



WDE Child Nutrition Handbook

Wyoming Department of Education

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Wyoming School Nutrition Programs Overview

National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) administers the program at the federal level. At the State level, the NSLP is administered by Wyoming Department of Education, which operates the program through agreements with school food authorities (SFAs).

Generally, public or nonprofit private schools of high school grade or under and public or nonprofit private residential child care institutions may participate in the school lunch program. School districts and independent schools that choose to take part in the lunch program get cash subsidies and donated commodities from USDA for each meal they serve. In return, they must serve lunches that meet Federal requirements, and they must offer free or reduced price lunches to eligible children each day school is in session.

School lunches must meet the applicable recommendations of the Dietary Guidelines for Americans. School lunches must meet Federal nutrition requirements, but decisions about what specific foods to serve and how they are prepared are made by local SFAs. Students and parents are encouraged to give constructive input regarding what type of menus are offered in their schools.

Any child at a participating school may purchase a meal through the NSLP. Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals, for which students can be charged no more than 40 cents. Children from families with incomes over 185 percent of the poverty level pay a full price, though their meals are still subsidized to some extent. Local SFAs set their own prices for full-price (paid) meals, but must operate their meal services as non-profit programs.

School Breakfast Program

The School Breakfast Program (SBP) is a federally assisted meal program that provides States with cash assistance for non-profit breakfast programs in public and private schools and residential child care institutions. It began as a pilot project in 1966 and was made permanent in 1975. The program is administered at the Federal level by FNS. Wyoming Department of Education agencies administer the SBP at the State level, and local SFAs operate it in schools.

The SBP operates in the same manner as the NSLP. Generally, public or nonprofit private schools of high school grade or under and public or nonprofit private residential child care institutions may participate in the SBP. School districts and independent schools that choose to take part in the breakfast program receive cash subsidies from USDA for each meal they serve. In return, they must serve breakfasts that meet Federal requirements, and they must offer free or reduced price breakfasts to eligible children.

School breakfasts must meet the applicable recommendations of the "Dietary Guidelines for Americans". However, as with lunch, decisions about what specific foods to serve and how they are prepared are made by local SFAs.

Any child at a participating school may purchase a meal through the SBP. Children from families with incomes at or below 130 percent of the Federal poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals. Children from families over 185 percent of the poverty level pay full price, though their meals are still subsidized to some extent.

Most of the support USDA provides to schools in the SBP comes in the form of a cash reimbursement for each breakfast served. Schools may qualify for higher "severe need" reimbursements if 40 percent of their lunches are served free or at a reduced price in the second preceding year. Schools may charge no more than 30 cents for a reduced-price breakfast. Schools set their own prices for breakfasts served to students who pay the full meal price (paid), though they must operate their meal services as non-profit programs.

Afterschool Care Program

On October 31, 1998, President Clinton signed the Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). This Act expanded the USDA's NSLP and Child and Adult Care Food Program (CACFP) to provide cash reimbursements for snacks served to children and youth in certain afterschool care programs. This Act demonstrated USDA's commitment to supporting afterschool activities aimed at promoting the health and well being of children and youth in our communities.

To be eligible for reimbursement for snacks served under the Afterschool Care Program, afterschool care programs must meet the following criteria:

1. Be operated by a school food authority that participates in the NSLP. The school food authority must retain financial, administrative, and management responsibility of the after school care program.
2. Provide organized, supervised, and structured activities that are designed with the purpose of caring for children in after school settings.
3. Include educational or enrichment activities for children. Athletic teams do not qualify for the after school care snack service.
4. Serve all children.

5. Operate only after the school day has ended. Snacks cannot be reimbursed in programs operated before or during the child's school day.
6. Operate only when school is in session. Snacks are not reimbursable on weekends, holidays, or school vacations.
7. Snacks must meet the Afterschool Care Program meal pattern, as established in the NSLP regulations.

SFAs that sponsor the after school programs can have community programs where the children participating do not have to be enrolled as students with the school food authority. Schools may also be eligible for reimbursement for afterschool snacks under CACFP.

Residential child care institutions and boarding schools that participate in NSLP/SBP are eligible to operate the afterschool care program if they are sponsoring after school programs with enrichment or educational activities.

