



Verification of Approved Continuing Education Units for Professional Standards - NSLP



<p>Title of Activity:</p> <p>Bookkeeper Training SY 2026-27</p>	<p>Participant Name:</p> <hr/> <p>Last First</p>
<p>Educational Provider:</p> <p>Nebraska Department of Education-Nutrition Services</p>	<p>SNA Membership ID #:(not required)</p>
<p>Location: Zoom Webinar</p>	<p>CEU's Earned:</p>
<p>Date:</p>	<p>Learning Codes: Administration: Compliance with Regulations/Policies - 3320</p>
<p>Signature of Educational Provider:</p> <p><i>Kayla Pantel</i></p>	

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Health Inspections**

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

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 Administration	FNA	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.

School Nutrition Programs Important Dates

July 1	<ul style="list-style-type: none"> • Program Year starts; the School Meals Application for School Food Authorities (SFAs) opens in CNP for the new program year. ❑ Upload student enrollment into the CNP Direct Certification (DC) Enrollment module if ADVISER/PersonID rosters are not accurate. <ul style="list-style-type: none"> - All schools must update student enrollment at least three times each program year. <ul style="list-style-type: none"> ▪ Public SFAs must manually update enrollment in ADVISER until September 15th. After September 15th, public schools' SIS will automatically share enrollment data with ADVISER. ▪ Non-public SFAs must manually update enrollment in PersonID and/or CNP. ❑ Complete Food Safety Inspections Report in CNP. Report number of health inspections for each site that were received in the prior program year.
July 2	<ul style="list-style-type: none"> • DC match list will begin populating for the new program year. SFAs can start distributing Notice of Approval/Denial 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"> ❑ Deadline for Non-Public Schools and Residential Child Care Institutions (RCCIs) to complete the Annual Financial Report in CNP. Report income and expenses of the foodservice for the previous program year. ❑ Deadline for Residential Child Care Institutions (RCCIs) to complete the School Meals Application in CNP for the new program year.
July – August	<ul style="list-style-type: none"> ❑ Distribute Free and Reduced-Price Meal Application (Attachment C) and Letter to households (Attachment B). SFAs participating in the Community Eligibility Provision should <i>not</i> distribute applications. Distribute Notice of Approval/Denial letters (Attachment D) to households as applications are approved or denied. ❑ Update the Point of Service system with the current school year's student meal eligibility determinations. ❑ Determine the 30th school/operating day for free/reduced meal carryover eligibility from the previous school year. • All staff, paid and volunteer, who have School Nutrition Program responsibilities must complete the Civil Rights training requirement annually. • School Nutrition Programs Trainings are presented by the Nebraska Department of Education (NDE) Nutrition Services.
August 15	<ul style="list-style-type: none"> ❑ Deadline to complete the School Meals Application in CNP for the new program 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 direct certification matching for meal benefits.

September 15	<input type="checkbox"/> Public Schools: automatic data sharing with NDE ADVISER for direct certification of meal benefits begins.
30th School Day	<input type="checkbox"/> Deadline for SFAs participating in the Afterschool Snack Program to complete an On-Site Review (Attachment I-1) at each site; keep on file. A second On-Site Review must be completed and kept on file at each site before the end of the program year. <ul style="list-style-type: none"> Last day students remaining on carryover eligibility can receive free/reduced benefits OR until the student receives a new determination, whichever occurs first.
October 1	<input type="checkbox"/> Deadline when free/reduced applications must be counted for the verification pool. Application verification can occur on or before October 1st, but the final number of applications to verify must be calculated as of October 1st. <ul style="list-style-type: none"> Contact NDE Nutrition Services if interested in contracting with a Food Service Management Company for the next school year.
2nd week of October	<ul style="list-style-type: none"> National School Lunch Week
October 15	<input type="checkbox"/> Deadline for entering the number of Health Inspections received at each meal service site for the previous program year in the CNP system.
October 31	<input type="checkbox"/> Non-public schools: Update student enrollment for Direct Certification (second of the three required times). <ul style="list-style-type: none"> Verification Report opens in CNP.
November 1	<ul style="list-style-type: none"> The Fixed Price per Meal Food Service Management Company Request for Proposal (RFP) and Exhibits are available upon request from NDE Nutrition Services.
November 15	<input type="checkbox"/> Deadline to complete Verification and submit the Verification Report into the CNP system. <input type="checkbox"/> Deadline to complete Civil Rights Summary (Attachment H-1) ; keep on file at site.
December 1	<input type="checkbox"/> Deadline to request the Fixed Price per Meal Food Service Management Company Request for Proposal (RFP) if considering a Food Service Management Company for the next program year.
January 15	<input type="checkbox"/> Deadline to submit the Fixed Price per Meal Food Service Management Company Request for Proposal (RFP) if considering a Food Service Management Company for the next program year.
February 1	<input type="checkbox"/> Deadline for SFAs with 2 or more meal service sites to complete On-Site Reviews (Attachment I) for each feeding site; keep on file at each site.
February 28	<input type="checkbox"/> Update student enrollment for Direct Certification (third of three required times).
1st full week of March	<ul style="list-style-type: none"> National School Breakfast Week

March - May	<ul style="list-style-type: none"> The Paid Lunch Equity Tool is available. <ul style="list-style-type: none"> SFAs that don't qualify for Paid Lunch Equity Exemption and charge for student meals must complete the Paid Lunch Equity Tool before setting meal prices for the upcoming program year.
April – May	<input type="checkbox"/> Annual in-person School Meals Food Service Director and Bookkeeper Trainings registration opens; registration is required.
1st week of May	<ul style="list-style-type: none"> School Nutrition Employee Appreciation Week <ul style="list-style-type: none"> Final day of School Nutrition Employee Appreciation Week: School Lunch Hero Day
2nd Wednesday of May	<ul style="list-style-type: none"> Nebraska School Food Service Employee Appreciation Day
June	<ul style="list-style-type: none"> Nebraska School Nutrition Association Annual Conference Child Nutrition Training Academy <input type="checkbox"/> ADVISER/PersonID system opens for the upcoming program year. SFAs should update student rosters in ADVISER/PersonID.
June 30	<ul style="list-style-type: none"> Program Year ends

Submitting a Claim:

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

SFAs are encouraged to submit the Claim for Reimbursement by 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.

Compliance Review Checklist School Year (SY) 2026-27

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

Passage of Legislative Bill 966: Hunger-Free Schools Act Pilot Program for SY26-27:

- In April, the Nebraska Legislature passed LB966 establishing the Hunger-Free Schools Act Pilot Program for SY2026-27. This pilot program eliminates the reduced breakfast and lunch meal price for students in public and non-public schools that participate in the National School Lunch and Breakfast Programs.
- Participating schools cannot charge reduced-price eligible students for reimbursable breakfast and lunch meals.
- Attachment B: The "School Meals Letter to Household" and Attachment D: "Notice of Approval/Denial for All Students" letters have been updated to inform households the cost of a school lunch and breakfast meal for reduced-price students is \$0.
- SFAs must continue to determine eligibility for students to receive reduced-price meals at no cost to the household.
- SFAs must continue counting and claiming meals in the Free, Reduced, and Paid price categories. SFAs continue to receive federal reimbursement based on meal eligibility for Free, Reduced, and Paid meals.
- Schools must change the Reduced-Price Meal Charge in the point-of-sale system to \$0.00.
- Charges for a la carte purchases will continue to be billed to all students' accounts, regardless of student meal price eligibility.
- SFAs must continue to notify households and enforce their specific local level "Charge Policy".
- The bill does not provide funding for reduced-price snacks for those schools who participate in non-area eligible After-School Care Snack Programs.
- LB966 requires each participating school's pilot program payment to be based on the number of reduced-price eligible meals the school served in the second preceding school year.
- SY2026-27 payments will be based on SY2024-25 reduced-price meals served. The NDE will process pilot program payments for SY2026-27 in October 2026.
- SFA's participating in the Community Eligibility Provision (CEP) schools will not receive a payment from the Hunger-Free Schools Act Pilot Program because they do not charge households for meals.

