ADMINISTRATIVE REVIEW TRAINING

ALABAMA STATE DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

SCHOOL PROGRAMS

FEBRUARY 18, 2021
Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=f0bea9dded8343eb8b67d9defd2bcbf3
# Administrative & Procurement Review Training

Presented by:

Alabama State Department of Education

## AGENDA

### Thursday
February 18, 2021

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Log in to Training / Housekeeping</td>
<td>Rabbie Scott</td>
</tr>
<tr>
<td>9:05</td>
<td>Greetings from ALSDE</td>
<td>Angelic Lowe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interim Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ALS DE CNP</td>
</tr>
<tr>
<td>9:10</td>
<td>School Programs: Tips for Success</td>
<td>Chad Langston</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior Nutritionist</td>
</tr>
<tr>
<td>10:10</td>
<td>Break and Stretch</td>
<td></td>
</tr>
<tr>
<td>10:20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:20</td>
<td>Auditing: Tips for Success</td>
<td>Steven Ryant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior Accountant</td>
</tr>
<tr>
<td>11:10</td>
<td>All About the Procurement Review</td>
<td>Debbie Harris</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior Accountant</td>
</tr>
<tr>
<td>11:45</td>
<td>Questions and Answers / Closing</td>
<td>ALSDE Staff</td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TIMELINE

• CONFIRMATION/INTRODUCTORY LETTER – receive approximately 6 weeks prior to Administrative Review (AR)
  • Used to notify SFA of upcoming Administrative Review
  • Also used as checklist of documentation that SFA should prepare prior to on-site visit

• COMMUNICATION FROM AUDITING AND SCHOOL PROGRAMS STAFF – approximately 4 weeks prior to AR

• ENTRANCE CONFERENCE – first day of on-site review

• ON-SITE AR – length dependent upon how many sites are to be reviewed

• EXIT CONFERENCE – last day of on-site review

• CORRECTIVE ACTION – due 30 days after receiving official report
PRIOR TO THE ON-SITE REVIEW
A list of schools will be provided to CNP Director
- CNP Director will complete questionnaire for each school provided
- Email completed form to School Programs staff asap
A “target” school will be provided to CNP Director from School Programs staff.

- CNP Director will complete questionnaire for the school provided.
- Email completed form to School Programs staff prior to onsite review.
WHAT IS A REVIEW PERIOD?

- The most recent month for which a Claim for Reimbursement was submitted, provided that it covers at least ten (10) operating days. May also be referred to as the “Month of Review”.

- Once a review period is determined, the CNP director will choose a complete week with 5 operating days (7 operating days if you serve weekends) within that month.
• Provide from the week within the Review Period for reviewed school(s):
  • Menu for all age/grade groups
    • These menus should be provided for the School Breakfast Program, National School Lunch Program, and Afterschool Snack Program
  • Menu Worksheet portion of a USDA-approved Menu Planning Tool for Certification for Six Cent Reimbursement
  • Production Records
• Have available if needed: food labels, USDA Foods Information Sheets, CN labels, standardized recipes, manufacturer’s Product Formulation Statement, bid documentation, and/or Food Buying Guide information used to determine crediting
This information is provided to assist state agencies, school food authorities, and local schools with the selection of a software program that has been USDA-approved for nutrient analyses required in the school meal programs.

Only USDA-approved nutrient analysis software may be used to conduct nutrient analyses for an Administrative Review. Software approved by USDA for nutrient analysis may also be used for:

- nutrient analysis portion of certification for the additional performance-based reimbursement (certification of compliance) for lunch;
- nutrient analysis portion of certification for the additional performance-based reimbursement (certification of compliance) for breakfast; and
- nutrient analysis of recipes to ensure compliance with the Smart Snacks in School standards.

Note that only nutrient analysis software approved by USDA are considered an allowable cost to the non-profit school food service account. For certification for the additional performance-based reimbursement for lunch, the USDA-approved menu planning software listed here may be used. Many of the software approved for nutrient analysis are also approved for menu planning (certification of compliance).