Children are eligible to participate through the age of 18. If a student's 19th birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year.

Under the Afterschool Care Program, sites may claim reimbursement for one snack per child per day. There are two methods of reimbursement:

1. **Area Eligibility Sites (At Risk).** A school site in which at least 50 percent of the enrolled children are eligible for free and reduced-price meal benefits, all snacks are claimed at the free rate. An after school care program site also qualifies as area eligible if it is located in the attendance area of a school which has at least 50 percent of its enrollment eligible for free/reduced price meals. All children are served free at this site regardless of the individual child's eligibility.
2. **Non-area Eligibility Sites.** Sites which are not served by a school with at least 50 percent of the enrolled children eligible for free and reduced-price meal benefits must claim snacks based on income category (free, reduced-price, paid) of the enrolled children.

At **Non-Area Eligible Sites** after school snacks are provided to children on the same income eligibility basis as school meals. Students qualifying for free or reduced price meals would also qualify for free or reduced price snacks. Children cannot be charged for snacks claimed at the free rate of reimbursement. The maximum charge for a reduced-price snack is 15 cents.

At a minimum, SFAs participating must maintain the following records for the time periods required in the regulations:

1. If all meals are claimed free, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals.
2. For all other sites, documentation of free and reduced-price eligibility for all children served free or reduced-price snacks that are claimed.
3. Meal counts by category for non-area eligible sites.
4. Total meal counts for area eligible sites.
5. Documentation of individual child's attendance on a daily basis.
6. Documentation of compliance with meal pattern requirements through production records.
7. Documentation of completed on-site reviews, as required a minimum of two times each school year.

The school food authority must review each afterschool care program two times per year. The school food authority must make the first review during the first four weeks that the after school care program is in operation each school year.

Permanent Agreement and On Line Application

SFA Responsibilities

- The Program Agreement and Policy Statement are legal documents; Local Education Agencies (LEAs) will keep the signed copies in a secure but available location.
- The document must be updated and submitted when significant changes occur in the district or agency.
- The online application must be initially completed then updated as necessary throughout the school year and WDE will be notified of any changes. The application can be found at: <https://portals.edu.wyoming.gov/CNP/Splash.aspx>
- Ensure current vendor contract, Food Service Management Company (FSMC) contract, if applicable, is current and correct.

Resources:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx

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Meal Benefit Eligibility

The *Eligibility Guidance for School Meals Manual* contains guidance on the determination and verification of student eligibility for free and reduced price school meals for the school lunch, breakfast and snack programs. The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) prepare this guidance. The manual describes in detail the USDA requirements for the free and reduced price policy statement, public announcement about benefits, processing of applications for free and reduced price school meals, income eligibility, categorical eligibility, eligibility through direct certification, and procedures for verifying eligibility.

The most current *Eligibility Guidance for School Meals Manual* is available at the following website address: <http://www.fns.usda.gov/cnd/Guidance/default.htm>
It is recommended that you keep this manual handy when you are completing the application and verification processes.

Free and Reduced Price Meals Application Process

Responsibilities of “Determining Official”

- Print new/updated application materials from WDE’s website after July 1 **each year**.
http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx
Changes to the application and information included in the packet must have WDE approval.
- Print new/updated Income Eligibility Guidelines from WDE’s website after July 1 **each year**.
http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx.
- Print new/updated reimbursement rates from WDE's website after July 1 **each year**.
http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx.
- Distribute application materials to all households after July 1 **each year**.
- Before applications are processed for the new school year and up to the first 30 operating days, beginning with the first day of the school year, the LEA must carry over eligibility. Instructions for these procedures are in the School Meal Eligibility Manual (SMEM), Processing Application – Benefits Prior to Processing Applications.
- Refer to the SMEM when you have questions regarding free and reduced applications. The manual can be found at:
<http://www.fns.usda.gov/cnd/frp/frp.process.htm>

- Review applications received from households to make sure they are complete (Application Processing Timeframe section).
- Follow up with households to obtain or clarify information, if necessary – it is recommended that you document on the application when you made contact.
- Determine who is eligible for free and reduced price meals (Income Eligibility Section).
- Inform households **approved** for free and reduced price meals of eligibility status (Application Processing Timeframe). It is recommended that you use the notification letter supplied in the application packet. Ensure increases in eligibility status are made within 3 operating days.
- Inform households **denied** for free and reduced price meals of eligibility status and right to apply/reapply (Application Processing Timeframe). The appeal process can be located in Application Processing Timeframe Section. Ensure decreases in eligibility status are made within 10 operating days.
- Create benefit issuance list.
- Make changes to benefit issuance list as needed throughout the school year.