A. School Meals Application in the CNP SYSTEM (opens for completion on July 1st with a deadline for submission of August 15th).	YES	NO
1. The School Meals 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 a User ID will be assigned to the new Authorized Representative. Do not share User IDs and passwords with coworkers!		
3. The Authorized Representative has assigned staff with their own User IDs for access to the CNP System. Staff at the SFA that 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: cfaller on: 4/6/2026 2:42:22 PM Modified By: cfaller on: 4/6/2026 2:49:10 PM		
4. The 3 individuals listed as points of contact in the Sponsor Application have accurate email addresses. Nutrition Services generates its email list that is used for important communications from the Sponsor Application.		
5. The section in the Sponsor Application, question #44, "When was your Wellness Policy adopted/amended?" has been answered with the most recent date that changes were adopted to your wellness policy. Also, confirm the wellness policy was reviewed and triennial assessment completed by 6/30/26.		
6. Reporting Requirements for the Unique Entity Identifier (UEI) date of renewed registration is within the last year. For example, if the renewal date is 05/06/2025 it is an expired renewal date because it is more than 12 months old. Dates of renewal of UEI numbers are for a one-year period. Do not report the date of expiration; report the date the renewal in sam.gov was completed.		

B. Completion of the Annual Financial Report in CNP (deadline of August 15). Only required for Non-Public Schools, Residential Child Care Institutions, and ESU's:		
1. Dollar values entered are specific to the income and costs 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) must have a close cash balance of \$0.00 or a positive dollar value. A transfer of funds from another source, such as School District Contribution, must be made to ensure the non-profit school food service account does not have a negative balance at the end of the School Year.		
3. If your SFA has not submitted previous year(s) Annual Financial Reports or if a negative net cash balance amount has been reported in previous reporting school years, correction of these reports is required. Please contact Kylee Sadler at 531-350-4313 or by email at kylee.sadler@nebraska.gov .		
C. Direct Certification:		
1. Throughout the school year, the SFA has must add new students to the Person ID system as they enroll in their school district. Person ID will establish a unique NDE ID that allows students to appear on the Match List and be directly certified for free or reduced priced meal benefits 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 meal benefits based upon: SNAP, TANF, FDPIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA is required to print/save this list periodically throughout the school year.		
3. Schools may otherwise choose to report enrolled students through the CNP Direct Certification system. The student file should be uploaded into the Enrollment tab of the Direct Certification System. You must utilize the student enrollment template 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 print/save this list at least monthly.		
4. For households in which other student household members (related or not) did not appear on the Direct Certification match list, the SFA extends the meal benefit from the student, who was directly certified to other students in the household. Qualifying programs that can be extended include SNAP, TANF, FDPIR, Medicaid Free, and Medicaid Reduced. The SFA maintains this list of students with extended direct certification benefits.		
5. The effective date of eligibility is the date the student appeared on the direct certification match list. This date also is 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 or within 10 operating days of the initial determination. Ensure 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 at the SFA.		
6. Public and Non-Public SFAs should upload data for new students upon enrollment into the ADVISER Person ID throughout the remainder of the school year. **REQUIRED** Non-Public SFAs are required at a minimum to conduct direct certification efforts at or around the beginning of the school year, 3 months after the beginning of the school year, and 6 months after the beginning of the school year.		

7. The SFA has continued to save copies of their direct certification list.		
8. The SFA has regularly reviewed matches in 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 meal application for the current school year is used. Application-Attachment C		
3. If SFA is using an web-based online meal application, it must be submitted to Nutrition Services for approval prior to being utilized. Submit to kylee.sadler@nebraska.gov		
Approving Income/Household Size Applications:		
1. If a student's name appeared on the Direct Certification list and the school also has received an application that qualifies the student for the same benefit, the application was pulled and filed separately. Direct certification takes precedence over a household application, except for Medicated Reduced. If the household application indicates the student(s) qualified for free meal benefits based on household size and income, this eligibility takes precedence over the direct certification on 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. Household has reported their Master Case Number (5-9 digits only). An 8-digit number starts out "00;" a 9-digit number starts out "000." A Medicaid number listed on an application does not qualify a student for meal benefits. Direct Certification Medicaid is the only Medicaid that qualifies a student for meal benefits.		
3. An adult household member signed and dated the application.		
Other Application Information:		
1. Households on carryover from the previous school year have the same meal benefits for up-to the first 30 operating days OR until a new application is received, or the children's names appear on the Direct Certification list, whichever occurs first.		
2. The SFA has date stamped the applications for when the household submitted the application to the SFA. This date can be used for the establishing meal eligibility for a student as opposed to the determination date recorded by the person approving the application.		
3. Missing information on an application that is critical in determining meal benefit eligibility must be 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; signature of the adult household member; and last four digits of a required social security number or "none" 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 in 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) must be 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 has calculated the household's current income and compares the amount to the correct Income Eligibility Guideline chart.		
9. The determining official has 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 the application.		
11. Applications for households that have withdrawn from the district must have the withdrawal date recorded on the application. These applications should then be filed separately.		
12. A change in a student's eligibility is made within 3 days of the calendar if benefits are increased. If meal benefits are reduced or terminated the household must receive the "and on the 10th calendar day from the date of the household notification for a reduction or termination of meal benefits.		
E. Verification - Oct. 1st start process. Must be completed with online report submitted to NDE by November 15th		
1. The correct verification method (Standard-Error Prone OR Alternate One) was used. Standard Error Prone was determined based on a 20% or more non-response rate of applications selected for verification in the prior year. The SFA has checked their non-response rate from the prior year. If the SFA had a non-response rate of less than 20% then the SFA conducted Alternate One.		
2. The correct number of household applications to verify was selected. (3% for Alternate One or 3% of error prone applications for Standard-Error Prone)		
3. The SFA has rounded up in determining the number of applications needed for verification.		
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 than 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.		
6. Households were notified in writing they were selected for verification; selected households were also notified in writing of the results. Copies of documentation is retained by 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 be maintained and updated with student eligibility changes.		
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).		
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, 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. Be completed 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 daily.		
3. Report the highest number of students eligible for free, reduced price, and paid meals each month.		
4. Compare the attendance adjusted eligible figures by category to daily meal counts for each meal service site before submitting the monthly claim.		
6. Provide a valid explanation for any days in which the number of meals claimed exceeds the attendance adjusted eligible figures before submitting the monthly claim.		
8. Be kept on file along with a copy of the claim and other school food service records for three years plus the current school year.		
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: whole, 2%, low-fat (1%) or fat-free (skim) unflavored or flavored varieties can be served. One choice must be an unflavored variety.		
5. Offer Versus Serve has been properly implemented when:		
6. Required for 9-12 grades except in certain situations (Juvenile Justice Facilities).		
7. 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, vegetable or a combination of the two.		
8. Students decide which food items/components they will take; again, they must select a 1/2 cup of fruit, vegetable or a combination of the two.		
9. The meal price is the same whether 3, 4, or 5 food components are taken.		
10. The person responsible for the Point of Service meal count has been trained to evaluate student trays to ensure all claimed meals are reimbursable.		
11. Menus reflect compliance with USDA's required nutrient standards.		
12. Unflavored drinking water is available to all students free of charge in the area where breakfast, lunch and snack are served.		
13. Reimbursable Meal Signage is posted for both breakfast and lunch in a visible area near the meals service line that shows students how to select a reimbursable meal.		
J. CIVIL RIGHTS REQUIREMENTS		
1. USDA's current nondiscrimination poster "And Justice for All" (dated 2019) is displayed in each area that students eat. It must be visible and easy to read for program participants.		
2. There is no separation of students by race, color, national origin, gender, age or disability during meal service.		

3. Special diets, with correct documentation on file, are provided at no extra charge to students as prescribed by regulation.		
4. Foreign language translations of program materials are made available as needed.		
5. USDA's current nondiscrimination statement is included in appropriate program materials such as the student handbook in the section that addresses the School Meals Program. Use the statement on the Nutrition Services home page: https://www.education.ne.gov/ns .		
6. Menus made available to the public may contain the statement "USDA is an equal opportunity provider, employer, and lender", however, it is not required if no other nutrition message is provided to households.		
7. The Civil Rights Summary (Attachment H-1) is completed and on file at school. Complete this form at the same time as conducting verification (Oct. 1-Nov. 15). Completed form is retained on-site.		
9. Annual Civil Rights training documentation is available for staff involved in all levels of administration of the School Meals Programs. This would also include any individuals volunteering in the food service program that interact with students/household. Documentation must include the training attended, date, and signature of person attending. If a certificate is provided, print, complete, and file.		
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 meet both the Smart Snack Guidelines. The SFA has documentation of compliance for smart snack items.		
3. Vending machines are off during the school day unless items sold comply with the Smart Snack Guidelines. The "school day" is defined as 12:00 am through 30 minutes after the end of the school day.		
4. Fundraising activities held during the school day must 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 form approved by NDE on an annual basis. Missing information of 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 record what menu choices are offered to the student Document that daily/weekly meal pattern requirements are met:		
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 pattern is 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 training on 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 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 school. This was waived for SY25-26 for SFAs with a zero or positive balance in their school meals account as of June 30, 2024. Contact Kylee Sadler at Nutrition Services for additional guidance.		
2.	Non-program foods such as “seconds” or other a la carte items sold are priced appropriately to ensure there is no loss of revenue to the school meals program.		
3.	Adult meal prices reflect NDE’s requirements as found on the Nutrition Services website. Contact Nutrition Services for additional guidance, as needed.		
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 their written charge policy to ensure there is not excess unpaid meal debt.		
3.	Unpaid meal charges are considered “delinquent debt” when payment is overdue. A debt owed to the non-profit school foodservice remains on the accounting documents until it is either collected or is determined to be uncollectable and written off. When the SFA determines the delinquent debt is uncollectable it must be reclassified as “bad debt”.		
R.	PROFESSIONAL STANDARDS		
1.	If a new food service director was hired, he/she meets the USDA hiring standards.		
2.	The food service director has completed the ServSafe Manager course within the last 5 years or within 30 days of hire.		
3.	Training hours are being tracked with documentation on file for all food service employees.		
4.	Non-food service employees, who have school lunch responsibilities, receive training related to their duties. Names, training topics, and date of training are documented.		
5.	Food service employees are on track to earn their required number of training hours for the year.		