Spotlights

Team Nutrition Training Grants
Mealtimes With Toddlers in the CACFP

Resources

Technical Assistance & Guidance
Research, Analysis & Background

Cartswheel
Colyar Technology Solutions, LLC
Phone: 623-209-1700

Ratec Solutions by Agilysys
Agilysys, Inc.
Phone: 877-374-4783
# USDA Certification of Compliance Worksheet

**Meal Pattern**

**Reimbursable Breakfast**

**Grades K-12**

**SFA Name:**
K-12 Menu #:

**John Doe Private School**
May 9-13 2016

Enter each reimbursable breakfast offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

Click here to go to the Food Buying Guide Calculator  
Click here to go the Instructions  
Click here to the Weekly Report

<table>
<thead>
<tr>
<th>Meal Name</th>
<th>2a</th>
<th>2b</th>
<th>3a</th>
<th>3b</th>
<th>3c</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grains</strong></td>
<td><strong>NOTE:</strong> Grains must be offered as ounce equivalents. Meats/Meat Alternates may credit toward Grains requirement. 1 oz eq Meat/Meat Alternate = 1 oz eq Grains</td>
<td>Enter the TOTAL number of oz eq of GRAINS + Meat/Meat Alternate counting toward Grains</td>
<td>Enter the number of oz eq/servings of Whole Grain, Rich Grains</td>
<td>Select the number of cups of fruit including fruit/vegetables/juice offered with this meal</td>
<td><strong>NOTE:</strong> Enter the CREDIDABLE amount of dried fruit</td>
<td>Enter the number of cups of fluid milk offered with this meal</td>
</tr>
<tr>
<td>Example: Bagel and cream cheese/apples</td>
<td>2.00</td>
<td>2.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. WG pancakes, sausage link, banana, assorted fruit juice, assorted milk</td>
<td>2.50</td>
<td>2.00</td>
<td>0.50</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2. WG chicken biscuit, peach cup, assorted fruit juice, assorted milk</td>
<td>8.00</td>
<td>2.00</td>
<td>1.00</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3. WG cinnamon roll, sausage patty, orange slices, assorted fruit juice, assorted milk</td>
<td>3.00</td>
<td>2.00</td>
<td>1.00</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4. Breakfast pizza, pineapple chunks, assorted fruit juice, assorted milk</td>
<td>2.50</td>
<td>1.50</td>
<td>1.00</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5. WG French toast sticks, sausage link, apple slices, assorted fruit juice, assorted milk</td>
<td>2.00</td>
<td>1.50</td>
<td>0.50</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6. Cereal, fruit, assorted fruit juice, assorted milk</td>
<td>2.00</td>
<td>2.00</td>
<td>0.00</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fluid Milk (cups)**

Enter the number of cups of fluid milk offered with this meal.
# NUTRI KIDS MEAL GROUP CONTRIBUTION REPORT

## Schools

### Meal Group Contribution Report

**Feb 4, 2016**

### Monday 2/22/2016

#### Meals

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Portion Size</th>
<th>MMA as Add'l OZ Eqv</th>
<th>MMA as Grain OZ Eqv</th>
<th>Grains OZ Eqv</th>
<th>Fruit Cup</th>
<th>Milk Cup</th>
<th>Whole Grain OZ Eqv</th>
</tr>
</thead>
<tbody>
<tr>
<td>031470</td>
<td>CEREAL BAR, COCOA PUFFS</td>
<td>1 EACH</td>
<td></td>
<td></td>
<td>1.400</td>
<td></td>
<td></td>
<td>1.400</td>
</tr>
<tr>
<td>031471</td>
<td>YOGURTGOO SURT</td>
<td>1 EACH</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031472</td>
<td>TOTTO GRAIN, HONEY</td>
<td>1 PK</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031473</td>
<td>RASINS, BOX</td>
<td>1 BOX</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>0.500</td>
</tr>
<tr>
<td>031474</td>
<td>JUICE ASSORTMENT</td>
<td>1 SERVING</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031475</td>
<td>MILK, FF SKIM</td>
<td>1 HALF PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031476</td>
<td>MILK, FF CHOCOLATE</td>
<td>1 HALF PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>2.000</td>
<td>1.000</td>
<td>1.000</td>
<td>2.000</td>
</tr>
</tbody>
</table>

