You will be muted during the presentation but unmuted during Q/A time.

4

More Housekeeping Tips

The 2025 Bookkeeper Update Zoom presentation, handouts, and slide deck are posted on the Nutrition Services website under Training for your viewing: https://www.education.ne.gov/ns/training/national-school-lunch-program/

The slide deck and handouts have been emailed to you and are posted on the Nutrition Services Website: https://www.education.ne.gov/ns/training/national-school-lunch-program/

Handouts will be reviewed in packet order. The page number is in the bottom right corner of the slide and handout.

The Professional Standards Training Certificate is page 1 of the handout packet. Today's presentation provides 2 hours of CEUs.

Handout Page 1

5

Please enter your Name, Title, School Name, Town, School Phone Number, Email, and if you are new to your position for School Year 2025-26. Click on the link to the Google Sheet entered in the Chat box.

Sign-In Sheet SY 25-26: Office Hours-Meal Counting and Claiming, August 21, 2025						
Name (First and Last)	Title	School Districe of Organization	City	Phone Number	Email Address	New to Position for SY 25-26?
Samantha Hathaway	Administrative Secretary	Willow Springs Public School	Willow Springs	308-254-9083	s.hathaway@link.com	Yes

6

The Importance of Counting and Claiming Meals

- Federal and State dollars are provided in reimbursement for each meal type *(breakfast, lunch, after-school snack)* claimed for reimbursement.
- The amount of reimbursement varies by meal type and by the student's eligibility *(free, reduced price, and paid)*.
- Can only claim one breakfast, one lunch, and one after-school snack per student per day.

7

The Importance of Counting and Claiming Meals

Meals must:

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

Handout Pages 2-3

8

Meal Counting and Claiming

- Identifying a Reimbursable Meal
- Offer versus Serve
- Edit Check Worksheet
- Submitting the Claim for Reimbursement
- Answering Your Questions

9

Breakfast Meal Pattern

3 Food Components in Required Portion Sizes

Must menu at least 4 food items

USDA United States Department of Agriculture

School Breakfast Program Meal Pattern

Meal Components	Grades K-5	Grades 6-8	Grades 9-12
	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

Handout Pages 4

10

Lunch Meal Pattern

5 Food Components in the required portion sizes

USDA United States Department of Agriculture

National School Lunch Program Meal Pattern

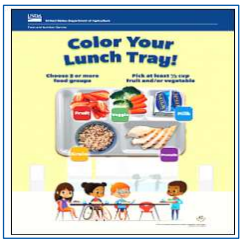
	Grades K-5	Grades 6-8	Grades 9-12
Meal Components	**Amount of Food[1] per Week (minimum per day)**		
Fruits (cups)[2]	2 ½ (½)	2 ½ (½)	5 (1)
Vegetables (cups)[2]	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark Green Subgroup[3]	½	½	½
Red/Orange Subgroup[3]	¾	¾	1 ¼
Beans, Peas, and Lentils Subgroup[3]	½	½	½
Starchy Subgroup[3]	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

Handout Pages 5-6

11

Students Must Be Able Identify a Reimbursable Meal

- **Signage must be displayed at or near the beginning of the serving line for both Breakfast and Lunch**
- **Purpose –** identify the components of a reimbursable meal



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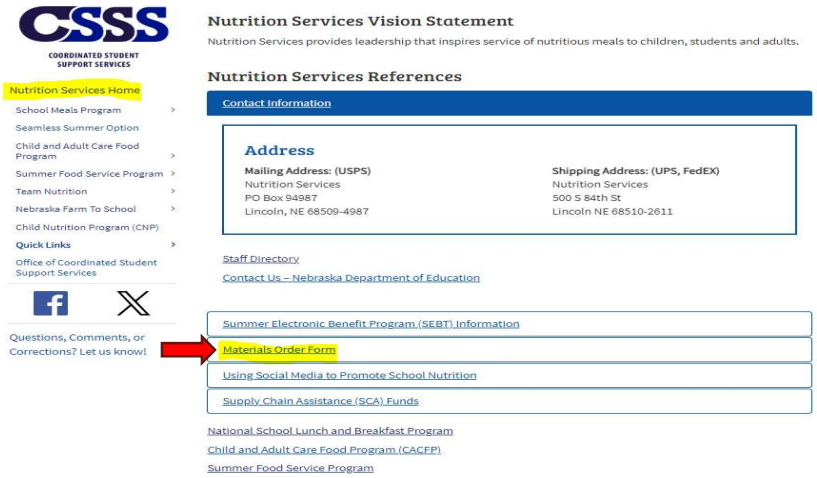
Ordering Signage: https://www.education.ne.gov/NS/



13

Offer Versus Serve (OVS)

Definition: OVS is a provision that allows students to decline some of the food offered in a reimbursable meal.