S. FRESH FRUIT and VEGETABLE PROGRAM		
1. Required documentation, including fresh fruit/vegetable invoices, non-food purchases and labor hour records are maintained on a monthly basis by meal service site.		
2. Nutrition Education activities for the FFVP are reported on the monthly claim for reimbursement.		
T. AFTER SCHOOL SNACK PROGRAM		
1. Annual on-site review is completed within the first four weeks of the program's operation and a second review is completed before the end of the school year.		
2. Meal count sheets and production records are available for each participating site.		
3. Snacks are claimed for reimbursement only when the student takes the entire snack (two different components) offered.		
4. Snacks are claimed on school days only.		
U. FOOD SERVICE MANAGEMENT COMPANY (FSMC)		
1. The SFA is responsible for ensuring the accuracy of the monthly FSMC invoice which includes verifying the correct fixed meal price is applied to meal counts, 2) the correct meal equivalency factor is used, and 3) the SFA receives USDA Foods credit. Documentation from the FSMC to substantiate meals counts, cost data used for meal equivalency, and USDA Foods/DoD Fruit and Vegetable invoices have been submitted to the SFA in support of each cost and credit on the monthly invoice.		
2. The SFA's Advisory Committee, composed of administration/faculty, students, parents, and on-site FSMC director, has met at a minimum of once per semester. Documentation of these meetings includes members in attendance, agenda items, and meeting minutes is maintained on-site.		
3. The SFA at a minimum is completing the FSMC Monitoring Form once per semester. Documentation of monitoring is retained on-site.		
4. The SFA has documentation to demonstrate 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 a FSMC Area Director.		

Nutrition Services Computer Access Application and Agreement

This application and agreement requests the assignment of a User ID and Password to be used as an electronic signature by the person named as Authorized Representative/Responsible Individual on page 2 of this form for the specified Sponsor/System. The Authorized Representative/Responsible Individual is authorized to attest, by electronic signature, as to the accuracy of the data reported to the Nebraska Department of Education (NDE) Nutrition Services System until NDE receives written notice to revoke the rights of access.

The Authorized Representative/Responsible Individual agrees that the use of the electronic signature (User ID and Password) attests to the accuracy of the data transmitted as an electronic version of each designated form. The Authorized Representative/Responsible Individual further agrees that the electronic signature (User ID and Password) is equivalent to, and has the full legal binding force of his/her written signature and is legally valid and enforceable.

The Authorized Representative/Responsible Individual also agrees to all terms of the pertinent application and agreement, related forms and claims and responsibility for the program(s) listed below in which you participate. On page 2, item 15 of this form (NDE-01-033) mark the box for each program in which you participate. The Authorized Representative/Responsible Individual is legally and financially bound by all terms and conditions contained in such agreements.

- **National School Lunch Program, School Breakfast Program and Special Milk Program:** Program Application, Form NDE 01-014; Site Application, Form NDE 01-015; Claim, Form NDE 28-036; and the following as applicable: Annual Financial Statement, Form NDE 01-003 (for Non-Public Schools), and Fruit/Vegetable Claim.
- **Child and Adult Care Food Program:** Application and Agreements, as applicable, NS-407-G, NS-304-H; Form NDE 01-017; Form NDE 01-018, Site Information Sheet; and the following, as applicable: Proprietary For Profit Statement, Form NDE 01-030; Pricing Program Policy Statement, Form NDE 01-036; Adult Center Attachment, Form NDE 01-026; Child Care Claim Form, NDE 28-017; Adult Care Claim, Form, NDE 28-018; Day Care Home Sponsor Claim, Form NDE 28-037.
- **Summer Food Service Program:** Sponsor Application, Form NDE 01-023; Site Application, Form NDE 01-022; Sponsor Budget, Form NDE 01-023; Claim, Form NDE 28-034.

The Authorized Representative/Responsible Individual will be responsible for the security and the integrity of the electronic signature (User ID and Password) as issued by Nutrition Services. The Authorized Representative/Responsible Individual has a duty to exercise reasonable care to retain control of the electronic signature (User ID and Password) and prevent its disclosure to other persons.

Extending Rights to Other Staff

If more than one individual is responsible for entering data, the Authorized Representative/Responsible Individual should assign employees rights to a User ID and Password. Instructions to create a new user are at <https://nutrition.education.ne.gov> under the Login/Password/System Navigation heading, Security Administrative Manual. The Authorized Representative/Responsible Individual and any sub users who you assign will be liable for any misuse of the electronic signature (User ID and Password).

The Authorized Representative/Responsible Individual and any sub users understand and agree that by using the electronic signature (User ID and Password) he/she is signing and legally validating the electronic document.

NDE requires assurance that the Authorized Representative/Responsible Individual has permission of the System/Sponsor to enter into this agreement. The person who signs as the Board President/Owner/CEO provides this assurance. One of the following persons must complete items 9-14 on page 2 of this application and agreement:

- For Local Education Agencies : Board of Education President or Superintendent
- For Non Profit Agencies: Board President or Chief Executive Officer (CEO)
- For Privately-Owned Center: Owner



CNP ADMINISTRATORS: ADDING A NEW USER

Updated 5.24.2024

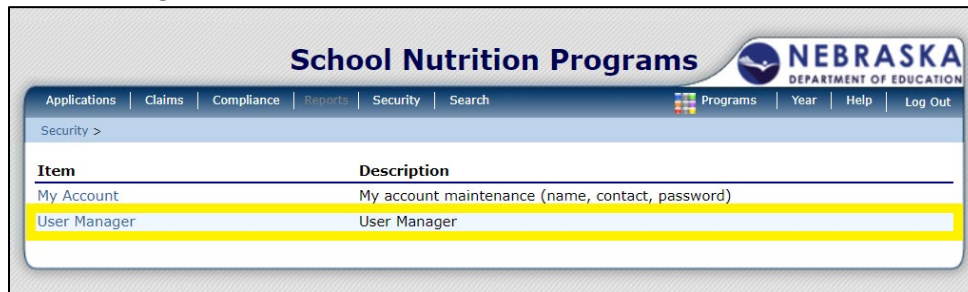
Questions? Email nde.nsweb@nebraska.gov



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



- Select the User Manager:



- 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.

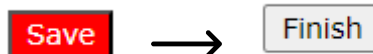
User Information and Login Information Reminders:

- 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.

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)”.

5. Click Save, then Finish





CNP ADMINISTRATORS: UPDATING EXISTING USERS

Updated 5.24.2024

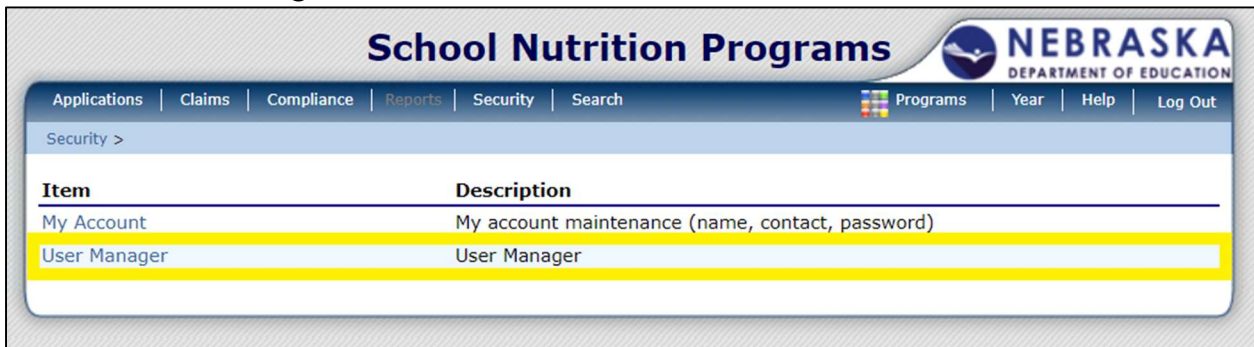
Questions? Email nde.nsweb@nebraska.gov



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



2. Select the User Manager:



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



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

Users				Found: 3
Last Name	First Name	User ID	Administrator	Status
Doe	Jane	TEST2	Yes	Active
DOE	Jack	TEST3	Yes	Active
Doe	John	TEST1		Active

School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

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

Security > User Manager >

User Options

User Name: TEST2 Name: Jane Doe

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

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.