FREE AND REDUCED PRICE POLICY STATEMENT

In order for Wyoming CNP to be in compliance with 7 CFR Part 245.10(a)(1-5), SFAs are required to complete a Free and Reduced Price Policy Statement. A prototype has been developed and is available at:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx. The completed form can be uploaded on to the CNP On Line site. This document is required to be completed during the annual renewal period each spring.

CONFIDENTIALITY OF MEAL BENEFIT FORMS

The United States Department of Agriculture has consistently held that the information provided on the application for free and reduced price meals or free milk must be treated confidentially and may only be used for determining eligibility for Child Nutrition Program benefits. Specifically, Local Education Agencies (LEAs) are to treat the following information as confidential:

1. Information provided by the household on the application for free and reduced price meals or free milk.
2. Information provided by a household, or by any other source, as part of the verification process of a household's eligibility.
3. Information from any POWER, SNAP, and/or Food Distribution Program on Indian Reservations (FDPIR) agency about the active status of any child under

any of these programs, provided for the purpose of direct certification of free meal/milk eligibility.

4. Information or procedures that overtly identify any child who has been determined eligible for free or reduced price meals or free milk, such as by the “use of special tokens or tickets, announced or published lists of names, or by other means.” This could include special procedures free and reduced price students must use in order to receive meal/milk tickets.

Verification Process

- Notification will be sent from WDE by the end of August if you are required to do error prone applications.
- Log onto the CNP on line program and follow the instructions for completing the verification reports - which can be found at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Training Resources.
- The on line system will calculate how many free and reduced price meal applications need to be verified.
- Select applications that need to be verified.
- Have Confirming Official conduct confirmation reviews on applications selected for verification.
- Send notification letter *"We must check your application"* (included in the application packet) to households selected for verification – it is recommended that you document when the letters were mailed.
- Review documents submitted by households selected for verification.
- Follow up with households to obtain or clarify information, if necessary.
- Determine if any eligibility status changes are needed as a result of verification.
- Send letters *"We have checked your application"* (included in the application packet) to households selected for verification to let them know the results.
- Make any necessary changes to benefit issuance list as a result of verification.
- Submit Verification Summary Report online by December 15.

Direct Certification Process

- Review the Direct Certification Instruction manual found at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Training Resources.
- Go to the web-based <https://portals.edu.wyoming.gov/DirectCert/>

- Send letters to the appropriate family or household, keeping a copy for your records.
- Extend free meal benefits to all other children in the household if one or more children in the household are determined eligible for free meals/milk via Direct Certification ("Determining Official").
- Ensure all students who are eligible for free meals based on the Direct Certification process are added to the Benefit Issuance list ("Determining Official").
- Create student file (list of **all enrolled** students).
- Print matched student files and keep on file for three years plus the current school year.

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Civil Rights

SFA Responsibilities

- Ensure "...And Justice For All" poster is displayed in a prominent place.
- Ensure the nondiscrimination and privacy act statements are included on all appropriate program materials.
- Establish a system to collect student racial and ethnic data on an annual basis.
- Ensure reasonable steps are taken to provide foreign language translations to those needing them.
- Ensure procedures are in place to receive complaints alleging discrimination. The grievance form is located at:
http://edu.wyoming.gov/Programs/nutrition/Civil_Rights.aspx
- Ensure admission procedures do not restrict minority persons from enrolling in school or participating in the Child Nutrition Programs.
- Ensure public notification has been provided.
 - Inform the public the availability and benefits of the program.
 - Advise participants of the provisions of nondiscrimination; and
 - Set forth the procedure for filing a complaint.
- Ensure all students are allowed equal opportunities to participate in the Child Nutrition Programs and all participants are treated in the same manner.
- Ensure accessibility by handicapped persons.