Purpose: Reduce food waste, increase student choice, and maintain nutritional standards.

Why Use OVS?

- Encourages student choice
- Increased food consumption
- Reduced plate waste

Handout Pages 7-8

14

Offer Versus Serve Basics

- **All** required components must be offered in full portions
- The meal **must** be priced as a unit
- The **STUDENT** decides which items to decline

Students are not required to take the entrée or milk as long as they have three other components (with one being at least a ½ cup of fruit and/or vegetable)

15

Offer Versus Serve Basics

- **Student** charged the full price for the meal, whether it contains 3, 4, or all 5 components
- **Cashier** must be able to recognize a reimbursable meal
- **Student** does not have 3 components, ask them to return to the line or fruit and vegetable bar to select additional food components.

Consider having whole fruit at the cashiering station for easy selection

16

Offer Versus Serve Basics

- If the student returns to the serving line and/or the fruit and vegetable bar for additional food items, the Cashier must visibly identify that the student has now selected a reimbursable meal before the meal can be counted.
- If the student refuses, the meal cannot be claimed, and the student must be charged a la carte pricing for the food items taken

17

Offer Versus Serve at Breakfast

- Required to **offer** all breakfast food components, equaling at a minimum **4 food items**
- Student may decline 1 item but must take at a minimum a ½ c. of fruit/juice/vegetable

USDA OVS Breakfast Tip Sheet Pages 9-10

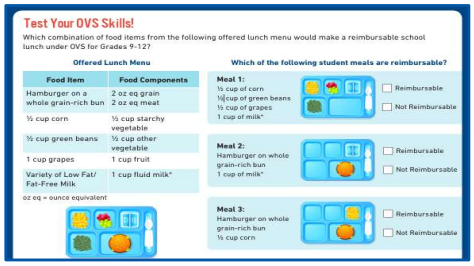
18

Offer Versus Serve at Lunch

- **Mandatory for high school – optional for all lower grades**
- Students must select at a minimum 3 out of the 5 food components, with one of the components being at least a **1/2 c.** of fruit and/or vegetable

Check with the Food Service Director on how entrée items contribute – typically 2 Food Components (Grain and Meat/Meat Alternate)

Green Leafy Vegetables such as Salad Mix, contribute at half the volume (1 cup = ½ c vegetable serving)



USDA OVS Lunch Tip Sheet Pages 11-12

19

Schools not Implementing OVS

Students must leave the serving line with **all** food components in the required portion sizes

20

PreK Students – *No Offer Versus Serve Option*

- For PreK served in the classroom or not co-mingled with other students in the cafeteria, the CACFP meal pattern must be followed.
- Students in a PreK Program are served food components in smaller portion sizes. All required food components in the required portion sizes must be served. *These students must be provided with unflavored low-fat/fat-free milk choices. No dessert-type items can be served.*
- PreK students who eat in the classroom may be served **"Family-Style".** With this serving option, students must be offered all food components for the meal to be claimed for reimbursement.

If morning and/or afternoon snacks are provided to PreK, these snacks are non-reimbursable. The cost of providing these snacks must be billed to the PreK Program or the general fund.

Handout Page 13

21

Afterschool Snack Program – *No Offer Versus Serve Option*

- For School Food Authorities (SFA's) operating the After-School Snack Program, 2 food components in the required portion sizes must be served.
- Students must take both food components for the snack to be claimed for reimbursement.

Chart 2: National School Lunch Program (NSLP) Afterschool 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.