#### Pancake Breakfast

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Portion Size</th>
<th>MMA as Add'l OZ Eqv</th>
<th>MMA as Grain OZ Eqv</th>
<th>Grains OZ Eqv</th>
<th>Fruit Cup</th>
<th>Milk Cup</th>
<th>Whole Grain OZ Eqv</th>
</tr>
</thead>
<tbody>
<tr>
<td>031477</td>
<td>PANCAKES, 2/20 OZ/each</td>
<td>2 (PACKAGES)</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>2.000</td>
</tr>
<tr>
<td>031478</td>
<td>SAUSAGE, 1/2 link</td>
<td>1 Link</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031479</td>
<td>JUICE ASSORTMENT</td>
<td>1 SERVING</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031480</td>
<td>BANANAS</td>
<td>1/2 cup</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031481</td>
<td>MILK, 1/2 FAT</td>
<td>1/2 PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031482</td>
<td>MILK, FF SKIM</td>
<td>1 HALF PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031483</td>
<td>MILK, FF CHOCOLATE</td>
<td>1 HALF PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.500</td>
<td>2.000</td>
<td>1.000</td>
<td>3.000</td>
</tr>
</tbody>
</table>

#### Tuesday 2/23/2016

#### Breakfast Pizza

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Portion Size</th>
<th>MMA as Add'l OZ Eqv</th>
<th>MMA as Grain OZ Eqv</th>
<th>Grains OZ Eqv</th>
<th>Fruit Cup</th>
<th>Milk Cup</th>
<th>Whole Grain OZ Eqv</th>
</tr>
</thead>
<tbody>
<tr>
<td>031484</td>
<td>Pizza, Breakfast with Sausage</td>
<td>1 SERVING</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031485</td>
<td>JUICE ASSORTMENT</td>
<td>1 SERVING</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031486</td>
<td>ORANGES</td>
<td>1/2 CUP</td>
<td></td>
<td></td>
<td>0.500</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031487</td>
<td>MILK, 1/2 FAT</td>
<td>1/2 PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031488</td>
<td>MILK, FF SKIM</td>
<td>1 HALF PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031489</td>
<td>MILK, FF CHOCOLATE</td>
<td>1 HALF PINT</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.050</td>
<td>1.500</td>
<td>1.000</td>
<td>3.000</td>
</tr>
</tbody>
</table>

### Meals

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Portion Size</th>
<th>MMA as Add'l OZ Eqv</th>
<th>MMA as Grain OZ Eqv</th>
<th>Grains OZ Eqv</th>
<th>Fruit Cup</th>
<th>Milk Cup</th>
<th>Whole Grain OZ Eqv</th>
</tr>
</thead>
<tbody>
<tr>
<td>031500</td>
<td>CEREAL, CINNAMON TOAST CRUNCH</td>
<td>1 PACKAGE</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>031501</td>
<td>YOGURTGOO SURT</td>
<td>1 EACH</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
</tbody>
</table>

### Meals

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Portion Size</th>
<th>MMA as Add'l OZ Eqv</th>
<th>MMA as Grain OZ Eqv</th>
<th>Grains OZ Eqv</th>
<th>Fruit Cup</th>
<th>Milk Cup</th>
<th>Whole Grain OZ Eqv</th>
</tr>
</thead>
<tbody>
<tr>
<td>031502</td>
<td>CEREAL, CINNAMON TOAST CRUNCH</td>
<td>1 PACKAGE</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
<td>1.000</td>
</tr>
</tbody>
</table>
## USDA Certification of Compliance Worksheet