- Ensure that student eligibility status (Free, Reduced, and Paid) is not overtly identified.
- Ensure regulations are followed for the disclosure of free and reduced price information to specific programs and/or individuals.
- Ensure front line staff receive civil rights training on an annual basis and keep records of such training on file for three years plus the current school year. Training material can be found at:
http://edu.wyoming.gov/Programs/nutrition/Civil_Rights.aspx

This information must appear on the Free and Reduced Price School Meals Application as well as all verification materials. It should also appear in student handbooks or in materials for parents that mention the National School Lunch Program, School Breakfast Program, and/or Special Milk Programs.

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Meal Substitutions For Medical or Special Dietary Reasons

Schools and institutions are required to make substitutions in the meal pattern for students who are considered disabled and whose disability restricts their diet. Schools may also make substitutions for students without disabling conditions but who are unable to consume the regular lunch/breakfast because of medical or other special dietary needs. Substitutions and additional meals/supplements should be made on a case-by-case basis and only when supported by a medical certification statement of the need for substitutions or additions that include recommended alternate foods.

The Medical Statement form can be found at:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx under Resources - Special Dietary Needs Form.

More detailed information can be found in the USDA publication, *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*. If you do not have the most recent copy of this publication, it can be found on the USDA website at http://www.fns.usda.gov/cnd/governance/regulations/7cfr210_12.pdf. This is the homepage for all Child Nutrition Programs. The publication is located in the "Guidance" section under "FNS Online."

Resources:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Guides, Handbooks, & More – Milk Requirements.

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On-site Monitoring

SFA Responsibilities

- Complete On-Site Monitoring form (if applicable) prior to February 1 **each** year. The form is located at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Local Education Agency Forms.
- Develop a corrective action plan if necessary.
- Conduct follow-up after 45 days to ensure corrective action was implemented.

Every school year, each LEA with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1st of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the school food authority shall: ensure the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the state agency under section 7CFR 210.7 (c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. [7CFR 210.8 (a)(1)].

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Food Safety

SFA Responsibilities

- Develop food safety plan for each food preparation and service facilities based on the process approach to HACCP that includes: description of

production/serving site with equipment inventory; menu items categorized as process 1, 2, or 3 on a chart format, standard operating procedures; monitoring records for critical control points and specified corrective action. Log forms can be found at:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Local Education Agency Forms.

- Implement food safety plan and document participation of food service employees with training plans and attendance records.
- Maintain food safety records for a period of six months following a month's temperature records. These records include time and temperature logs, corrective action, thermometer calibration logs, and receiving records. Note: Daily production plans that document meal pattern requirements have been met must be kept for three years plus the current school year.
- Review and revise food safety plan at least annually or as often as necessary to reflect changes in food service operation.
- Post the most recent food safety inspection report in a location that is visible to the public and provide a copy of this report upon request.
- Ensure compliance with U.S. Department of Agriculture regulations for schools participating in the school lunch and/or breakfast program by determining if two annual food safety inspections will be completed by your area health inspector at each food preparation and serving location. Request two inspections in writing from the state or county agency responsible for conducting the inspections, when necessary, and maintain documentation for three years plus the current school year.
- Report the number of food safety inspections conducted the previous school year at each of the food preparation and service locations when updating food safety inspections on the Child Nutrition Program (CNP) on line program.

Resources:

<http://sop.nfsmi.org/HACCPBasedSOPs.php>

<http://www.haccpalliance.org/sub/haccpmodels/guidebook.pdf>

<http://www.fao.org/docrep/005/y1390e/y1390e0a.htm>

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Wellness Policy

SFA Responsibilities

- Develop a wellness policy by following the information provided in Creating a Wellness Policy. This document can be found at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Training Resources.
- Recruit members of the wellness policy committee.
- Assist with development of wellness policy.
- Assist with implementation of wellness policy.
- Maintain wellness policy records.
- Regularly update wellness policy and keep on file for three years plus the current school year.