Handout Page 14

22

Point of Service Meal Count

Defined as:

"that point in the serving line where it can be accurately determined that a reimbursable meal has been taken by the student"

23

Point of Service (POS) continued

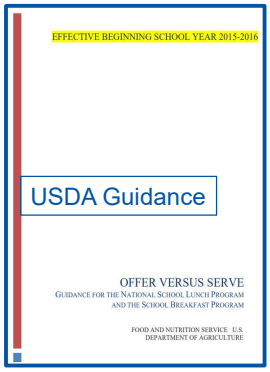
- Meal count must be taken at the **end of the serving line** or at a location after **all** food components have been offered
- This includes the end of any fruit/veggie bar or food lines
- A POS count must be taken when students are provided field trip sack lunches and when meals are sent to classrooms (ex: Pre-K, in-school suspension)

No classroom morning counts, attendance counts, head counts, tray counts, and counts taken anywhere other than the point of service.

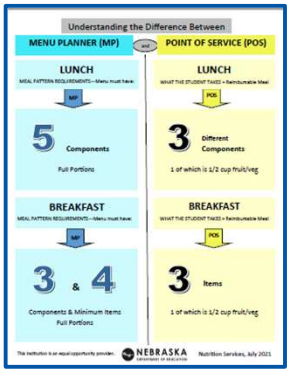
24

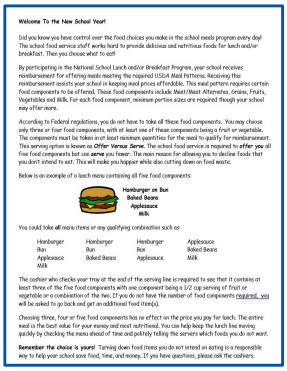
OVS Resources

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



USDA Guidance





Sample Letter to Students on OVS

Handout Pages 15-16

25

Meal Counting Point of Service Options

Software System

Roster

26

Consolidating the Daily Counts for Monthly Totals

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

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

Top Portion of Attachment J

Handout Page 17

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Bottom Portion of Edit Check

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

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

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

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 _____

IMPORTANT POINT – Round UP

ADA = Average Daily Attendance (Total of daily attendance for the month divided by the number of days in the month –Round up (example 102.25 would be rounded to 103)

ADP = Average Daily Participation (Total of daily meal count for the month divided by the number of days in the month)

(Can't have part of a student or part of a meal)

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Example of Completed Daily Meal Count and Edit Check Worksheet

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

Date	Student LUNCH Free	Reduced	Paid	TOTAL	Student BREAKFAST Free	Reduced	Paid	TOTAL	SPECIAL MILK Free	Paid	TOTAL
15	25	9	55								
18	26	8	50								
19	27	7	54								
20	30*	9	59*								
21	28	9	40								
22	28	8	54								
25	28	7	55								
26	27	9	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 × D 10 = H 9.6 ->10

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

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

Handout Page 18

29

Submitting a Claim for Reimbursement

Under "Claim-SNP," submit claims for:

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

Refer to the Claim Guide

Handout Pages 19-27

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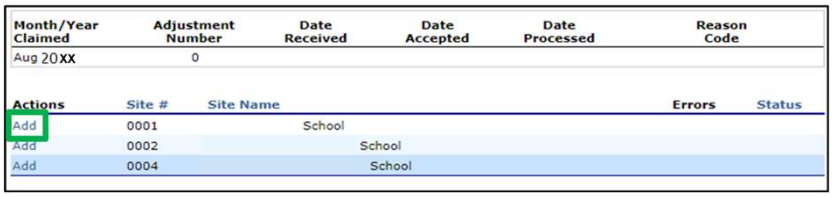
Submitting a Claim for Reimbursement

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 20xx					$0.00
Aug 20xx					$0.00
Sep 20xx					$0.00
Oct 20xx					$0.00
Nov 20xx					$0.00
Dec 20xx					$0.00
Jan 20xx					$0.00
Feb 20xx					$0.00
Mar 20xx					$0.00
Apr 20xx					$0.00
May 20xx					$0.00

31

Submitting a Claim for Reimbursement



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Submitting a Claim for Reimbursement

- Enter the HIGHEST number of children approved for each category (G1.-G3.) during the month to prevent an error on the claim.
- G4. and G5. will be calculated by the system


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:

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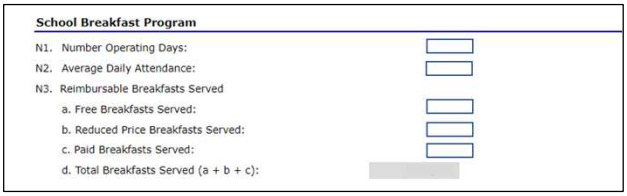
Submitting a Claim for Reimbursement