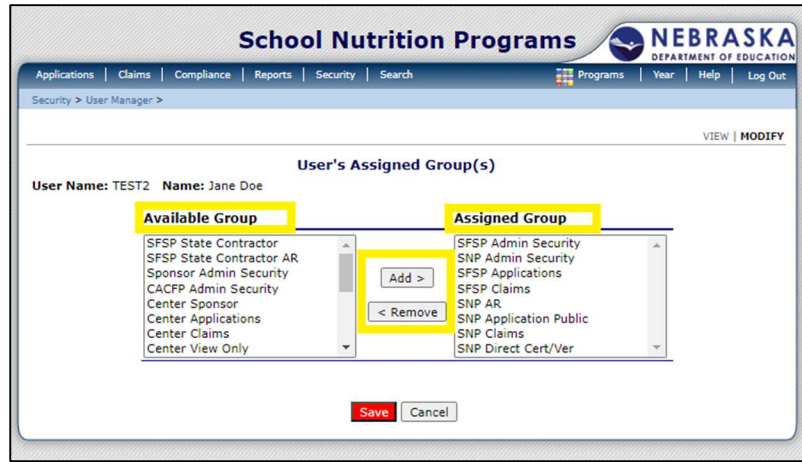
Status

User Status:

Notes:

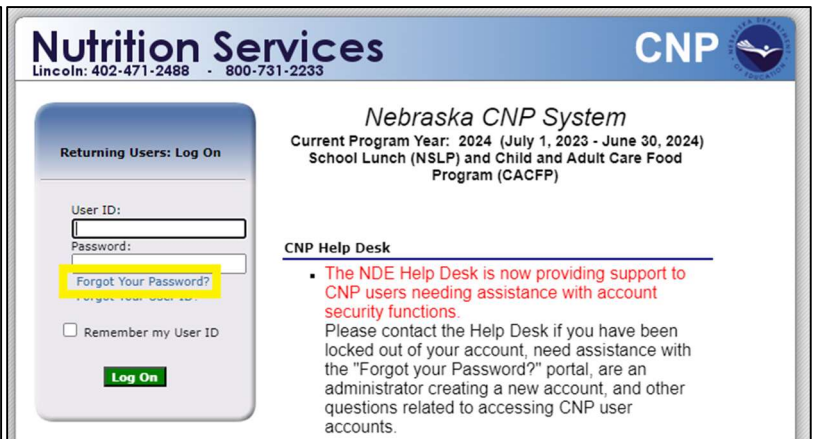
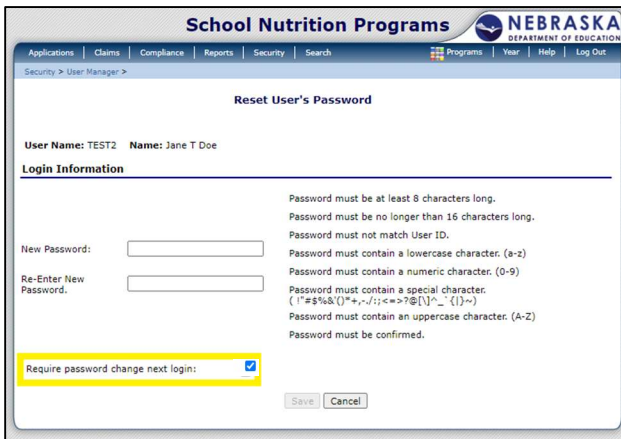
- User's Assigned Groups:** Modify non-Administrator user assigned security groups

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.





School Nutrition Programs Application Guide School Year 2026-27



Please use the guide below to complete the School Nutrition Programs (SNP) application for meals and snacks served during School Year (SY) 2026-27.

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 2026-2027:

School Year	Date Range	Application Packet
NEW 2026 - 2027	07/01/2026 - 06/30/2027	Not Started
2025 - 2026	07/01/2025 - 06/30/2026	Application Packet on File
2024 - 2025	07/01/2024 - 06/30/2025	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.

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 <input style="border: 1px solid green; padding: 2px 5px;" type="button" value="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/School Nutrition Program Bookkeepers.**

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

Authorized Representative				
Person ultimately responsible for managing the School Nutrition Program(s)				
9. Name:	Salutation	First Name	M.I.	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Email Address:	<input type="text"/>			
11. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>	
12. Alt Phone:	<input type="text"/>	Ext: <input type="text"/>		
13. Title:	<input type="text"/>			
14. Check if new?	<input type="checkbox"/>			
Food Service Director/Manager				
<input type="checkbox"/> Same as the Authorized Representative				
15. Name:	Salutation	First Name	M.I.	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Email Address:	<input type="text"/>			
17. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>	
18. Title:	<input type="text"/>			
19. Check if new?	<input type="checkbox"/>			
Claim Contact				
<input type="checkbox"/> Same as the Authorized Representative				
20. Name:	Salutation	First Name	M.I.	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21. Email Address:	<input type="text"/>			
22. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>	
23. Title:	<input type="text"/>			
24. Check if new?	<input type="checkbox"/>			

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 Kylee.Sadler@nebraska.gov if your school uses an electronic meal application.**

Free/Reduced Application Information	
27. Does your organization use scanned applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No
28. Does your organization have a software program that allows households to complete applications online?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, provide name of software program:	<input type="text"/>


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 should be between 2020 and June 30, 2026, when the triennial school wellness policy assessment was completed and presumably resulted in updates/amendments.

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 SY2026-27 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 dropdown options for each meal type served.

Hunger-Free Schools Act Pilot Program

All public and non-public schools participating in the USDA School Breakfast Program using the traditional pricing method will choose **"Pricing"** for lunch and breakfast in #51; however, pricing schools **will not charge households for reduced-price breakfast or lunch** meals. The reduced price for lunch and breakfast in #51 should be entered as **\$0.00** for all grade/age groups.

Eligibility Information

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

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

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

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

Meal Type	Pricing Information	Reduced Price	Elementary Paid	Middle Paid	Jr. High Paid	High Paid	Adult Price
Lunch	<input type="text" value=""/>	0.00	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Breakfast	<input type="text" value=""/>	0.00	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Snack	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Yes Non Pricing
 Non-Pricing - CEP

that general funds are used to support School Nutrition Programs?
 ↳ must be greater than or equal to the free reimbursement plus the value of commodities.

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 cover all costs of food and labor required to provide each adult meal; in most cases this is equal to the highest Paid student meal price plus the performance-based \$0.09 reimbursement plus the value of USDA Foods (commodities). 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).

If your school charges an adult meal price that does not fully cover the cost of all food and labor required to provide adult meals, it **must** contribute non-federal funds to cover the difference and you should mark "Yes" in the first question below.

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

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

For schools that qualify for Severe Need reimbursement, the second previous operating year's data will be used (SY2024-25):

Severe Need Lunch - Reimbursement Rate Determination				
Lunches claimed for School Year (2024 - 2025)				
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 and cannot be a date in the future). Mark the confirmation box below the date:

Reporting Requirements	
Unique Entity Number (twelve (12) digit UEI Number):	
Click here if this number does not match your records. Please contact NDE to change the UEI number. Normally, the UEI number will not change unless the sponsor has changed their Federal Tax ID number (FTIN).	
Click www.usps.com to verify the zip code + 4.	
Date the Registration was completed or renewed:	<input type="text" value=""/>
Sponsors are strongly encouraged to maintain a copy of the confirmation email received from SAM Registration.	
<input type="checkbox"/>	By checking the confirmation box and providing the date of registration or renewal, the Sponsor is confirming successful online registration or renewal in SAM Registration.
For further instructions, see Download Forms, document SAM_SNP.	

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

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

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

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

The 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 SY2026-27.**

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
------	--------	---	------	--	--	--	--	--	--	-------------------------------	--------

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

Do not mark CACFP At-risk After School because all schools operating this program complete a separate application through the CACFP module in the CNP System.