Resources:

Wellness Policy Model at:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Local Education Agency

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Production Records

Federal regulations governing the operation of the National School Lunch, School Breakfast Programs and Afterschool Care Programs require that:

SFAs ensure that meals are planned and produced on the basis of participation trends, with the objective of providing one reimbursable meal per child per day. Production and menu records shall be maintained to demonstrate that the required number of food components and food items are offered on any given day. Production records shall include sufficient information to evaluate the menu's contribution to the meal pattern.

Schools need to keep production records that provide the basic information necessary to complete a computer generated nutrient analysis of the menus.

Production records must include:

- Menu item used
- Standardized recipe name/number
- Grade groups
- Portion sizes planned
- Projected servings for each grade group
- Actual servings by grade group (include adults and a la carte)
- Vegetable subgroups
- Leftovers--Staff may record the amount of food leftover or when they plan to use leftovers

Optional or additional Information for Production Records:

- Person Responsible
- Student Projected Servings-does not include Adults

Additional Requirements

Production records must be kept for all special lines, such as salad or food bars, “sandwich lines” and the breakfast program.

Production records need to list all foods that are served--including those that are served every day. This includes such foods as milk, bread and butter, lettuce salad, etc.

It is not acceptable to record food by type like “fruit” or “dessert”. The specific foods served and recipe name or number needs to be listed.

Resources:

Sample form:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Resources - Production Records.

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Creditable Food

Manufacturers are able to produce a variety of food products. Some products look and taste like traditional foods, but the nutrients provided by some processed foods may be radically different from what is found in the traditional foods.

In order to assure that the meals served to children are nutritious, the United States Department of Agriculture (USDA) periodically issues guidance on certain types of foods that may or may not be credited as meeting a food component as part of the Enhanced or Traditional Food-Based Menu Planning Systems. This section serves as a guide for identifying some of those crediting options.

Resources:

<http://www.fns.usda.gov/tn/Resources/foodbuyingguide.html>

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Foods of Minimal Nutritional Value

Competitive foods are foods sold to students in competition with the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in food service areas during breakfast and lunch periods. Competitive foods may be sold during the meal period in food service areas, where food is prepared, served, and eaten, only if all income from the sale of these foods benefits the non-profit school food service, the school, or student organizations approved by the school. This is at the discretion of the Local Education Agency (LEA). LEAs may impose additional restrictions on the sale of and income from all foods sold at any time during the school day at a school participating in the NSLP and SBP. While it is not yet required, it would be in the best interest of the LEA to establish a written policy regarding the sale of competitive foods. Refer to page 10.3, “LEAs Can Impose Restrictions on the Sale of Competitive Foods,” of this section for further information.

Foods of Minimal Nutritional Value (FMNV) are foods that do not meet the minimum nutritional requirements specified by the USDA. In the case of artificially sweetened foods, these provide less than 5 percent of the United States Reference Daily Intakes (U.S. RDI) for each of eight specified nutrients per serving. In the case of all other foods, these provide less than 5 percent of the U.S. RDI for each of eight specified nutrients per 100 calories and per serving.

FMNV cannot be sold in food service areas during the meal periods. These foods also cannot be given away as part of a reimbursable meal, even as an incentive for increased participation. These FMNV are:

- Soda Water
- Water Ices
- Chewing Gum
- Certain Candies
 - Hard Candy
 - Jellies and Gums
 - Marshmallow Candy
 - Fondant
 - Licorice
 - Spun Candy
 - Candy Coated Popcorn

Resources:

[SP-09-TA-02-2011-OS Clarification of Competitive Foods and Foods of Minimal Nutritional Value](#)

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Procurement

SFA Responsibilities

- Ensure school agency practices free and open competition for every purchase made using school food service program funds.
- Follow all state and federal procurement practices for both formal and informal procurement.
- Must apply purchasing rules to all purchases that are supported, in whole or in part, with non-profit food service account funds.
- Adhere to the written code of conduct that prohibits unethical procurement actions.
- Proper Procurement will
 - Ensure fairness
 - Make the best use of federal, state, and local funds
 - Save money
 - Obtain the best products and services at the best prices
- Retain documents to verify that the SFA obtained the desired quality of products and services at the best prices (including, but not limited to Requests For Proposals, Invitations For Bids, bid awards, price quotations, price comparisons, product specifications, written codes of conduct, etc).