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


National School Lunch Program

L1. Number Operating Days:
L2. Average Daily Attendance:
L3. Reimbursable Lunches Served
a. Free Lunches Served:
b. Reduced Price Lunches Served:
c. Paid Lunches Served:
d. Total Lunches Served (a + b + c):

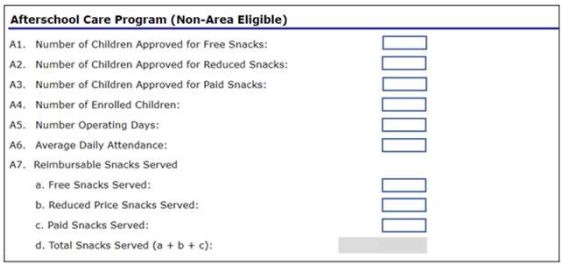

School Breakfast Program

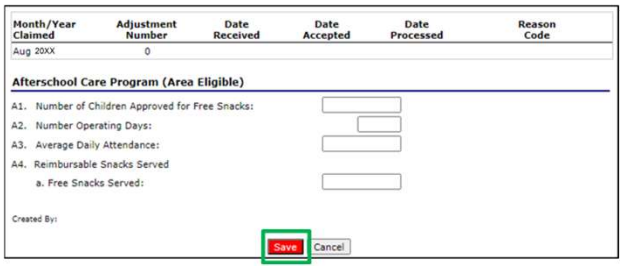
N1. Number Operating Days:
N2. Average Daily Attendance:
N3. Reimbursable Breakfasts Served
a. Free Breakfasts Served:
b. Reduced Price Breakfasts Served:
c. Paid Breakfasts Served:
d. Total Breakfasts Served (a + b + c):

34

Submitting a Claim for Reimbursement

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





35

Submitting a Claim for Reimbursement

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

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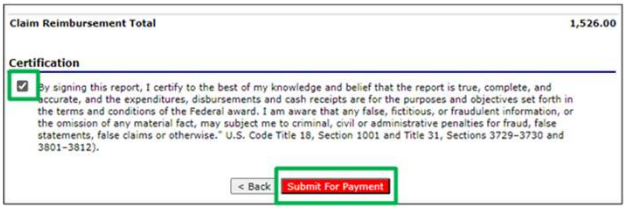
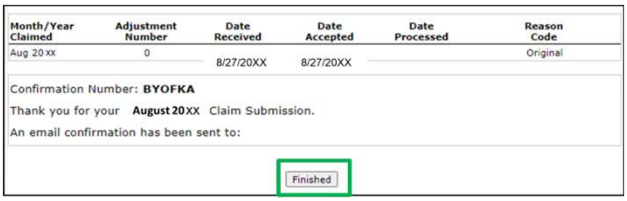
Submitting a Claim for Reimbursement

- Mark the certification box at the bottom of the page and then click the red "Submit for Payment" button.
- Once submitted, a confirmation page will display. Click "Finished"

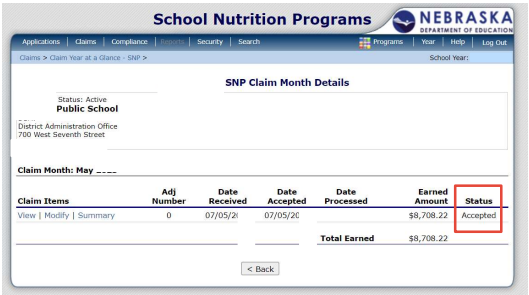


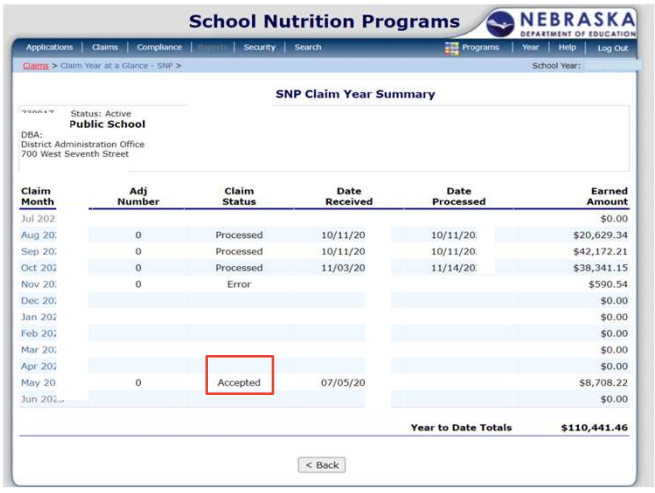


37

Submitting a Claim for Reimbursement

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





Handout Page 19-27

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Submitting a Claim for Reimbursement

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

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

Claim Payment or Electronic Fund Transfer (EFT) Dates		
Claim submitted on:	NDE Processing Date	Payment Date
10th before noon	10th	+ 3-5 days
After 10th	10th of the following month	+ 3-5 days
Note that the date of deposit shifts to the following business day when the payment date lands on a weekend or a holiday.		