Program Information	
<input type="button" value="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="checkbox"/>	F. CACFP At-Risk After School (CACFP) CFDA #10.558

If the school site expects to participate in the Fresh Fruit and Vegetable Program, mark that box (letter E) here.

Complete the information for questions #2 through #5.

The data in #6 is pulled from program claims from SY2024-25. This section identifies if the site is eligible to receive the higher Severe Need Breakfast reimbursement rate:

Lunches claimed for School Year (2024 - 2025) - 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 SY2026-27 meal prices.

Hunger-Free Schools Act Pilot Program

All public and non-public schools participating in the USDA School Breakfast Program using the traditional pricing method will choose "Pricing" for lunch and breakfast in #51; however, pricing schools **will not charge households for reduced-price breakfast or lunch meals**. The reduced price for lunch and breakfast in #51 should be entered as **\$0.00** for all grade/age groups.

The **adult meal** price for pricing schools must cover all costs of food and labor required to provide each adult meal; in most cases this is equal to the highest Paid student meal price plus the performance-based \$0.09 reimbursement plus the value of USDA Foods (commodities). 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" 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).

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)	Pricing		0	
School Breakfast Program (SBP)			0	
Afterschool Snack Program (ASP)	Pricing			

Yes No Does your System certify Non Pricing 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.

Warning codes 3562 and 3571 will appear on every pricing school building's site application as a visual reminder to ensure the meals prices are reported correctly.

Warning codes do not prevent your application from being saved and submitted for approval:

Code	Warning Description
3562	Pricing Information - NSLP - If Pricing Information is Pricing, the Reduced price must be \$0 and the Paid price must be greater than \$0.
3571	Pricing Information - SBP - If Pricing Information is Pricing, the Reduced price must be \$0 and the Paid price must be greater than \$0.

Complete #10 and mark "Students do not pay for meals" ONLY if the site participates in CEP.

10. What method is used to collect money for student meals?

Meal payments are turned into the school office, classroom or cafeteria

Meal payments are made electronically

Students can pay cash in line for their meal

Students do not pay for their meals

Other:

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

Be sure to double-check the start and end dates and meal service times are correct! Mistakes in this information can delay 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 SY2026-27, notify the NDE Nutrition Services by sending an email with the school's name and county location to nde.nsweb@nebraska.gov. After the site has been added by the NDE, visit the site list page to choose "Add Site Application" at the bottom of the site list. Complete additional site applications as needed.

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

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 hyperlinked 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 identified in the sponsor application 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

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:

The screenshot shows the 'School Nutrition Programs' web application interface. The header includes the title 'School Nutrition Programs' and the 'NEBRASKA DEPARTMENT OF EDUCATION' logo. A navigation bar contains links for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, the page title is 'Applications >' and the school year is '2024 - 2025'. The main content area is a table with two columns: 'Item' and 'Description'.

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, ESUs, and RCCIs: Complete the Financial Report for the previous school year by **August 15th**. Click “Applications” in the upper left, then choose “Financial Report” from the Items list:

This screenshot is identical to the one above, showing the 'School Nutrition Programs' web application interface. The navigation bar and table content are the same, but the 'Financial Report' item is highlighted in blue, indicating it is the selected item.

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

Log into the Nebraska CNP System [Nutrition Services](#) by inputting current User ID and Password and clicking “Log On”:

Nutrition Services
Lincoln: 402-471-2488 - 800-731-2233

CNP

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)
[Forgot Your User ID?](#)

Remember my User ID

Log On

Nebraska CNP System
 Current Program Year: 2026 (July 1, 2025 - June 30, 2026)
 School Lunch (NSLP) and Child and Adult Care Food Program (CACFP)

CNP Help

- **CNP users needing assistance with account security functions.**
 If you have been locked out of your account, need assistance with the "Forgot your Password?", are an administrator creating a new account, and other questions related to accessing CNP user accounts. Please contact Joann.marquez@nebraska.gov

From the menu at the top of School Nutrition Programs page, click to select “Applications”:

School Nutrition Programs | NEBRASKA DEPARTMENT OF EDUCATION

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

The 2025-2026 program year begins on July 1, 2025 and ends on June 30, 2026. The School Nutrition Programs SY2025-2026 application will open on July 1, 2025.

Nutrition Services continues to distribute important information and guidance via email. Please make sure your email address is correct and current as listed in CNP program Sponsor Applications and your User Profile.

Training

- **Training Videos:**
 School Nutrition Programs training is available on our website: [School Meals Training – Nebraska Department of Education](#)

From the Item list at the left of the screen, click to select “Financial Report”:

School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

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

Applications > School Year: 2026 - 2027

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 Inspection	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

From the School Food Service Financial Report Detail list, select “Detail” next to the appropriate (previous) School Year:

School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

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

Applications > List > School Year: 2026 - 2027

School Food Service Financial Report

Action	School Year	Form Type	Status	Version
Detail	2026 - 2027	Annual		
Detail	2025 - 2026	Annual	Approved	0
Detail	2024 - 2025	Annual	Approved	0
Detail	2023 - 2024	Annual	Approved	0
Detail	2022 - 2023	Annual	Approved	0
Detail	2021 - 2022	Annual	Approved	0
Detail	2020 - 2021	Annual	Approved	0
Detail	2019 - 2020	Annual	Approved	0
Detail	2018 - 2019	Annual	Approved	0
Detail	2017 - 2018	Annual	Approved	1
Detail	2016 - 2017	Annual	Approved	0

< Back

Select "Add Financial Form" at the bottom of the screen:

School Nutrition Programs NEBRASKA DEPARTMENT OF EDUCATION

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


Applications > List > School Year: 2026 - 2027

2025 - 2026 SNP Financial Form List - Annual

Actions	Version	Status	Approved Date
		No Financial Form for this year.	

< Back **Add Financial Form**

Example of Completed Financial Report:

Financial Contact			Version: Original
1. Contact Name:	Salutation	First Name	Last Name
2. Title:			
3. Email Address: 			
4. Phone:		Ext:	Fax:
General Information			
Reporting Period:	July 01, <input type="text"/> to June 30, <input type="text"/>		
No.	Description	Total	
Cash Income			
5.	Open Cash Balance		\$39,647.49
6.	Federal Reimbursement		\$24,299.74
7.	State Reimbursement		\$0.00
8.	Child Payments		\$37,724.90
9.	Adult Payments		\$4,292.80
10.	School District Contributions		\$0.00
11.	Transfer from Savings		\$0.00
12.	Loans		\$0.00
13.	All Other		\$95.39
	Total Cash Income		\$106,060.32
Cash Expenditures			
14.	Food		\$37,893.73
15.	Labor		\$41,219.61
16.	Repayment of Loan		\$0.00
17.	Transfer to Savings		\$0.00
18.	Equipment		\$874.12
19.	All Other		\$266.04
	Total Cash Expenditures		\$80,253.50
Cash Available			
20.	Close Cash Balance		\$25,806.82
21.	Savings Account		\$0.00
22.	Cash Due Program		\$0.00
23.	Other Cash Assets (accrued earnings on investments)		\$0.00
	Total Cash Available		\$25,806.82
Cash Payable & Net Cash Resources			
24.	Unpaid Bills: Food		\$0.00
25.	Unpaid Bills: Non-Expendable Equipment		\$0.00
26.	Unpaid Bills: Other		\$0.00
27.	Due Other Funds		\$0.00
	Total Cash Payable & Net Cash Resources		\$0.00
Net Cash Resources			
28.	Net Cash Resources Amount		\$25,806.82
	Total Net Cash Resources		\$25,806.82

Click or tab into the box next to each line item and input the dollar amounts with the following instructions:

Items 5-13 Cash Income July 1st- June 30th

Reporting Period:		July 01, 2025 to June 30, 2026
No.	Description	Total
Cash Income		
5.	Open Cash Balance	\$0.00
6.	Federal Reimbursement	<input type="text" value="\$0.00"/>
7.	State Reimbursement	<input type="text" value="\$0.00"/>
8.	Child Payments	<input type="text" value="\$0.00"/>
9.	Adult Payments	<input type="text" value="\$0.00"/>
10.	School District Contributions	<input type="text" value="\$0.00"/>
11.	Transfer from Savings	<input type="text" value="\$0.00"/>
12.	Loans	<input type="text" value="\$0.00"/>
13.	All Other	<input type="text" value="\$0.00"/>
Total Cash Income		\$0.00

5. Open Cash Balance – amount populates automatically from the Close Cash Balance (item 20) on the previous school year's AFR

6. Federal Reimbursement –Enter the amount of reimbursement received from the Nebraska Department of Education excluding funds from the Hunger Free Schools Act which is State Reimbursement.