Resources:

Sample contract:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx.

USDA Guidance Memo, 2/23/12 - [Procurement Questions and Answers to Assist in the Implementation of the final rule titled Nutrition Standards in the National School Lunch and School Breakfast Programs](#)

USDA Guidance Memo, 2/13/12 – [Procurement Questions Relevant to the Buy American Provision](#) - USDA Guidance Memo, 2/13/12

National Food Service Management Institute:

<http://www.nfsmi.org/ResourceOverview.aspx?ID=64>

Wyoming Procurement Procedures:

<http://edu.wyoming.gov/sf-docs/nutrition-publications/procurement-procedures-handbook-2013.pdf>

Resources:

<http://edu.wyoming.gov/sf-docs/nutrition-publications/sp35-2012s.pdf?sfvrsn=2>

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Food Service Management Companies

SFA Responsibilities

- Contact WDE to receive guidance before considering a Food Service Management Company (FSMC).
- The SFA must use the State's FSMC prototype request for proposals (RFP) and contract. Written approval from WDE must also be received for all RFPs, and contracts before issuance.
- FSMC solicitation documents must be received by WDE for review no later than **March 1st of the current school year.**
- WDE is to review and approve all contracts and contract amendments prior to execution. **Due dates for FSMC contracts and amendments is June 1st of the current school year.**
- The SFA is allowed up to four contract amendments or less if required by WDE.
- SFAs must adhere to all WDE and USDA FSMC requirements.

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Financial Management

SFA Responsibilities

- Understand that the non-profit school food service account is a restricted account in which all of the revenue from food service operations conducted by the SFA, principally for the benefit of school children, is retained and used only for the operation or improvement of the school food service.
- Keep records/ledgers that support all revenues and expenditures for the food service program, including USDA Food Distribution records.
- Ensure that the food service program is non-profit.
- Ensure that food program costs meet applicable cost allowability requirements and that expenditures are allowable costs and net of all discounts, rebates, and applicable credits. The SFA must verify that all program costs must be necessary, reasonable, and allocable.
- The following records must be available and maintained for three years:
 - Meal applications
 - Counting and claiming forms
 - Menu production records
 - Financial documents
 - Civil Rights compliance data
 - USDA Food disposal documentation
 - Total value of USDA Food received each school year

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Counting and Claiming

SFA Responsibilities

- Submit the *Claim for Reimbursement* to the WDE via the Child Nutrition Program (CNP) website <https://portals.edu.wyoming.gov/CNP/Splash.aspx>, by the **10th** of each month, following the month to be claimed.
- Submit claims no later than **60 days** following the last day of the month to be claimed. Claims not submitted within 60 days shall be subject to denial unless the SFA requests a

one-time exception or receives authorization from the United States Department of Agriculture (USDA), if the one-time exception has previously been used.

- Submit amendments only on claims filed within the 60-day deadline, and amendments can only be submitted up to **90 days** from the close of the original claim month. This deadline is only related to upward adjustments; downward adjustments can be made at any time.
- Maintain all claim for reimbursement supporting documentation.
- Verify that only eligible student meals are claimed for reimbursement and in the correct category.

Counting and claiming procedures and guidelines can be found at: <http://edu.wyoming.gov/sf-docs/nutrition-publications/usda-meal-counting-manual.pdf?sfvrsn=4>

Instructions for CNP on line claiming is located at:
http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx

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Menu Planning/Meal Pattern/Nutrient Analysis

SFA Responsibilities

- Ensure each meal meets meal pattern requirements for menu planning option selected.
- Ensure weekly requirements are met for fruits/vegetables and grains/breads (if applicable).
- Ensure at least two milk fat varieties are offered to each student at lunch.
- Ensure Offer vs. Serve is implemented properly (if applicable).
- Ensure meals meet nutrition standards set forth by USDA and WDE.
- Ensure all required food items/components are available to all students.
- Complete and/or maintain production records/transport slips daily and keep on file for three years plus the current school year. Sample production records are located at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx
- Ensure copies of all crediting materials used to determine how a food item contributes to the meal pattern (e.g. Child Nutrition (CN) labels, signed manufacturer specification sheets, etc) are kept on file for three years plus the current school year.
- Track students with special dietary needs and ensure those requiring substitutions have a physician's statement on file. The physician's statement is located at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Local Education Agency Forms, Special Dietary Needs Form.