The last date to submit a claim is 60 days following the last day of the month covered by the claim.	
For the month of:	Last day for submission:
January	April 1 (Leap Year March 31)
February	April 29

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

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

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https://www.education.ne.gov/ns/reimbursement-rates/

Federal Reimbursement

Meals are reimbursed by the student's eligibility

(Free, Reduced, or Paid)

CSSS
COORDINATED STUDENT SUPPORT SERVICES

Nutrition Services 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
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  - *Reimbursement Rates*

Reimbursement Rates

July 1, 2025 – June 30, 2026

National School Breakfast Program				
Breakfast	Free	$2.46		
	Reduced	$2.16		
	Paid	$0.40		
Severe Need Breakfast	Free	$2.94		
	Reduced	$2.64		
	Paid	$0.40		
National School Lunch Program			Additional Qualifying 2 cents	Performance Based Incentive $0.09 SY25-26
Lunch	Free	$4.60	$4.62	$0.09*
	Reduced	$4.20	$4.22	$0.09*
	Paid	$0.44	$0.46	$0.09*
After School Snacks	Free	$1.26		
	Reduced	$0.63		
	Paid	$0.11		
Special Milk Program		$0.2675		

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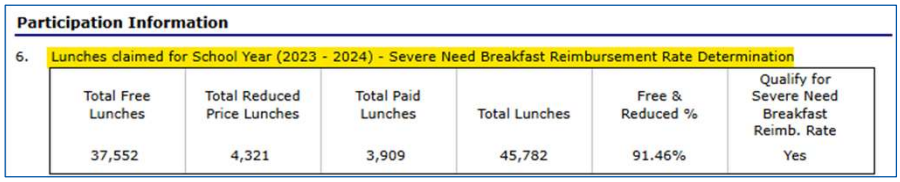
Additional Reimbursement is provided for the following:

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



Participation Information

6. 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
37,552	4,321	3,909	45,782	91.46%	Yes

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

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Additional Reimbursement is provided for the following:

- **NSLP $.09 Performance-Based Incentive.** Additional reimbursement for compliance with vegetable subgroups and whole grain-rich requirements. Non-compliance can result in not receiving this additional reimbursement.

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

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

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

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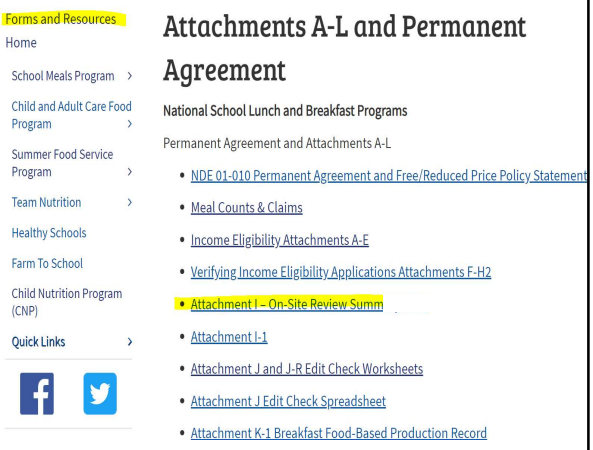
Attachment I – On-Site Reviews

- Completed by SFA's with more than one feeding site
- Should be completed by Authorized Representative or Bookkeeper
- Must conduct one review for all sites serving lunch and 50% of sites serving breakfast
- Must be completed by **Feb. 1, 2026** (can conduct anytime up to that date)
- Maintained on-site (not submitted to NS unless requested)



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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/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;

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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Please take a few minutes and complete this short evaluation of today's training

Link to Evaluation: Office Hours-Meal Counting and Claiming

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Questions and Answers

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

Click on "Contact Us" at:
https://www.education.ne.gov/ns/contact-us/

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