7. State Reimbursement -Enter state breakfast and/or lunch match payments if your school/organization receives these funds.

8. Child Payments – Enter the total amount of payments received from students.

9. Adult Payments – Enter the total amount of payments received from guest children and adults, and non-foodservice school staff.

10. School District Contributions – Enter the amount of funds transferred from another fund into the Lunch Account. For entities that do not have a separate bank account for the lunch program and the total income received is less than the total expenditures, the School District Contributions shall be the difference between the income received lines (6.+8.+9.+11.+12.+13.) and the total cash expenditures. The close cash balance must be \$0.00 or positive.

11. Transfer From Savings – Enter the amount of funds transferred from the lunch program savings account to the lunch program

12. Loans – Enter the amount received from a loan that was deposited in the lunch account.

13. All Other – Enter the amount received from all other sources, including cash donations and catering sales.

Total Cash Income- total will populate with the sum of items 5 through 13

Items 14-19 Cash Expenditures July 1st- June 30th

Note: Residential Child Care Institutions (RCCIs) record only the costs of food, labor, and equipment spent for reimbursable Program Meals (Breakfast, Lunch, and if claiming Afterschool Care Snack). Do not include expenses for any Non-Program Meals such as non-reimbursable snacks and supper meals. Documentation of all program expenses must be kept and be readily available upon request.

Cash Expenditures	
14. Food	\$0.00
15. Labor	\$0.00
16. Repayment of Loan	\$0.00
17. Transfer to Savings	\$0.00
18. Equipment	\$0.00
19. All Other	\$0.00
Total Cash Expenditures	\$0.00

14. Food – Enter the amount of expenditures spent on food.

15. Labor – Enter the amount of expenditures spent on labor, including wages, insurance and benefits paid to staff working in the school nutrition programs operation. If staff work in areas other than school nutrition, their wages, insurance, and benefits charged to the foodservice account shall be prorated accordingly If your entity has a separate lunch program bank account but labor is paid for by a fund other than the lunch account, include the amount of lunch labor costs expended from the other account. Also include this amount in 10. School District Contributions.

16. Repayment of Loan – Enter the amount of expenditures from a school lunch program loan

17. Transfer to Savings – Enter the amount of funds transferred from the lunch checking account to a lunch savings account.

18. Equipment – Enter the expenditures for equipment purchased for use in the school nutrition programs. The entire value of the equipment can be reported for equipment purchases made in this program year for schools reporting on a cash basis. For schools that use a modified accrual accounting procedure, the value of the equipment purchase should reflect the percentage of the total cost as determined by the equipment's useful life.

19. All Other – Enter the expenditures for all other purchases (napkins, straws, cleaning supplies, etc)

Total Cash Expenditures – total will populate with the sum of items 14 through 19

Items 20-23 Cash Available July 1st-June 30th

Cash Available	
20. Close Cash Balance	\$0.00
21. Savings Account	\$0.00
22. Cash Due Program	\$0.00
23. Other Cash Assets (accrued earnings on investments)	\$0.00
Total Cash Available	\$0.00

20. Close Cash Balance – total will populate with the difference between the Total Cash Income and Total Cash Expenditures

21. Savings Account – Enter the cash balance of your entities school lunch program savings account.

22. Cash Due Program – Enter the amount of Federal and state reimbursement that has been earned for the time period but not been deposited. Include the overdue student account balances that should be paid to the nonprofit school foodservice fund.

23. Other Cash Assets – Enter any other types of cash assets.

Total Cash Available – total will populate with the sum of items 20 through 23

Items 24-27 Cash Payable & Net Cash Resources July 1st-June 30th

Cash Payable & Net Cash Resources	
24. Unpaid Bills: Food	\$0.00
25. Unpaid Bills: Non-Expendable Equipment	\$0.00
26. Unpaid Bills: Other	\$0.00
27. Due Other Funds	\$0.00
Total Cash Payable & Net Cash Resources	\$0.00

24. Unpaid Bills: Food - Enter the amount of any unpaid food bills

25. Unpaid Bills: Non-Expendable Equipment - Enter the amount of any unpaid equipment (report school nutrition program equipment received, but not yet paid for, that costs \$1500 or more and has a life expectancy of greater than 3 years)

26. Unpaid Bill: Other – Enter the amount of any other unpaid food service bills.

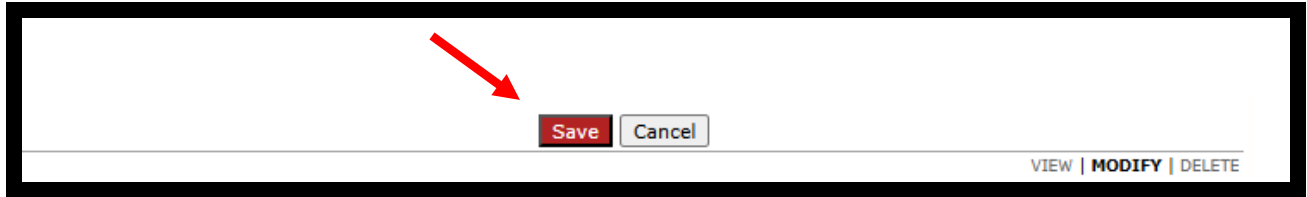
27. Due Other Fund – Enter the amount the lunch program account owes any other fund. Total Cash Payable & Net Cash Resources-total will populate with the sum of items 24-27

Item 28 Net Cash Resources July 1st-June 30th

Net Cash Resources	
28. Net Cash Resources Amount	\$0.00
Total Net Cash Resources	\$0.00

28. Total will populate with the difference between the Total Cash Available and Total Cash Payable & Net Cash Resources

Once all dollar amounts have been entered, click “Save” at the bottom of the screen:



The AFR will now reflect in the School Food Service Financial Report as “Status: Pending Validation”:

The screenshot shows the 'School Nutrition Programs' web interface. The header includes the Nebraska Department of Education logo and navigation links for Applications, Claims, Compliance, Reports, Security, and Search. The page title is 'School Food Service Financial Report'. Below the title is a table with the following data:

Action	School Year	Form Type	Status	Version
Detail	2026 - 2027	Annual		
Detail	2025 - 2026	Annual	Pending Validation	0

A red arrow points to the 'Pending Validation' status in the second row of the table.

Website to Access ADVISER Resources:

[ADVISER Resources – Nebraska Department of Education](#)

Q
☰

Data, Research, and Evaluation Home

DRE Staff Contact Information

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ADVISER = Advanced Data Views Improving Student Educational Response

[Calendar](#)

[Data Conferences](#)

[ADVISER Data Guidance](#)

[Course Codes and Clearing Endorsements](#)

[ADVISER Validation](#)

[Program Specific Information](#)

[ADVISER Person ID \(Student Unique IDs\)](#)

[ADVISER Person ID Instructions](#) Version 3.0 Date: January 24, 2025

[ADVISER Person ID Instructions](#) Version 2.0 Date: June 8, 2021

[ADVISER Person ID Instructions](#) Version 1.0 Date: November 4, 2019

ADVISER Person ID file update template ([comma](#)) – **USE AFTER January 24, 2025**

ADVISER Person ID file upload template ([tab](#)) – **USE AFTER January 24, 2025**

ADVISER Person ID Introduction Presentation – [Video](#) – [Slides](#)

[District/School Codes](#)

[Reference Guides](#)

ADVISED Person ID Instructions:

<https://www.education.ne.gov/wp-content/uploads/2025/01/ADVISED-Person-ID-Instructions-Version-3.0.pdf>



NEBRASKA DEPARTMENT OF EDUCATION
DATA, RESEARCH, & EVALUATION

ADVISED Person ID

Version 3.0

January 2025



Need help?

Email

ADVISEDHelp@nebraskacloud.org

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: 6.26.2026

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. Can be found in ADVISER Person ID.
2	Local Student ID	Numeric (Optional)	
3	NDE Student ID	Numeric (10 digits)	NDE's unique state student ID in ADVISER Person 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 (mm/dd/yyyy)	Required for student matching.

UPLOAD LOCATION

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

School Nutrition Programs

NEBRASKA DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > School Year 20XX-20XX

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
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

- 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

jHillgoss001

Direct Certification System

Match List

Manage students directly certified for free or reduced price meal benefits

Last List Date: 8/28/2022

Student Lookup

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

Enrollment

Upload or enter student enrollment records for the direct certification process

Direct Verification

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

jHillgoss001

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.