- Ensure the USDA Milk Substitution Rule is being followed for non-disabled students who cannot consume fluid milk. The memo regarding milk substitution can be found at: [SP-29-2011 Nutrition Requirements for Fluid Milk](#).
- Gather and submit materials needed by WDE to perform a nutrient analysis on a week of menus for the state review that is conducted at least once every three school years.
- Ensure that foods of minimal nutritional value (FMNV) are prohibited in the food service area during designated meal periods.

Resources:

- [USDA's Food Buying Guide for Child Nutrition Programs](#)
- [USDA's Offer versus Serve in the School Nutrition Programs](#)
- [USDA's Quantity Recipes for School Food Service](#)

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USDA Food Distribution Program

The SFA must be approved to be on the National School Lunch Program (NSLP) for one full year prior to participating in the Food Distribution Program (FDP). As participants in NSLP they are required to take food from the FDP.

SFA Responsibilities:

- Ensure that annual and monthly orders are collected through the CNP website.
- Count and inspect all food prior to signing for delivery. A claim entitlement refund can be submitted if they find damage after opening a case.
- Store food in the proper method to maintain the food and prevent theft.
- Make an effort to utilize the food in a timely manner (6 to 12 months).
- Be able to locate USDA food in their inventory in the event of a hold or recall, or if mass feeding is required. Food can be co-mingled with commercial purchases.
- Documentation must be kept for 3 years - the same as NSLP requirements.
- Inventory of USDA Foods must be done at minimum yearly and kept on file.
- Utilize 90 percent of their available entitlement.
- Participation in the Department of Defense Fresh Fruit and Vegetable Program (DoD FFVP) is optional.

Resources:

- Nutrition information for USDA procured food:
<http://www.fns.usda.gov/fdd/schfacts/>
- Nutrition information for WDE procured food:
http://edu.wyoming.gov/Programs/nutrition/foods_distribution.aspx
- FDP New Food Service Director Training:
http://edu.wyoming.gov/sf-docs/press-releases/New_FSD_Comm_Training.pdf
- FDP Child Nutrition Program website training manual:
<http://edu.wyoming.gov/sf-docs/nutrition-publications/cnp-website-fdp-section-manual.pdf>

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USDA Fresh Fruit and Vegetable Program (Grant)

The SFA must be approved to be on the National School Lunch Program (NSLP) for one full year prior to participation in the Fresh Fruit and Vegetable (FFVP).

SFA Responsibilities:

- Fill out the grant application each year for each elementary school wishing to be considered.
- Participate in required programmatic training.
- Run the grant in accordance with the FFVP Handbook and grant application.
- Submit claims for reimbursement each month through the CNP website.
- Maintain program records and receipts to support claims on file for three years plus the current school year.

Resources:

- USDA FFVP Handbook:
<http://www.fns.usda.gov/cnd/FFVP/handbook.pdf>
- WDE FFVP program training:
http://edu.wyoming.gov/Programs/nutrition/fresh_fruit_and_vegetable_program.aspx
- FFVP Child Nutrition Program website training manual:
http://edu.wyoming.gov/Programs/nutrition/fresh_fruit_and_vegetable_program.aspx

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Afterschool Care Program

SFA Responsibilities:

- Ensure students are engaged in a structured, organized, and supervised environment that includes educational or enrichment activities after regular school day hours.
- Ensure snacks are claimed only for days that school is in session.
- Ensure snacks being served meet the meal pattern requirements for snacks.
- Complete and maintain production records for snacks and keep on file for three years plus the current school year.
- Maintain program participation records and keep on file for three years plus the current school year.
- Complete snack program monitoring form at least two times per school year.

Resources:

Afterschool Care Program Handbook:

http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx, under Training Resources.

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