### Weekly Report

#### Daily Requirement Summary

**Breakfast, Grades K-12**

<table>
<thead>
<tr>
<th>Go to Instructions</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Weekly Total</th>
<th>Weekly Requirement (oz equivalents)</th>
<th>Weekly Requirement Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit, Vegetable, Fruit Juice or Vegetable Juice Servings</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Grain</td>
<td>2.00</td>
<td>3.00</td>
<td>3.00</td>
<td>2.50</td>
<td>2.00</td>
<td>12.50</td>
<td>9</td>
<td>Yes</td>
</tr>
<tr>
<td>Maximum Grain</td>
<td>2.50</td>
<td>5.00</td>
<td>8.00</td>
<td>2.50</td>
<td>2.00</td>
<td>18.00</td>
<td>10</td>
<td>No</td>
</tr>
<tr>
<td>Whole Grain Rich Weekly Amount (oz eq)</td>
<td>Weekly Grains Total</td>
<td>12.00</td>
<td>Weekly Whole Grain Rich Total</td>
<td>12</td>
<td>Percent of Whole Grain-Rich</td>
<td>100%</td>
<td>100%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Fluid Milk (cups)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Weekly Total</th>
<th>Weekly Requirement (cups)</th>
<th>Weekly Requirement Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variety: Skim/Fat-free unflavored, Skim/Fat-free flavored, Low-fat (less than 1%), unflavored</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>5</td>
<td>5</td>
<td>Yes</td>
</tr>
<tr>
<td>Low-fat (1% or less), flavored</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduced fat (2% fat) or whole, unflavored and flavored</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Weekly Fruit Juice Limit** (no more than half of total fruit):
- **Weekly Total**: 5
- **Total Weekly Fruit Juice**: 2 1/2
- **Percent of totally weekly fruit that is juice**: 50.00%

**Starchy vegetable fruit crediting**:
- **Monday**: 0
- **Tuesday**: 0
- **Wednesday**: 0
- **Thursday**: 0
- **Friday**: 0
- **Weekly Total**: 0

**Non-starchy vegetable or fruit crediting**:
- **Monday**: 0
- **Tuesday**: 0
- **Wednesday**: 0
- **Thursday**: 0
- **Friday**: 0
- **Weekly Total**: 0

**Starchy vegetable crediting check**: Yes

### Notes:
- Must serve at least 2 cups of non-starchy fruit prior to crediting starchy vegetables as fruit.
- Non-starchy:
  - Monday: 0
  - Tuesday: 0
  - Wednesday: 0
  - Thursday: 0
  - Friday: 0
  - Weekly Total: 0
- Starchy:
  - Monday: 0
  - Tuesday: 0
  - Wednesday: 0
  - Thursday: 0
  - Friday: 0
  - Weekly Total: 0
# Nutri Kids Weekly Certification Worksheet

**Page 1**

**Schools**

**Weekly Certification Worksheet**

**Week of 2/22/2016**

<table>
<thead>
<tr>
<th>5 Day Week</th>
<th>Mon 2/22/16</th>
<th>Tue 2/23/16</th>
<th>Wed 2/24/16</th>
<th>Thu 2/25/16</th>
<th>Fri 2/26/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fruit:</strong> Minimum (cups)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Vegetables Minimum (cups):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Dark Green</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Red/Orange</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>- Legumes</td>
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<tr>
<td>- Sterols</td>
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<td>0</td>
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<tr>
<td>- Other</td>
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<tr>
<td><strong>Meat/Meat Alternatives Minimum (oz eq):</strong></td>
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<tr>
<td>- Meat/Meat Alternatives</td>
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<td>0</td>
</tr>
<tr>
<td>- Grain Minimum (oz eq)</td>
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<tr>
<td><strong>Grain Maximum (oz eq):</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>- Grain</td>
<td>2.5</td>
<td>2.5</td>
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</tbody>
</table>

**Weekly Whole Grain Rich Weekly Amount**

| Weekly Whole Grain Rich Total | 17 | 17 | 100% |

**Weekly Whole Grain Rich Total**

<table>
<thead>
<tr>
<th>Mon 2/22/16</th>
<th>Total 2/22/16</th>
<th>Wed 2/24/16</th>
<th>Thu 2/25/16</th>
<th>Fri 2/26/16</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
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</tbody>
</table>

**Weekly Whole Grain Rich Total**

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Weekly Whole Grain Rich Total**

| 11 | 0 |

**Weekly Milk Minimum (cups):**

| Silk-Free, Unflavored, Low Fat (1% or less) | Yes | Yes | Yes | Yes | Yes |
| Low-Fat (1% or less), flavored | | | | | |
| Reduced Fat (2% or whole, unflavored and flavored) | | | | | |