STEP ONE **STEP TWO**

Enter Student Information

Last Name *

First Name *

Gender *

DOB *

School *

NDE Student ID *

Local ID

- 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

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

Direct Certification Qualifying Program Descriptions

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

Printing Your Match List

The screenshot shows the 'Match List' interface. At the top, there is a navigation bar with the Nebraska Department of Education logo and various menu items. Below the navigation bar, the user ID 'jHilligoss001' is displayed. The main heading is 'Match List' for the school year '20XX-20XX'. A sub-heading explains the purpose: 'Use the Match List to manage students directly certified for free or reduced price meal benefits during the current school year'. There is a 'Show Help' link. The search section includes 'Search From: 07/01/20XX' and 'To: 11/30/20XX' (highlighted in yellow), a 'Search' button, a 'Search All Dates' button (highlighted in green), and a 'Reset' button. A 'Go To Possible Match List' button is also present. Below the search section, there is a 'Show 10 entries' dropdown, an 'Export List' button (highlighted in green), and a 'Print List' button with a red X over it. A table with the following columns is shown: 'List Date', 'Quality', 'Last Name', 'First Name', 'Gender', 'DOB', 'School #', 'School', 'NDE Student ID', and 'Local ID'. The table is currently empty. At the bottom, there is a pagination bar with '1' selected and 'Next'.

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

To download the match list for printing, please:

1. Click the *Search All Dates* button highlighted in green above. This will ensure the match list being prepared for printing includes students matched from 07/10/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.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. Below this is a sub-menu with 'Applications >', 'Programs', 'Year', 'Help', and 'Log Out'. The main content area is a table with two columns: 'Item' and 'Description'. The 'Direct Certification / Direct Verification' item is highlighted in yellow.

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

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

The screenshot shows the 'Direct Certification / Direct Verification' page. The navigation bar is the same as in the previous screenshot. The main content area has a heading 'Direct Certification / Direct Verification' and two paragraphs of text. The first paragraph describes 'Direct Certification (DC)' and the second describes 'Direct Verification (DV)'. At the bottom, there is a link 'Direct Certification / Direct Verification' highlighted in yellow and a '< Back' button.

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.

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.

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

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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

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.

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

NUTRITION SERVICES INCOME ELIGIBILITY GUIDELINES

JULY 1, 2026 - JUNE 30, 2027

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	20,748	1,729	865	798	399	29,526	2,461	1,231	1,136	568
2	28,132	2,345	1,173	1,082	541	40,034	3,337	1,669	1,540	770
3	35,516	2,960	1,480	1,366	683	50,542	4,212	2,106	1,944	972
4	42,900	3,575	1,788	1,650	825	61,050	5,088	2,544	2,349	1,175
5	50,284	4,191	2,096	1,934	967	71,558	5,964	2,982	2,753	1,377
6	57,668	4,806	2,403	2,218	1,109	82,066	6,839	3,420	3,157	1,579
7	65,052	5,421	2,711	2,502	1,251	92,574	7,715	3,858	3,561	1,781
8	72,436	6,037	3,019	2,786	1,393	103,082	8,591	4,296	3,965	1,983
For each additional family member add:	7,384	616	308	284	142	10,508	876	438	405	203

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

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 20XX-XX

Return Completed Application to: *(Insert School Name & Mailing Address here)*

Part 1: Children in School

List names of all children in school (First, Middle Initial, Last). If <u>all</u> children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.			Check all that apply: <input type="checkbox"/> Homeless, <input type="checkbox"/> Foster Migrant, <input type="checkbox"/> Child Runaway	
Jane Smith	3	Lincoln Elementary	<input type="checkbox"/>	<input type="checkbox"/>
Michael Smith	6	Lincoln Elementary	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR:
 (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

Part 3: Total Household Gross Income – You must tell us how much and how often.

1. Household Members	2. Gross Income (before taxes) and How Often it was Received					
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.	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
Mary Smith	1200	mo	100	wk		
George Smith					10,000	yr
Jane Smith						
Michael Smith						

Total Number of Household Members: (Children and Adults) 4 Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – 3 2 1 3 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: George Smith Print name: **George Smith** Date: **8/18/XX**

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: 4

Total Income: 29,600 per Year Month 2 X Mo Every 2 Wks Week

<input checked="" type="checkbox"/> Free	<input type="checkbox"/> Reduced	<input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Income	<input type="checkbox"/> Income	Reason for denial:
<input type="checkbox"/> Categorically eligible:		<input type="checkbox"/> Income too high
<input type="checkbox"/> SNAP/TANF/FDPIR		<input type="checkbox"/> Incomplete application
<input type="checkbox"/> Foster Child		
<input type="checkbox"/> Homeless/Migrant/Runaway:		
(Official Documentation Required at School)		

Signature of Determining Official: Mary Nelson Date Approved: **8/19/XX**

FOR THE VERIFICATION PROCESS ONLY:			Date Withdrawn From School:
Signature of Confirming Official:	Date Confirmed:		
Signature of Verifying Official:	Date Verified:		

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 2019 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 7b (Total Income) and line 8b (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 6 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) **\$25,000**

Line 4 Other Gains or (losses) _____

Line 5 Rental Real Estate, etc. _____

Line 6 Farm Income or (loss) **- \$15,000**

Total of the above five lines: **\$10,000** 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.

Filing Status Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)
 Check only one box. If you checked the MFS box, enter the name of spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent. ▶

Your first name and middle initial George A	Last name Smith	Your social security number 2 2 2 3 3 4 4 4 4
If joint return, spouse's first name and middle initial Mary B	Last name Smith	Spouse's social security number 3 3 3 4 4 5 5 5 5
Home address (number and street). If you have a P.O. box, see instructions. 123 Platte Street		Apt. no.
City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). Lincoln, NE 68555		Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. <input type="checkbox"/> You <input type="checkbox"/> Spouse
Foreign country name	Foreign province/state/county	Foreign postal code
		If more than four dependents, see instructions and ✓ here ▶ <input type="checkbox"/>

Standard Deduction **Someone can claim:** You as a dependent Your spouse as a dependent
 Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness **You:** Were born before January 2, 1955 Are blind **Spouse:** Was born before January 2, 1955 Is blind

Dependents (see instructions):		(2) Social security number	(3) Relationship to you	(4) ✓ if qualifies for (see instructions):	
(1) First name	Last name			Child tax credit	Credit for other dependents
Jane Smith		6 6 6 7 7 8 8 8 8		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bob Smith		6 6 6 8 8 9 9 9 9		<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

1 Wages, salaries, tips, etc. Attach Form(s) W-2	1	20,000
2a Tax-exempt interest	2a	
3a Qualified dividends	3a	
4a IRA distributions	4a	
c Pensions and annuities	4c	
5a Social security benefits	5a	
6 Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶ <input type="checkbox"/>	6	
7a Other income from Schedule 1, line 9	7a	10,000
b Add lines 1, 2b, 3b, 4b, 4d, 5b, 6, and 7a. This is your total income ▶	7b	30,000
8a Adjustments to income from Schedule 1, line 22	8a	
b Subtract line 8a from line 7b. This is your adjusted gross income ▶	8b	
9 Standard deduction or itemized deductions (from Schedule A)	9	
10 Qualified business income deduction. Attach Form 8995 or Form 8995-A	10	
11a Add lines 9 and 10	11a	
b Taxable income. Subtract line 11a from line 8b. If zero or less, enter -0-	11b	

Standard Deduction for—
 • Single or Married filing separately, \$12,200
 • Married filing jointly or Qualifying widow(er), \$24,400
 • Head of household, \$18,350
 • If you checked any box under **Standard Deduction**, see instructions.

SCHEDULE 1
(Form 1040 or 1040-SR)

Department of the Treasury
Internal Revenue Service

Additional Income and Adjustments to Income

▶ Attach to Form 1040 or 1040-SR.
▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

OMB No. 1545-0074

20XX
Attachment
Sequence No. **01**

Name(s) shown on Form 1040 or 1040-SR

Your social security number

At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Yes No

Part I Additional Income

1	Taxable refunds, credits, or offsets of state and local income taxes	1	
2a	Alimony received	2a	
b	Date of original divorce or separation agreement (see instructions) ▶		
3	Business income or (loss). Attach Schedule C	3	25,000
4	Other gains or (losses). Attach Form 4797	4	
5	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E	5	
6	Farm income or (loss). Attach Schedule F	6	-15,000
7	Unemployment compensation	7	
8	Other income. List type and amount ▶	8	
9	Combine lines 1 through 8. Enter here and on Form 1040 or 1040-SR, line 7a	9	10,000

Part II Adjustments to Income

10	Educator expenses	10	
11	Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106	11	
12	Health savings account deduction. Attach Form 8889	12	
13	Moving expenses for members of the Armed Forces. Attach Form 3903	13	
14	Deductible part of self-employment tax. Attach Schedule SE	14	
15	Self-employed SEP, SIMPLE, and qualified plans	15	
16	Self-employed health insurance deduction	16	
17	Penalty on early withdrawal of savings	17	
18a	Alimony paid	18a	
b	Recipient's SSN		
c	Date of original divorce or separation agreement (see instructions) ▶		
19	IRA deduction	19	
20	Student loan interest deduction	20	
21	Tuition and fees. Attach Form 8917	21	
22	Add lines 10 through 21. These are your adjustments to income. Enter here and on Form 1040 or 1040-SR, line 8a	22	

For Paperwork Reduction Act Notice, see your tax return instructions.