**Weekly Certified:** Yes

---

*Cells with this background color signify requirements not being met.*
<table>
<thead>
<tr>
<th>Site:</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Students:</td>
<td>Students:</td>
<td>Students:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Adults:</td>
<td>Adults:</td>
<td>Adults:</td>
</tr>
<tr>
<td>Age/Grade Group:</td>
<td>CNP Staff:</td>
<td>CNP Staff:</td>
<td>CNP Staff:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(1) Menu Item/Condiments</th>
<th>(2) Recipe #</th>
<th>(3) Serving Size</th>
<th>(4) Students</th>
<th>(5) Adults/CNP Staff A La Carte</th>
<th>(6) Total</th>
<th>(7) Prepared</th>
<th>(8) Served</th>
<th>(9) Amount</th>
<th>(10) Final Prep Temp/Time</th>
<th>CIA **</th>
<th>Hold Prior Service Temp/Time</th>
<th>CIA **</th>
<th>Hold During Service Temp/Time</th>
<th>CIA **</th>
<th>Hold in 2 hrs to 70°</th>
<th>CIA **</th>
<th>Temp at 4 hrs</th>
</tr>
</thead>
</table>

*Leftovers Location: D=Discarded, R=Refrigerator, F=Freezer, S=Storeroom*

**Corrective Action: D=Discarded, C=Chilled, H=Heated**

Revised 3/9/18
PRODUCTION RECORDS

Custom Production Records need State approval

- Records include all information necessary to support the claiming of reimbursable meals and any additional SA requirements (i.e., all menu items are listed, and all required meal components are offered);
- Records are used for proper planning (e.g., evaluate for consumption and leftovers);
- Records document food prepared is creditable for the total number of reimbursable meals offered and served;
- Records document a la carte, adult, and/or other non-reimbursable meals, including number of portions for each of these food items; Records document that milk, whole grain-rich, and vegetable sub-group requirements are met;
PRODUCTION RECORDS (CONT.)

• Records document weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit, and milk;

• Records align with standardized recipes (e.g., if chicken salad sandwich is on the menu but mayonnaise is not listed on the production records, the SA may examine standardized recipes for additional information); AND

• As needed, records to support meal modifications outside the program meal pattern for students with disabilities. Such meals are only eligible for reimbursement when supported by a medical statement signed by a State licensed healthcare professional.
WEEK OF REVIEW

• THE WEEK DURING WHICH THE ON-SITE REVIEW OF THE INDIVIDUAL SITES SELECTED FOR REVIEW OCCURS

• PROVIDE FROM THE WEEK OF REVIEW FOR REVIEWED SCHOOL(s):
  • MENU FOR ALL AGE/GRADE GROUPS
    • THESE MENUS SHOULD BE PROVIDED FOR THE SCHOOL BREAKFAST PROGRAM, NATIONAL SCHOOL LUNCH PROGRAM, AND AFTER-SCHOOL SNACK PROGRAM
  • MENU WORKSHEET PORTION OF A USDA-APPROVED MENU PLANNING TOOL FOR CERTIFICATION FOR SIX CENT REIMBURSEMENT
WORTHLESS CHECK POLICY

**Copy of the Board Approved Policy**

**State Guidelines:**

- **Will the district charge a bad check fee (best practice)?** If so, a log must be maintained.

- **If returned checks are not collected, then funds from a non-public local fund source must be deposited to the CNP fund to cover the insufficient funds.**

- **The local school or school system must take necessary actions to collect the check amount and must document those actions and procedures.**

- **If applicable – If a school system utilizes nonpublic local funds to cover NSF checks rather than a NSF fee, the system must have documentation on file to reflect transfers to the appropriate funds that received NSF checks that were not recovered.**

- **If applicable – The Board must maintain a log or other record to document that NSF fees collected exceed the amount of any checks that have been determined not to be collectable.**
UNPAID MEAL CHARGE POLICY

• Copy of the board approved policy

Federal Requirements:

• Meals must always be provided to K-3 students or for any handicapped students (children who are classified by the district’s special education representative as a child with a disability) who may be unable to take full responsibility for a meal.

• Documentation demonstrating the policy was communicated to all households at the start of the year

• Documentation demonstrating the policy was communicated to all staff members responsible for the policy

• Bad debts must be written off as operating losses; this operating loss may not be absorbed by the NSFSA but must be restored using non-Federal funds.

• Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

HTTPS://WWW.FNS.USDA.GOV/SCHOOL-MEALS/UNPAID-MEAL-CHARGES
STATE GUIDELINES:

• A nonpublic fund source must be established to cover any uncollected charges.

• Each system/school must maintain documentation to reflect the status of charged meals and the transfer of funds should charges remain uncollected by year end (ALSDE does not define whether school year or fiscal year end and USDA allows charges to be carried over to fiscal year end).

• If applicable – should the practice of serving such a (alternative non-reimbursable) meal or snack become frequent or more than just an occasional occurrence, the Board must make arrangements to reimburse the Child Nutrition Funds.
LOCAL WELLNESS POLICY

• Copy of the policy or appropriate web address and most recent assessment

• Are the minimum requirement elements written in the policy?
  
  • Specific goals for nutrition promotion and education, physical activity, and other-school based activities that promote student wellness
  
  • Standards and nutrition guidelines for all food/beverages available on the school campus

  • School meal nutrition standards
  
  • Smart Snacks in School Nutrition Standards
LOCAL WELLNESS POLICY (CONT.)

• **Standards for all foods/beverages provided, but not sold, to students (i.e., in classroom parties, classroom snacks brought by parents, or other foods given as incentives)**

• **Policies that allow marketing or advertising of only those foods/beverages that meet the Smart Snacks in School nutrition standards**

• **Description of public involvement, public update, policy leadership, and evaluation plan**
LOCAL WELLNESS POLICY (CONT.)

- Establish policy leadership
- How does the public know about the policy?
- When and how does the review and update of the local school wellness policy occur?
LOCAL WELLNESS POLICY (CONT.)

- **Who is involved in reviewing and updating the policy and what is their relationship with the SFA?**

- **How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the policy?**

- **How does the public know about the results of the most recent assessment on the implementation of the policy?**
  - **First Triennial Assessment Due Summer of 2020 (SY20-21)**

DAY OF ON-SITE REVIEW

SFA LEVEL
• **If not using the prototype, does the application contain the appropriate language**

• **If applicable, does the Web-based application contain the appropriate language**

• **Is the public media release, FAQ letter, and household letters (notifications regarding F/R applications) contain the appropriate language**

• **Civil Rights training**

  • **When was the most recent training?** (required annually)
    • Required for cafeteria staff, eligibility officials, CNP supervisors, etc.
  • Documentation demonstrating topics covered
  • Documentation demonstrating attendance of staff
PROFESSIONAL STANDARDS

• CNP Director meets hiring requirements

• CNP Director, Manager(s), Staff (full/part-time &/or employees designated by director) meet or is expected to meet annual training requirements

• Best Practice - Validated by tracking tool (USDA Professional Standards Training Tracking Tool, software program or custom tool)

• Supporting documentation available

https://www.fns.usda.gov/school-meals/professional-standards
HACCP

• Does the written food safety plan contain the required elements
  • Documented SOPs
  • Methods:
    • Documenting menu items in the appropriate HACCP process category
    • Documenting Critical Control Points of food production
    • Monitoring
    • Establishing and documenting corrective actions
    • Recordkeeping
    • Reviewing and revising the overall food safety program periodically


• Adopted any applicable changes with Alabama’s update to 2013 Food Code

ON-SITE MONITORING
NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM

- On-site review for NSLP/SBP
- Completed prior to February 1st
• Onsite review for ASSP completed within four (4) weeks of program start date
  • Is an additional review planned prior to the end of the school year
SMART SNACK COMPLIANCE

• **Annual Attestation Statement** signed/dated by the Administrator

• **Alabama’s Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form** for each school signed/dated by Administrator

• **Best Practice** - signed by July 1st for fall fundraisers and/or January 1st for spring fundraisers, but must be signed prior to first fundraisercommencing
OUTREACH

• **Summer Food Service Program (SFSP)**
  • Must distribute materials to inform families of the availability and location of SFSP meals for students prior to school year ending