Cat. No. 71479F

Schedule 1 (Form 1040 or 1040-SR)

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 20XX-XX

Return Completed Application to: *(Insert School Name & Mailing Address here)*

Part 1: Children in School

List names of all children in school (First, Middle Initial, Last). If <u>all</u> children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.			Check all that apply: <input type="checkbox"/> Homeless, <input type="checkbox"/> Foster Migrant, <input type="checkbox"/> Child Runaway	
Ben Jones	11	Lincoln High	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR:
 (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

Part 3: Total Household Gross Income – You must tell us how much and how often.

1. Household Members	2. Gross Income (before taxes) and How Often it was Received					
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.	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
Sarah Jones	0	mo				
Ben Jones						

Total Number of Household Members: (Children and Adults) 2 Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – 2 3 4 5 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: *Sarah Jones* Print name: **Sarah Jones** Date: **8/14/XX**

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: 2

Total Income: 0 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: *Mary Nelson* Date Approved: **8/15/XX**

FOR THE VERIFICATION PROCESS ONLY:

Signature of Confirming Official: _____	Date Confirmed: _____	Date Withdrawn From School: _____
Signature of Verifying Official: _____	Date Verified: _____	

Notice of Approval/Denial for All Students

August 15, 2026

Lillian Bales and John Ecklers

Anywhere in NE Public Schools

Karen Ecklers – 6810 Wonderful Circle, Anywhere, NE 67310

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.

XX Approved for reduced-price meals based on the eligibility source identified below. The cost of a school lunch and breakfast meal for reduced-price eligible students is \$0. Nebraska's Hunger-Free Schools Act pays for the household cost of a reduced-price meal for SY2026-27.

Household Meal Application *or*

XX Direct Certification – based on the following qualifying program:

XX 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:

Dr. William Anderson, Superintendent
Anywhere Public Schools, Anywhere NE, 67310
402-555-2028

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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Mail Stop 9410
Washington, D.C. 20250-9410

Fax:
(202) 690-7442

Email:
program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

NSLP Free & Reduced-Price Meal Application Approval Checklist



● Before Starting ●

- Upload student enrollment information into Direct Certification system or ADVISER/Person ID; send Approval Letter to matched students before distributing [School Meals Application Packet](#)
- Date-stamp the application upon receipt; process and notify households within 10 calendar days

1. Is the Application Complete? 🔍

Income Application 🏠 💰

- Last four digits of SNN of the signing adult or “No SNN” box marked
- Current income
- Frequency of income
- Source of income
- Household members, including student
- Signature of adult household member

Categorical Application 👤

- Student’s name
- Case number or indication of status
- Signature of adult household member

!! Follow up on any missing information !!

2. Check for Categorical Eligibility 👤

- SNAP, TANF, or FDPIR case number
 - Confirm participation | If confirmed, approve as FREE ● | Applies to all students listed 👥
- Foster child
 - No confirmation needed 👍 | Approve as FREE ● | Applies only to the foster child 👤
- Homeless, Migrant, or Runaway
 - Confirm status | If confirmed, approve as FREE ● | Applies only to the H/M/R child 👤

3. If NOT Categorically Eligible, Evaluate Income Eligibility 🏠 💰

- Ensure all income is reported for each household member (gross income)
- If multiple income frequencies are reported, convert income to annual
 - Weekly x 52; Every 2 weeks x 26; Twice per month x 24; Monthly x 12
- Compare total household income and size using [Income Eligibility Guidelines \(Attachment A\)](#)
 - Income at or below free guidelines = Approve as FREE ●
 - Income above free but below reduced-price guidelines = Approve as REDUCED ●
 - Income above reduced-price guidelines = DENY ✖

4. Finish Processing the Application, Notify Household, Issue Benefits 📄

- The Determining Official must complete, sign, and date “School Use Only” section of application
- Notify household of eligibility status using [Approval/Denial Letter \(Attachment D\)](#)
- Update Benefit Issuance Systems/Documents
 - Eligibility determinations are valid for the school year
- Keep all applications received on file. File alphabetically by Free, Reduced, Denied, Withdrawn, and Directly Certified.
- Encourage households that did not apply for meal benefits to complete the School Meal Application throughout the school year.

CIVIL RIGHTS

1. Nondiscrimination Statement

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 website if school meal information is available. 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."

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint-filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Mail Stop 9410,
Washington, D.C. 20250-9410;

Fax

(202) 690-7442

Email

program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.”

2. USDA "And Justice for All" Poster

The “And Justice for All” poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Providing Translated Materials

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. Accepting and Filing Complaints of Discrimination

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 the 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. Document Annual Training

Document annual Civil Rights training, including date and attendance roster.

SY26-27 School Meals Program Bookkeeper Zoom & In-Person Trainings

Mark your calendar for important Bookkeeper training sessions, available via Zoom and In-Person. After you register, you'll receive a confirmation email—be sure to save the date to your calendar, so you don't miss it. The email address you use to register will also be used to send the Zoom links, presentation slides, and handouts before each session.

School Year 26-27 Update: Zoom Training for All Bookkeepers

This training will provide key updates and requirements to ensure compliance for the upcoming school year.

Topics:

- Preparing for SY 26-27
- Completing the SY 26-27 School Meals Application
- Meal Benefit Eligibility for SY 26-27
- Other Program Requirements

Register for one of the Zoom training courses below. These training courses are repeat sessions.

 **Thursday, July 9, 2026**

Time: 9:00 AM – 12:30 PM (CT)

Registration: [Click to Register](#)

 **Thursday, July 30, 2026**

Time: 1:00 PM – 4:30 PM (CT)

Registration: [Click to Register](#)


School Meals Bookkeeper In-Person Trainings

If you prefer classroom-style training, this option is for you. This training would be most beneficial for someone new to their position.

Topics:

- Meal Benefit Eligibility for SY 26–27
- Counting and Claiming Meals for Reimbursement
- Preparing for Verification
- Record Keeping Requirements
- Other Program Requirements

Register for one of the In-Person training courses below. These training courses are repeat sessions.

 **Thursday, August 27, 2026**

Time: 9:00 AM – 4:00 PM (CT)

Location:

NE Extension in Lancaster County

444 Cherrycreek Rd.

Lincoln, NE 68528

Registration: [Click to Register](#)

 **Wednesday, September 2, 2026**

Time: 9:00 AM – 4:00 PM (CT)

Location:

ESU #10

76 Plaza Blvd

Kearney, NE 68845

Registration: [Click to Register](#)



TRAINING NOTES

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

Bookkeeper Zoom Training:

- Provides 3.5 hours of continuing education.

Bookkeeper In-Person Trainings:

- Provides 6 hours of continuing education.
- Instructions for In-Person training registration are attached.
- Lunch will be one hour and on your own.

Can I register for both the Zoom and In-Person Training? Yes, you may register for and attend both trainings. The Zoom session provides key updates for School Year (SY) 26–27. The in-person training offers a more in-depth review of bookkeeper and claim contact responsibilities and is especially recommended for staff who are new to their role.

Training: 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

This institution is an equal opportunity provider.



Nebraska Department of Education Nutrition Services
Lincoln, NE 68509

Phone: 402-471-2488 or 800-731-2233

Email: nde.nsweb@nebraska.gov





2026-27 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

Wednesday, July 15, 2026
Lifelong Learning Center
601 East Benjamin Ave.
Norfolk, NE 68702

[Click to Register](#)

Wednesday, July 22, 2026
ESU #13
4215 Ave I
Scottsbluff, NE 69361

[Click to Register](#)

Thursday, July 16, 2026
ESU #10
76 Plaza Blvd
Kearney, NE 68845

[Click to Register](#)

Thursday, July 23, 2026
Mid-Plains Community College
1101 Halligan Drive
North Platte, NE 69101

[Click to Register](#)

Friday, July 17, 2026
New Location
Southeast Community College
8800 O Street
Lincoln, NE 68520

[Click to Register](#)

Thursday, July 23, 2026
ESU #3
6949 South 110th Street
LaVista, NE 68128

[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.
 - 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.

Training Highlights

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.

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

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

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