• **School Breakfast Program (SBP)**
  • Information about this program must be distributed just prior to or at the beginning of the school year in the info packets that are sent to each household with free and reduced-price meal applications (i.e., FAQ Letter)
DAY OF ON-SITE REVIEW

School Level
CIVIL RIGHTS

• Appropriate program materials use the non-discrimination statement
• Meal benefit applications
• Public release
• Approved USDA “And Justice For All” poster displayed in cafeteria
• Procedures in place for accommodating students with special dietary needs
• Need to be maintained and accessible to cafeteria staff
HACCP

• Copy of written food safety plan available at each school and being implemented

• Two most recent food safety inspections provided

• Most recent food safety inspection report posted in publicly visible location

• Temperature logs available for freezer(s), cooler(s), milk cooler(s), dry storage
HACCP (CONT.)

• Is the food safety plan being implemented?
  • Proper personal hygiene (hairnets, gloved hands, appropriate hand washing)
  • Cross contamination is prevented
  • Food temperatures are monitored
  • Food preparation areas/service areas are clean
  • Clean utensils/equipment are used for food preparation and meal service
  • No obvious evidence of pests is present
HACCP (CONT.)

• **Proper Storage Practices:**
  - Temperature is appropriate for the applicable equipment
  - Food is stored 6” off the floor
  - Food storage facility is clean/neat
  - Canned goods are free from bulges, leaks, dents
  - Chemicals are clearly labeled and stored away from food/food-related supplies
  - Open bags of food are stored in containers with tight fitting lids
  - FIFO method of inventory management is used
  - No obvious evidence of pests is present
  - **Buy American Provision in effect**
MEAL COMPONENTS AND QUANTITIES

• All required meal components available on every reimbursable meal service line prior to and during the meal service
• Minimum daily quantity requirements are met for the age/grade group
• Fluid milk available in at least the two required varieties throughout the serving period on all meal service lines
• Milk substitutions are allowable
OFFER VS. SERVE (OVS) OR SERVE?

• Is serve being implemented properly
• Cafeteria staff trained on serve
• Signage explaining what constitutes a reimbursable meal on or near the serving line(s)
NON OVS SIGNAGE

LUNCH

Must Take All Components for a Healthy Lunch:

- Milk
- Fruit
- Vegetable
- Grain
- Meat or Meat Alternate

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.asci.usda.gov/complaint_filing_cust.html, 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. Receipt of the information requested in the form. Receipt of the information requested in the form.

(1) visit U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) fax: (202) 690-7442, or
(3) email: program.intake@usda.gov.

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SMART SNACKS

• WHERE ARE STUDENTS ABLE TO PURCHASE FOOD?
  • ARE THESE ITEMS SMART SNACK COMPLAINT?

• WHO IS RESPONSIBLE FOR TRACKING SMART SNACK COMPLIANCE?

• DOES THE SCHOOL HOLD FUNDRAISERS DURING THE SCHOOL DAY?
  • ARE THESE ITEMS SMART SNACK COMPLIANT AND IF NOT, DID THE SCHOOL OBSERVE THE STATE-DEFINED LIMIT ON FUNDRAISERS
    • ALABAMA RECOGNIZES 30 EXEMPT FUNDRAISERS PER SCHOOL PER YEAR
Smart Snacks – Competitive Sales

- Students do not have access to vending, school store, and/or fundraisers during mealtimes
  - One hour before
  - During
  - One hour after
WATER

• POTABLE WATER MUST BE MADE AVAILABLE TO ALL STUDENTS FOR LUNCH AND

  • BREAKFAST (IF SERVED IN THE CAFETERIA)

• NO SIGNAGE PROMOTING WATER OR ANY OTHER BEVERAGE AS AN ALTERNATIVE SELECTION TO FLUID MILK THROUGHOUT THE FOOD SERVICE AREA

Clarification on the Milk and Water Requirements in the School Meal Program | USDA-FNS
NONDISCRIMINATION STATEMENT

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: HTTP://WWW.ASCR.USDA.GOV/COMPLAINT_FILING_CUST.HTML, 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:

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    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: PROGRAM.INTAKE@USDA.GOV.

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